

Exhibitor Registration

Terms apply to Virtual Exhibitor agreement. Please carefully review the Exhibit Contract. Registration is valid only with signature. Refer to the accompanying floor plan for available exhibit space.

Date: _____

Booth Request: Please indicate booth choices by number, in order of preference. (See accompanying floor plan.)

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____ 5th Choice _____ 6th Choice _____

Additional placement information (i.e., competitors, etc.): _____

Advertising and Sponsorship Information: Details to be available soon with full prospectus.

Yes! I would like to enhance my presence at AROC by advertising in the AROC Program Guide. Please contact me.

Yes! I would like to discuss sponsorship opportunities at AROC. Please contact me.

Primary Contact Information: List the primary contact to whom all AROC correspondence and materials should be sent.

Company _____ Contact _____

Street _____ Title _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____ E-mail _____

Secondary Contact Information (Required): List a secondary contact available in the absence of a primary contact.

Secondary contact should receive a copy of all AROC correspondence and materials.

Company _____ Contact _____

Street _____ Title _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____ E-mail _____

Brief description of product/service _____

Company or product Internet address (for your hot link from our web site): _____

Company name **exactly** as it should appear on AROC signage _____

Yes, I have read and agree to the terms of the Exhibit Contract.

(Signature required for registration to be valid) _____

Payment Terms: Full payment must accompany registrations submitted after January 4, 2021. Registrations will be received until the AROC exhibit hall is sold out. References, W-9s and official letters of invitation are available upon request.

Registration Totals		Payment Method
Registration Fee \$700 per single exhibit space	\$ _____	<input type="checkbox"/> Check enclosed (made payable to NJAOPS) Check #: _____ In the amount of: \$ _____ <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Credit Card #: _____ Payment amount: \$ _____ Expiration Date: _____ CVV #: _____ (4 digits on front of AMEX; 3 digits on back of Visa or Mastercard) Name on Card: _____ Authorized Signature: _____ Mail or fax to: Attention: Skip Heymann AROC c/o NJAOPS • 666 Plainsboro Road, Suite 356 Plainsboro, NJ 08536 Phone: 732-940-9000 • Fax: 732-940-8899 NJAOPS' Federal Tax ID Number: 21-0716705
Options:		
Additional Badges (3 per booth included with registration; additional badges \$150 each)	\$ _____	
“Easy Load” (Move-in/move-out curb service: \$140 plus tax for 300 lbs., round trip from/to your personal vehicle.)	\$ _____	
AROC Program Guide Advertising Smartphone App (Refer to enclosed Media Kit)	\$ _____	
Sponsorships (Refer to enclosed information)	\$ _____	
Total:	\$ _____	

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Application for Space

Requests for exhibit space at the Atlantic Regional Osteopathic Convention (AROC) are to be made on the official AROC Exhibitor Registration form and will be confirmed in their order of receipt with payment. Specific location requests are not guaranteed. Companies with similar products or services will be located in different areas where space permits. Notify AROC management of competitors by completing the "Additional Placement Information" section on the Exhibitor Registration form.

Payment for Space

Exhibit fees are \$700.00 per 8' x 10' booth for any location in the exhibit hall (Refer to the accompanying floor plan for availability.) A signed registration form must accompany all requests for space. For companies registering from January to April 2021, a signed registration form and a minimum \$250 deposit per booth are required to reserve space. For those early registrants, a minimum of 50% of the balance is due September, 2020, with the remainder due by January 4th, 2021. Companies registering September 14, 2020, to December 31, 2020, must provide a minimum of 50% payment with their registration form, with the remainder due January 4th, 2021. Full payment must accompany all registrations submitted after January 4th, 2021. Exhibit space will not be confirmed and Exhibitor Service Kits will not be provided until full payment is received. Failure to promptly meet payment deadlines may result in forfeiture of the exhibitor's preferred location. The exhibitor's reservation on the preferred space will be relinquished, and the space will be made available to other interested parties. The exhibitor can re-select a new location in the hall when the delinquent account has been reconciled.

Booth Package

The \$700.00 exhibit fee includes one 8' deep x 10'-wide pipe and drape decorated with an 8' back drape; a 36" side rail with flame-proof drape; a 6' skirted table; one wastebasket; two chairs; one identification sign; one electrical outlet; booth carpet vacuuming six exhibitor badges; one program guide listing; one listing at www.njosteo.com and www.aroc.org with a link to your company or product Web site; App, breakfast, lunch and refreshment breaks for the exhibit team; and access to pre- and post-event attendee registration lists upon request when available. Special signs, booth construction, apparatus, lighting fixtures, etc. are subject to the approval of AROC management and will not be permitted to extend above 8', or to exceed 4' from the back wall and 1' above the side rails. Displays with ceilings, canopies and/or raised floors are subject to pre-approval by AROC management and the Atlantic City Fire Marshal.

Cancellation

If reservation of booth space must be cancelled by the exhibitor, a refund will be provided if a written cancellation notice is received by AROC management by no later than January 4th, 2021. If the cancellation takes place within 30 days of the

reservation, a full refund will be granted. If the cancellation takes place after 30 days, a refund will be granted, less the \$250 per booth deposit. After January 4th, 2021, registration fees are non-refundable. No exhibitor may assign or transfer space. Should AROC cancel meetings or the exhibition for any reason, AROC's liability shall be limited to a refund of any payments received for booth space. AROC shall not be liable for any consequential damages that may arise from such cancellation.

Official Services Contractor

Decorator, drayage and rental services should be contracted through the official AROC service contractor, AEX Convention Services. All appropriate order forms for exhibit services including drayage, electrical services and labor will be provided to the exhibitor through the Exhibitor Service Kit a minimum of 30 days before the convention. Prepare your order upon receipt of forms and mail or fax accordingly with payment. An AEX contractor service desk will be located on the exhibition premises during install and dismantle times.

Labor

Exhibitors are required to conform to state and local labor regulations. The official AROC service contractor, AEX Convention Services, will provide skilled labor at the prevailing rates for the services requested. Exhibitors requiring the assistance of decorators, etc., are advised to make early reservations for these services.

Installing and Dismantling Exhibits

Exhibit materials can be delivered in advance of AROC 2021 to the AROC service contractor's advance warehouse. Easy Load is \$140 per 300Lbs. Materials will be held in storage until setup, at which time the materials will be delivered to the appropriate exhibit space at the show site. All exhibit displays are to be installed Tuesday, April 20. Final display details must be in place by 8:00 A.M. on Wednesday, April 21, so the hall can be prepped for its 8:30 A.M. opening. AROC does not permit empty booth spaces in the exhibit hall on show days. Any space not occupied with a display at 8:00 A.M. on April 21 will be forfeited by the exhibitor. This space may be reassigned or used by AROC without refund. Exhibitors who anticipate delayed occupancy must receive prior approval from AROC management. All booths must be occupied by personnel during show hours, and no booth may be dismantled before the end of the show on Thursday, April 22. As early dismantle/departure negatively impacts our attendees and other exhibitors, a 25% penalty and/or suspension of exhibit privileges may apply for early dismantle/departure. Early departure due to illness must be reported to the Exhibitor Service Desk at the time of departure for penalties to be waived. All exhibitors' display materials must be removed from the exhibit hall by the appointed time. At the conclusion of the exhibition, any discarded material should be placed in trash carts; no material should be left in the hall.

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Security

Security personnel will be on duty beginning Tuesday, April 20th through the close of the show Thursday, April 22. However, items of value should not be left unattended by exhibitors at any time. Neither AROC nor the New Jersey Association of Osteopathic Physicians and Surgeons (NJAOPS) shall not be held liable for loss or theft of items from the exhibit hall.

Indemnity

The exhibitor agrees to indemnify, defend, and hold harmless AROC; NJAOPS; Hard Rock Atlantic City; and their respective officers, directors, employees and agents, from and against any and all losses, costs, damages, liability or expenses (including but not limited to reasonable attorney's fees) arising from or by any reason of (in whole or in part) any accident, bodily injury, death, property damage or other claims or occurrences to any person or property related in any way to an exhibitor's occupancy or use of the exhibit space or other participation in AROC events.

Insurance

Exhibitors shall purchase and maintain general liability insurance in an amount not less than \$1,000,000 to cover its potential liabilities for loss, damage or injury to AROC and others. AROC and NJAOPS shall be named as Additional Insureds in the exhibitor's general liability policy for the period of the convention (including move-in and move-out). Certificates of Insurance meeting these requirements must be provided 30 days in advance.

Liability

Neither AROC; the employees, officers, directors or agents thereof; the owners of Hard Rock Atlantic City; nor their representatives will be responsible for any injury or loss to any exhibitor, their employees, agents or property, or for damage to their property by fire, flood, theft, damage, delay, mechanical failure, labor trouble or any cause whatsoever while exhibits and merchandise are on the hotel premises, in transit or while being moved into or out of the hotel.

Protection of Hotel Property

It shall be agreed by the individual exhibitors and any contractors engaged for the purpose of installing and dismantling exhibits and equipment that the hotel shall be compensated for any expense in repairing damages for handling or movement of such exhibits and equipment off of the premises. Nothing shall be attached in any manner to the columns, walls, floor or other parts of the building or furniture.

Endorsement

AROC's acceptance of an exhibiting organization does not constitute an endorsement of that organization's products or services. AROC reserves the right to accept or reject a potential exhibitor based on its assessment of whether that organization's products or services are relevant to AROC attendees.

Admission

Only persons with official badges will be admitted to the exhibit hall. Badges of various colors designate attendees, exhibitors, students and guests. Security personnel will check all badges. Exhibitor registration includes three (3) badges per 8' x 10' booth. Additional badges may be purchased in advance for a fee. Exhibiting companies will be charged for additional badges required onsite. AROC strictly prohibits the sale of booth space or badge rights by exhibitors. Personnel occupying booth space in the AROC exhibit hall should be employees of the company listed as the registered exhibitor on the Exhibitor Registration form. Registered exhibitors must submit the names of non-employee booth representatives 30 days prior to AROC 2021 for approval. AROC management reserves the right to decline or limit non-employee booth representatives and reserves the right to request identification at exhibitor check-in.

Exhibit Standards

AROC reserves the right to decline or prohibit in its discretion any exhibit and to remove or eliminate any objectionable exhibits, person, advertisements, souvenirs or any other feature or action that might harm or impair the high standards of the convention and exhibition. Canvassing or distributing advertising material beyond the exhibitor's own booth is not permitted. Persons from non-exhibiting/non-sponsoring firms are prohibited from any solicitations, distributing of items or other business activities within convention or exhibition areas. Persons violating this rule shall be evicted from the premises and have their meeting credentials revoked.

Giveaways

AROC does not encourage the offering of premiums of more than nominal value to persuade physicians to buy directly from a company.

Public Relations

The names of exhibiting companies will be listed on the NJAOPS Web site (www.njosteo.com and AROC.org), AROC smart phone app, and in the convention program.

Rules and Regulations

AROC reserves the right to make such amendments and additions to these rules and regulations, as it shall deem in its discretion appropriate or necessary for proper conduct of the convention. AROC reserves the right to make adjustments to booth locations and add exhibit space if necessary.

Compliance with Laws

Exhibitors shall abide by all federal, state and local laws, ordinances and regulations including but not limited to tax laws. Exhibitors shall be solely responsible for obtaining all licenses and permits necessary to conduct their business at AROC. Exhibitors shall also be solely responsible for ensuring that exhibits and information about their products/services comply with the "Americans with Disabilities Act" and the regulations and guidelines promulgated thereunder.