



2011 SHOW FLOOR MEETING SPACE - EXHIBIT HALL CONTRACT

April 6 – 9, 2011 ~ Chicago, IL
American Academy of Audiology, Inc.
Payments Only: AAA Lockbox
11654 Plaza America Dr. # 507
Reston, VA 20190-4700
Fax 703.790.8631

COMPANY INFORMATION

FULL PAYMENT MUST ACCOMPANY

Company _____

Contact _____ Title _____

Full Address (no P.O. boxes) _____

City _____ ST _____ Zip/Postal _____ Country _____

Phone _____ ext: _____ Fax _____

E-mail _____

Signature required: _____

By providing this information, you consent to permit the Academy to share this information only with our Official Contractors. You must be a current exhibitor to purchase show floor meeting space.

MEETING ROOM INFORMATION

Meeting room space use begins during setup on Tuesday through teardown on Saturday. Rooms will be assigned on first come, first served based on availability. Confirmation of space will be made in writing. **Refunds will not be given after January 1, 2011.**

ROOM PREFERENCE

ROOM SIZE & PRICE

20'x20' = \$2000
(rooms are not carpeted)

MEETING ROOM RENTAL INCLUDES

8' high system wall – lockable door (door placed facing wall)
18" sign designating your room

POLICIES AND PROCEDURES

- Meeting rooms may not be used as additional exhibit space. Companies using the meeting rooms as exhibit space will be charged the exhibit space rental fee for the space (if exhibit fee applied, meeting space will remain as meeting space). The Academy monitors meeting space.
- Only current exhibitors may only reserve show floor meeting rooms.
- Companies using meeting rooms must adhere to all Rules and Regulations as set forth in (a) the Exhibitor Manual, (b) the Rules and Regulations found on the Exhibit Space Application and Contract, and (c) convention center rules and regulations.
- Meeting rooms may only be utilized during Audiology Solutions (Expo) hours (set up beginning Tue through tear down included).
- Attendees and guests must be registered for AudiologyNOW! 2011 to gain access to the exhibit hall.
- Alcoholic beverages are not permitted in Meeting Rooms.
- **PLEASE NOTE THAT THESE ROOMS ARE NOT COMPLETELY SECURE.** One lockable door is included; however, rooms are not 100% secure. Do not leave prototype or valuables unattended. The security of your meeting room and your materials is your responsibility for the time allotted. You are responsible for supplying security guard service, if desired.
- You must vacate the room at the close of the exhibit hall, Saturday at 2pm.
- You are responsible for all costs for supplying all furniture (only lounge or meeting room furniture allowed), security, equipment, electrical, food & beverage, phones/lines, audio-visual, or any others services needed in utilizing your room. See Exhibitor Manual for order forms.
- Do not use or meet in any room that is not assigned to the company listed above.
- CEU opportunities are not allowed in show floor meeting space.

PAYMENT INFORMATION

Payment type: Check # _____ Make payable to: American Academy of Audiology, Inc.

ACADEMY USE ONLY

Date Received	Amount Received	Meeting Room Confirmed
____ / ____ / ____	\$ _____ .00	_____