

AORN Exhibit Space Contract

New Orleans, Louisiana
April 3-7, 2005

CONTACT & MAILING INFORMATION

Company _____
(Exactly as it should appear in the *Exhibit Guide*, Booth Sign, and on Personnel Badges.)

Has company ever exhibited under a different name? If so, please indicate _____

Contact Person _____ Title _____

Address _____ Phone _____

City, State, Zip _____ Fax _____

Web Site Address _____ E-mail _____

BOOTH SELECTION

- Technical Exhibitor
10 x 10 island \$2400/unit
10 x 10 linear with corner \$2400/unit
10 x 10 linear without corner \$2300/unit
- CareerFair (hospitals, universities, agencies)
10 x 10 (includes booth package) \$2300/unit
- Scientific (nonprofit, specialty nursing organizations)
10 x 10 (includes booth package) \$900/unit
Full payment due with contract.

Size _____ X _____ (i.e. 10 x 20; 20 x 20; 30 x 40)

Location 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Corner Requested Yes No

Services Required Water Gas Drain Air Steam

Companies you do NOT want to be near:

Companies you DO want to be near:

AORN, Exhibits Department
2170 South Parker Road, Suite 300, Denver, CO 80231-5711
Phone: 800-755-2676 x280 or Fax 303-755-4511

Signature _____

Title _____

All provisions included in this prospectus kit are applicable to this agreement and each exhibiting company is responsible to make attending personnel aware of these provisions. With this contract exhibiting companies agree to abide by all rules and regulations as stated in the exhibitors' service kit.

FOR AORN USE

Accepted for AORN by: _____

IMIS # _____ Total Cost _____ Order # _____

Booth # _____ Amount Received _____ Batch _____

Booth Size _____ Balance Due _____ Contract/Received _____

Years Exhibited _____ Check # _____ Cancelled _____

DEPOSITS

Contracts submitted

- April 1 to July 31, 2004
25% of total contracted space
- August 1 to December 31, 2004
50% of total contracted space
- January 1, 2005 and after
100% of total contracted space
- All Scientific booths
100% of total contracted space

EXHIBIT GUIDE LISTINGS

Form and payments submitted by October 15, 2004:

For inclusion in the January 2005 Pre-Congress
AORN Journal and the 2005 Exhibit Guide

- 25-word company description with logo - \$350
 25-word company description only - \$100
 Brand Name listing - \$100

Form and payments submitted after October 15, 2004:

For inclusion in the 2005 Exhibit Guide only

- 25-word company description with logo - \$400
 25-word company description only - \$150
 Brand Name listing - \$125

PAYMENT

- Exhibit Guide Listing payment included with booth fees
 Please invoice me for Exhibit Guide fees
(booth deposits can not be invoiced)
- Check enclosed
 Credit Card
 AmEx MasterCard VISA Discover
- Cardholder: _____
Card number: _____
Exp date: _____
Amount to be charged: _____
Signature: _____

RULES OF EXHIBITING

All exhibitor business activities must be conducted within the assigned booth space. This includes all official hotels and convention center property.

The broadcast of audio or video news programs is prohibited.

The exhibitor shall keep an attendant in the booth during exhibit hours.

Children under 16 will not be allowed on the exhibit floor at anytime.

Interpretation of rules

The Association shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by the regulations shall be subject to the final judgment and decision of the Association. Exhibiting companies agree to abide by all rules and regulations as stated in the Exhibitors Service Kit.

Eligibility Statement:

All products and services to be exhibited must be: Related to use in the operating room suites and/or pre/post surgical area;

Ambulatory surgery settings and Surgical Clinics; or otherwise related to the practice of perioperative nursing as determined by AORN staff.

Personal use products will not be approved for display at the AORN Congress.

Exhibiting at the AORN Congress does not imply AORN endorsement of products or services. It is expressly prohibited to have any company represent themselves and their products as endorsed by AORN.

Balloons

The use of balloons as part of the exhibit display or as a giveaway is strictly prohibited.

Drawings and presentations

Drawings are not allowed in your booth during exhibit hours, however, attendees may register for a drawing to be held outside exhibit hours. Winners may be posted in the booth the following day or notified by mail. Presentations considered to be objectionable and not in the best interest of the Association and its purpose of education are prohibited.

Sound restrictions

Audio-visual and other sound and attention-getting devices and effects are permitted only if they do not interfere with the activities of neighboring exhibitors.

Public address, sound producing, or amplifying devices which project sound must be tuned to conversational levels. No sound system may be over four feet off the show floor and must be directed INTO the booth. The exhibitor is responsible for any and all fees that may be due for the use of copyrighted music used in audio presentations. AORN reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.

Lighting

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

1. No lighting fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
2. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
3. Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring

exhibitors or otherwise detract from the general atmosphere of the event.

4. The projection of images/logos/products onto columns and/or walls is prohibited.

Selling of products & services

Sales are permitted provided all transactions are conducted in a manner consistent with the professional nature of the exhibits. AORN reserves the right to restrict sales activities it deems inappropriate. The sale of products such as bags, T-shirts, sunglasses, etc., is strictly prohibited.

Booksellers displaying and selling the same products/titles as those being sold in the AORN Perioperative Bookstore must not undersell the AORN Perioperative Bookstore.

It is the responsibility of the exhibitor to secure any licenses or permits that may be required and to collect and remit all city and state sales taxes.

Infectious medical waste handling and disposal

It is the responsibility of the exhibitor to comply with federal and state regulations concerning the screening, handling, and disposal of all infectious medical waste.

Cancellation, Space Reductions and Refunds:

Listed below is the cancellation/Space Reduction schedule. Notification must be in writing and received on or before the dates listed.

Cancellations sent via fax will be accepted at 303-755-4511.

From receipt of contract through July 31, 2004
25% of total contract.

From August 1, 2004 through Dec. 31, 2004
50% of total contract.

Beginning January 1, 2005
100% of total contract.

The effective date of a space cancellation or reduction will be the date when the written notification is received by AORN.

AORN will cancel all room reservations, function space, and badges held by a company that cancels its Congress booth space. In fairness to all exhibitors involved and to the Association, the above policies regarding cancellations, reductions and refunds will be strictly adhered to by the Association.

The above policies will be administered on a 10' x 10' unit basis whether AORN or the exhibiting company cancels the space.

Registration and badges

Exhibiting firms will be permitted to register up to FIVE employees free of charge for each 10' x 10' (100 sq. ft.) booth space reserved. Supplementing badges with business cards, ribbons, or company logos is not permitted. Exhibitor badges are printed with the name of the company shown on the contract for exhibit space.

Prospective exhibitor badges

Prospective exhibitor badges may be purchased on site at Exhibitor Registration for a fee of \$250 per badge and a company business card. These badges are for prospective exhibitors who wish to view the exhibits and determine their participation at future meetings. The badge is good for all three days of the exhibits. Daily Prospective Exhibitor Badges are available for \$100 per day.

Non smoking policy

Smoking is prohibited at all AORN Congress functions, including exhibits.

Photographs

Only AORN may grant permission to photograph

or videotape the exhibit hall. Only the exhibitor may grant permission to have his specific exhibit/products photographed or videotaped. Exhibitors may take photographs of their booth or may request professional photographs of their booth from the AORN Official Photographer. Forms are included in the Exhibitor Service Kit.

A representative of one exhibiting company is not allowed to photograph or video another exhibitor's booth. Violation of this rule may result in the expulsion from the exhibit hall and a loss of priority points.

Carpet

Carpet is mandatory for all booths. Exhibitors may use their own carpet or order it from Freeman Decorating Company. Order forms will be included in the Exhibitor Service Kit.

Demonstration areas

All booths must be constructed or arranged in such a manner as to be able to accommodate its viewing audience inside the booth.

Demonstration areas may not be set on the aisle line of the exhibits.

Aisles are not to be obstructed due to any activities within the booth.

Hanging signs

No signs, parts of exhibits, or any other exhibit material are to be suspended from or attached to the ceiling of the exhibit hall in any manner.

Island booths

AORN considers any 20' x 20' or larger free-form space configuration to be an island booth. Island exhibit spaces may occupy 100% of the rental space, but must adhere to the following qualifications:

- a. The design of the booth must allow accessibility from all four aisles.
- b. Equipment must be placed in such a manner that neither the viewer or demonstrators are in the aisle.
- c. Use only clear, or up to 20% tinted Plexiglass structures with limited copy to permit see-through visibility.
- d. Towers may be as tall as, but may not attach to the ceiling.
- e. Provide sufficient see-through areas so as not to block the view of the adjacent exhibits.

Corporate Booth Groupings & Anchor Booths

Corporate booth groupings are companies within a corporate structure that have agreed upon neighboring booth properties located in specified shaded areas on the 2005 exhibit floor plan. Anchor Booths are 60' x 60' and larger that are located in specified shaded areas on the 2005 Exhibit Floor Plan.

To be defined as a corporate booth grouping or anchor booth property the cumulative booth space occupied by the grouping or anchor must meet or exceed a 60' x 60' property.

As part of a Corporate Booth Grouping, the corporate entity is required to purchase the aisle carpet within the corporate booth properties. Pricing is determined by intended use of the aisle area.

These companies will comply with the following guidelines:

1. Corporate groups & Anchor Booths must send a company representative to the 2005 on site Booth selection process according to their scheduled appointment time, with the booth contract and deposit.
2. Without exception, corporate groupings of any size cannot purchase any aisle space defined by AORN as a main aisle. This is usually defined by aisles that are 20' wide or more, and maintained by AORN.