

# Corporate and Institutional Application & Contract

16th Annual AMS WeatherFest

Washington State Convention Center, Seattle , WA

22 January 2017 (One day only)



**Contact Information:** *Please Print* (Form may be filled out online prior to printing)

Company/Agency/Institution \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Web Address \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

*By Signing, I verify that I am authorized to bind my organization*

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**Standard Booth Set and Services:**

AMS will supply each 8' x 10' booth with the following: 3ft back & side drape, booth identification sign, 1 table & 2 chairs. See reverse side (A2-4) for more details.

Electricity is not part of the standard booth set but can be supplied for a nominal fee. However, you must order below. No requests for electric services will be granted on-site.

Our exhibit requires: Electric Supply — \$50  Yes \*  No

\*If you require electric, please let us know what it is for. We want to be sure the proper connection is provided.

Internet services must be ordered directly through the Convention Center (see Exhibitor Kit).

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**Billing Information for Electric Services Only**

Total Fees from above: \$ \_\_\_\_\_  
 Check Enclosed # \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_  
 Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Name on Card \_\_\_\_\_ Billing Zip code \_\_\_\_\_

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**Booth Location Request:** Each organization will be given one 10'x10' booth. Please provide your location preference using the online floor plan. Requests for additional space will be considered once the application deadline has passed. Please contact AMS directly, as soon as possible to be added to the list for additional consideration.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

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**Confirmation & Description of WeatherFest Exhibit:** Please submit your 50 word (or less) description through the AMS Exhibitor Service website once your application is accepted. A login ID and password will be sent via e-mail (to address listed above) to access this site once the application is processed. The final deadline for applications is 27 October 2014.  
**See reverse side for Rules & Regulations**

Please note that helium balloons are not allowed in this facility.

Please send your completed contract to: WeatherFest at 617-507-0472 or jrosen@ametsoc.org  
Questions??? Call Jenn Rosen at 617-226-3972 or jrosen@ametsoc.org  
<http://www.wxfest.org>

**APPLICATION DEADLINE --- 28 OCTOBER 2016**

# AMS WEATHERFEST RULES AND REGULATIONS

The following provisions are incorporated by reference in the Application & Contract for WeatherFest Exhibit Space and become binding between the applicant, his employees, and agents; and the American Meteorological Society (AMS) upon acceptance of the Contract. The decisions of AMS shall in all instances be final with regard to the use of any exhibit space.

## 1. LOCATION, DATES, SCHEDULE

The AMS 15th Annual WeatherFest will be held at the Washington state Convention Center in Seattle WA, 22 January 2017. The Exhibit Schedule is as follows:

Move-In Sun, 22 Jan 8:00–11:00 AM

No exhibit move-in will be allowed after 11 AM

Show Hours Sun, 22 Jan 12 NOON–4:00PM

Move Out Sun, 22 Jan 4:00–6:00PM

Exhibitors are not permitted to dismantle before 4 PM

## 2. PAYMENT, EXECUTION OF CONTRACT, CANCELLATION

A. Payment: For exhibitors requiring electric, a check payable to AMS for the total cost of the assigned exhibit space is due with the submission of the Application/Contract but no later than 28 October 2016. Purchase orders, Company Checks, MasterCard, VISA and American Express are accepted. Failure to remit payment in full may result in cancellation of required services. No exhibitor shall assign, sublet, or share the whole or any part of its space unless the consignee is in partnership with, a subsidiary of, or is in a joint venture with the contract holder and is an integral part of the product presentation.

B. Execution of contract: The Application & Contract for Exhibit Space is not valid until signed by AMS.

C. Cancellation: In the event an exhibitor cancels all or part of their exhibit space contracted, the exhibitor must do so in writing at least 30 days prior to the event or their service fees will be forfeited.

## 3. EXHIBITION STANDARDS

### A. General:

1. All exhibits shall be of interest or of educational value and in keeping with the theme of WeatherFest. The final decision on applicability of the display rests with the WeatherFest Program Committee and AMS.

2. Each exhibit will be allotted one standard booth. Additional booth will be considered on a space-available basis. Requests for additional space must be done through AMS directly.

3. A standard booth is 8' x 10' or 3.048m x 3.048m and includes the following:

- 3' (0.91m) high back & side drape

- booth identification sign

- listing on the WeatherFest web site.

- one 6' draped table & two chairs

4. Electric and Internet services are not part of the WeatherFest standard booth set. Electric services can be supplied for a nominal fee (\$50). However, it must be requested at the time of application. No requests for these services will be granted on-site. Internet services must be ordered directly through the Convention Center (see Exhibitor Kit).

### B. Arrangement of Exhibits:

1. All standard booth displays will be confined to a maximum backwall height of 8'3" (2.5M) and all display fixtures over 4' (1.22M) in height and placed within 10 linear feet (3.05M) of an adjoining exhibit must be confined to that area of the exhibitor's space which is not more than 5' (1.52M) out from the aisle line. All open or unfinished sides are to be covered so as not to appear unsightly. The exhibit shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. No part of an exhibit may intrude into the public aisles as shown on the official floor plan. All lighting must remain within the confines of the exhibit and must be arranged and operated so as not to be distracting to adjacent exhibits. The operation of radios or other sound devices operated in an objectionable manner in the opinion of AMS Show Management shall be prohibited. Exhibitors are required to construct displays that are accessible by the physically challenged and to comply with the Americans with Disabilities Act (ADA).

2. All boxes, crates and extraneous materials must be stored from sight during show hours.

3. AMS may direct revisions of any exhibit that does not comply with the above Guidelines.

C. Exhibit Management: The AMS Exhibit Program conforms to the rules and regulations of the International Association of Expositions and Events (IAEE). AMS will designate Official

Contractors to provide various services to the exhibitors. Such contractors will provide all exhibit services, except supervision. The Exhibitor shall provide only the material and equipment he owns to be used in his exhibit space. All other items used in the booth are to be provided only by the Official Contractors.

## 4. OFFICIAL CONTRACTORS, INDEPENDENT CONTRACTORS, EXHIBITOR SERVICES

A. Official Contractor: AMS has named Freeman the Official Service Contractor. In that capacity, only Freeman will provide drayage, labor, and decorating services to WeatherFest.

B. Dock and Loading Facilities: Freeman will have complete control of all the dock and loading facilities. Freeman will receive all direct and advance shipments; van loads; handle all freight; and provide all rigging, labor and equipment. Exhibitors are requested to coordinate their shipments via Freeman. Freeman will designate an entrance to be used by booth personnel for hand carried shipments.

C. Independent Contractors: An Independent Service Contractor is any company providing exhibit services other than the Official Service Contractor. An exhibitor may request the services of an independent service contractor to provide display installation and removal, photography; and audio visual support.

The request to use the services of an independent contractor must be made in writing and received by AMS sixty days (60) days prior to show move-in. The request must be made by the exhibiting company; notification by the independent contractor is not acceptable. AMS will require an independent contractor to submit certificates of insurance, comprehensive general liability and automobile insurance with a minimum limit of five hundred thousand dollars (\$500,000); and meet the requirements established by the State of Washington as well as the city of Seattle before allowing the independent contractor to service the exhibitor.

Permission to use the services of an independent contractor will be granted only if it will not interfere with or prejudice the orderly setup, operation or removal of the exhibit program.

Permission to use an independent contractor will not be granted if that request is inconsistent with the commitments made and obligations assumed by AMS in any contract with any service contractor or in its lease with the exhibit facility. For electrical, plumbing, telephone, internet, security, cleaning, drayage, and rigging services; no exceptions will be made and the Official Contractor must be used.

Approved Independent Service Contractor must furnish AMS a list of full-time employees of their firm who will be servicing the AMS exhibit program. AMS will provide AMS exhibitor badges to independent contractor personnel. Independent Service Contractor identification badges will not be recognized by AMS for entry to the exhibit hall.

## 5. BOOTH STAFFING

Exhibitors shall reflect their company's highest standards of professionalism while maintaining the booth during exhibit hours. The booth must be staffed by at least one company representative at all times during exhibit hours. All employees, representatives and agents representing the exhibitor must be fully identified by the official AMS WeatherFest exhibitor badge. No exhibitor will be allowed access without an exhibit badge. There will be no exception to this policy. Admittance to the Exhibit Hall during Non-Show Hours: Exhibitors will be allowed access to the Exhibit Hall prior to the show opening and may remain in the Exhibit Hall through show tear down.

## 6. RESTRICTION OF EXHIBITOR ACTIVITIES

The following rules are intended to enhance the general image of the Conference, insure a quality exhibit program for all exhibitors, promote attendance at the exhibit, and prevent scheduling conflicts between Official Conference Functions-including exhibits and planned technical sessions and other exhibitor sponsored activities. These rules are included and acknowledged as part of this contract.

1. All demonstrations and exhibits must be confined to the contracted space.

2. The exhibit shall not attract attendees into the booth area by use of live demonstrations not germane to the product or service of the exhibiting company.

3. In the course of the exhibition, no audio-visual devices or sound system shall be operated in a manner that disturbs or interferes with other Exhibitors.

## 7. SECURITY

AMS will provide security in the Exhibit Hall on a twenty-four (24) hour basis beginning with exhibit move-in through final exhibit move-out of exhibits. The Exhibit Hall will be secured thirty (30) minutes after the show closing.

Although AMS will make every effort to secure the Exhibit Hall; it is recommended that exhibitors obtain insurance for their company's exhibit materials.

## 8. FIRE & SAFETY REGULATIONS

1. All booth decorations, signs, banners, and furnishings must be flame proof or fire resistant and must be able to pass a field flame test.

2. All electrical equipment, including signs and lights shall be in good operating order and be able to pass inspection by the Fire Marshall.

3. Literature on display shall be limited to a one day supply. Reserve supplies may not be kept in the booth; and shall be kept in closed containers and stored in a neat and compact manner.

4. No flammable liquids are allowed.

5. Smoking is prohibited.

6. Aisles and exits must be kept clean, clear and free of obstruction.

7. Electrical wiring, ropes, and mechanical rods laid on the floor in aisles and exit ways must be covered and taped.

8. Vehicles that remain in the exhibition hall as part of an exhibit shall have NO MORE than one quarter tank of fuel (1/4); caps for fuel tank or fill pipes shall be locked and sealed.

9. Hazardous Work Areas- During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horse-play, practical jokes, etc. are prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited.

10. Children under 16 years of age are not permitted in the exhibit area during move-in and move-out.

## 9. WASHINGTON STATE CONVENTION CENTER REGULATIONS

1. No signs, banners, decorations, stickers or materials of any nature are to be taped, tacked, screwed, secured, fastened, or anchored to any building part, wall, pillar, door or window. Adhesive-backed decals (stick-on) or similar items (except name-tags) may not be distributed or used.

2. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances.

3. No outside food or beverage is allowed inside the facility. Catering arrangements must be made through the Convention Center.

4. Holes may not be drilled, cored or punched into any surfaces.

5. Painting signs, exhibits, or other objects is not permitted.

6. When loading and unloading items, exhibitors must enter and exit through loading docks only. No carts, cases or boxes will be allowed through public entrance doors.

## 10. LIABILITY

The Exhibitor agrees to protect, and save, and hold AMS, and all employees, officers and members thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, the exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invites which arises from or out of or by reason of said exhibitor's occupancy and use of the Exhibition premises, the Convention Center or any part thereof.

AMS will not be responsible for any theft, loss or damage to property, or for personal injury that may occur prior to, during, or subsequent to the period covered by the terms of the application for exhibit space. The exhibitor expressly releases AMS from liability and agrees to indemnify the same against any and all claims such as loss, damage or injury.