



Location Trade Show Program Rules & Regulations

I. Industry Certified Event

- a) The AAMA must have five (5) member companies registered to exhibit at each location trade show for it to be considered an industry certified event. If registration falls below five (5) companies for any particular trade show, it will be removed from the AAMA Location Trade Show (LTS) calendar and your company will be notified immediately.

II. Solicitation

- a) The AAMA will solicit its Location Trade Show Program (LTSP) on an annual basis.
- b) Registration forms will be sent to the entire AAMA membership and a downloadable registration form will be available on-line at www.coin-op.org.

III. Location Trade Show Policy & Procedures

- a) AAMA shall allocate LTS exhibitor booth space based upon the booth space taken by the exhibitor at the immediately prior Amusement Expo International. Specifically, for the twelve (12) month period following each Amusement Expo International, LTS exhibitors shall be limited to booth space at each LTS event at a maximum of three (3) times the booth space which the same exhibitor purchased at the immediately prior Amusement Expo International. Notwithstanding the foregoing, any exhibitor who has not exhibited at the Amusement Expo International during the previous five (5) years shall, for the period between the prior Amusement Expo International and the next Amusement Expo International only, be permitted to exhibit at any LTS event without restriction. In following years, for any such exhibitor to exhibit in the LTS program, it must have exhibited at the prior Amusement Expo International.

In order to increase the value for members participating in the AAMA pavilion, AAMA staff has authorization, at their discretion, to police and prevent suit casing within the AAMA pavilion.

- b) Your company may also be responsible for paying a particular trade show's association dues. For example, all exhibitors at the Amusement Expo International are required to pay association dues to the AAMA and AMOA. The same applies for some shows within the Location Trade Show Program. The AAMA will do its best to negotiate one set of dues for all exhibitors in the AAMA pavilion at each show, however cannot guarantee this. In the event that we are able to negotiate one membership for all AAMA pavilion companies, those member companies would split the annual dues. This still beats paying dues individually and will provide the association and its members great savings.
- c) After the AAMA has received your payment and has processed your registration form, your company contact will receive an e-confirmation. If you do not receive a confirmation, please e-mail your inquiry to tschwartz@coin-op.org.
- d) The AAMA will send an exhibitor letter welcoming you to the AAMA pavilion prior to a trade show. The letter will provide pertinent and detailed information that you will need to know in order to exhibit within the pavilion itself.
- e) Once your company has registered for a show on the LTS calendar, you should direct all questions, forms, and show materials to the AAMA, unless instructed otherwise by an AAMA representative. Please do not send contracts, order forms or show materials to the show organizer, management or logistics company directly unless instructed otherwise by an AAMA representative. This will prevent duplicate registration and the accidental purchase of additional booth space by your company. AAMA is not responsible for additional space purchased by your company individually.

IV. Booth Amenity Charges - Island Pavilion

- a) The association will order basic black carpeting for the island. Exhibiting members will split the cost to carpet the island equally. This charge will be included in a post-show invoice.
- b) The association will order various furnishings to be peppered throughout the island for all exhibitors to utilize, i.e. pedestal tables, literature racks, stools, wastebaskets, draped tables and/or counters, etc. Exhibiting members will split the cost of the furnishings equally. This charge will be included in a post-show invoice. Should you choose to order a bag rack, or require internet access, you may order these particular amenities individually, but will be charged separately and in addition to the island's shared amenities.

- c) Drayage charges will be invoiced individually per company.
- d) The association will provide a lead retrieval machine for the pavilion and will cover the cost.
- e) Exhibiting members will split the cost of cleaning, which will be included in a post-show invoice.
- f) Electrical requirements. Since each member requires different electrical wattage for their specific product(s), you will order your specific electrical needs separately and will be charged individually. However, exhibiting members will split the labor cost of having the electric placed under the carpet equally. This charge will be included in a post-show invoice.
- g) Member companies are allowed to bring their own displays, but please note: FULL EXHIBIT DISPLAYS DESIGNED FOR A BOOTH WITH A BACK WALL, WILL NOT WORK WITH AN OPEN-ISLAND. If you would like to bring a display, you must provide a picture of the display to the association, so that we are able to include this piece when designing the island. The association has the right to deny specific displays if we feel it will not coincide with the island design and we will inform your company ASAP.
- h) You must provide the association a picture and specs on the product(s) that you plan on exhibiting. This too will help in the design and placement of products within the island.

V. Individual Booth Pavilion – (IAAPA)

- a) As in the past, a booth amenities order form will be enclosed with your exhibitor welcome letter. All orders for IAAPA should be directed to AAMA. Do not contact IAAPA, Freeman, OCCC, etc. on your own as this can result in duplicate orders. Charges and fees associated with duplicate orders will be the responsibility of the exhibiting company and not covered by AAMA.
- b) You must provide AAMA with a credit card for your company that will be used to place all of your orders and will be provided to the show vendors for any charges incurred by your company/booth.

VI. Registration and Payment

- a) Payment is due within 30-days from the date of any invoice.
- b) Prices and dates of shows are subject to change. The AAMA will inform you of any additional costs or changes in dates as soon as possible.
- c) Booth spaces WILL NOT be reserved without a registration form.
- d) THE AAMA WILL NOT RESERVE SPACE FOR YOUR COMPANY WITHOUT ADVANCED PAYMENT!
- e) Should we not receive payment within a timely manner, the association has the right to sell your booth space to another interested company without notice.
- f) Post show, your company will receive an invoice for your booth amenities (furniture, electric, carpet, drayage, etc). The invoice is to be paid in full within thirty (30) days of the invoice date. This excludes IAAPA, wherein your company is charged directly by the IAAPA vendors for all orders.
- g) Should a company have an outstanding post show invoice prior to another Location Trade Show, THAT COMPANY WILL NOT BE ALLOWED TO EXHIBIT AT ANOTHER LTS UNTIL AAMA RECEIVES THE FULL AMOUNT OWED.

VII. Cancellation Policy

- a) In the event your company will not be able to participate in a Location Trade Show, the AAMA will attempt to re-sell your booth space. If we are able to re-sell your booth space, your company will receive a full credit. If we are unable to sell your specific booth space, YOUR COMPANY WILL FORFEIT THE PAYMENT AND WILL BE HELD RESPONSIBLE FOR THE FULL PRICE OF YOUR BOOTH(S), PLUS ANY OTHER LOSS OR FEES THE ASSOCIATION MAY INCUR DUE TO A CANCELLATION.
- b) If the AAMA pavilion is sold out, and your company is interested in exhibiting, you will be placed on a waiting list. Should another member company cancel and a booth becomes available, (depending on your placement on the waiting list), you will be notified immediately.
- c) The AAMA will not add space at any show to accommodate a company on the waiting list.

If you have any questions regarding the above rules and regulations, or on the program itself, please contact Tina Schwartz @ 847.290.9088 or via e-mail at tina@coin-op.org.