



Exhibitor Prospectus

AIA invites you to participate in the 2018 Product Support and Technical Data Workshop in Oklahoma City, OK, April 23-26. The event gives you an exclusive opportunity to generate leads, build relationships, and create future sales by demonstrating your products in a high-visibility environment.

Fee: \$1250.00

Exhibitor Package Includes:

1. (1) complimentary meeting registration (\$799.00 value)
2. (1) 6 ft. skirted table, (2) chairs, space behind table for pop-ups
3. (1) power strip with basic electricity (upon request)
4. 50-word company summary, logo and contact information included in the program guide
5. Basic listing in the Exhibitor section of the mobile app
6. Forum attendees list (PDF Format)

This fee does not include the cost of additional equipment, electricity and audio/visual equipment. Audio/Visual equipment may be ordered from the Hotel using the AV Order Form.

The Aerospace Industries Association (AIA) establishes these rules and regulations for the AIA Product Support and Technical Data Workshop for all Exhibitors. As used herein, "Hotel" shall mean the Sheraton Oklahoma City. Exhibit space is open to all companies who develop, utilize or supply tools for capturing, managing or relying on technical data for products or services for the commercial aviation industry or the aerospace & defense industry.

Registration

Exhibitors must register and provide payment on the event website. Registration will be granted on a first come first served basis. AIA will email a confirmation of the receipt of forms and payments and will issue a confirmation number. AIA reserves the right to decline any exhibit reservation request for any reason or to cancel the exhibit agreement for any reason and at any time prior to or during the event.

Exhibit Hours

Setup Times	Monday, April 23: 8:00AM – 9:00PM
Exhibit Hall Hours	Tuesday, April 24: 7:00AM – 5:00PM Wednesday, April 25: 7:00AM – 6:30PM Thursday, April 26: 7:00AM – 12:00PM
Breakdown Times	Thursday, April 26 12:00PM – 3:00PM

Security and Responsibility

AIA will arrange to have a ballroom available to store any valuables after-hours, which will be locked by the hotel after the closing of each day. Neither AIA, its service contractors, nor any of the officers, staff members, or directors of the AIA are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property.

Care of Building and Equipment

Exhibitors or their agents shall not injure or deface the walls of the building, the tables, or the equipment. Exhibitors are not permitted to drive tacks, nails, or screws into the walls or woodwork. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. The use of stickers and decals is limited to the Exhibitor's own display.

Exhibitor Agreement

Acceptance: The Exhibitor and its representatives agree to abide by all rules and regulations incorporated in this agreement. The undersigned is authorized to execute this application and agreement on behalf of the Exhibitor.

By signing the agreement, the Exhibitor and its representatives acknowledge that the designated booth space includes (1) 6 ft. skirted table, (2) chairs, and space behind table for 36" pop-up banners only. Floor displays are strictly prohibited.

Company Name

Address (1)

Address (2)

City/State/Zip

Authorized Signature Date

Primary Contact Name (please print)

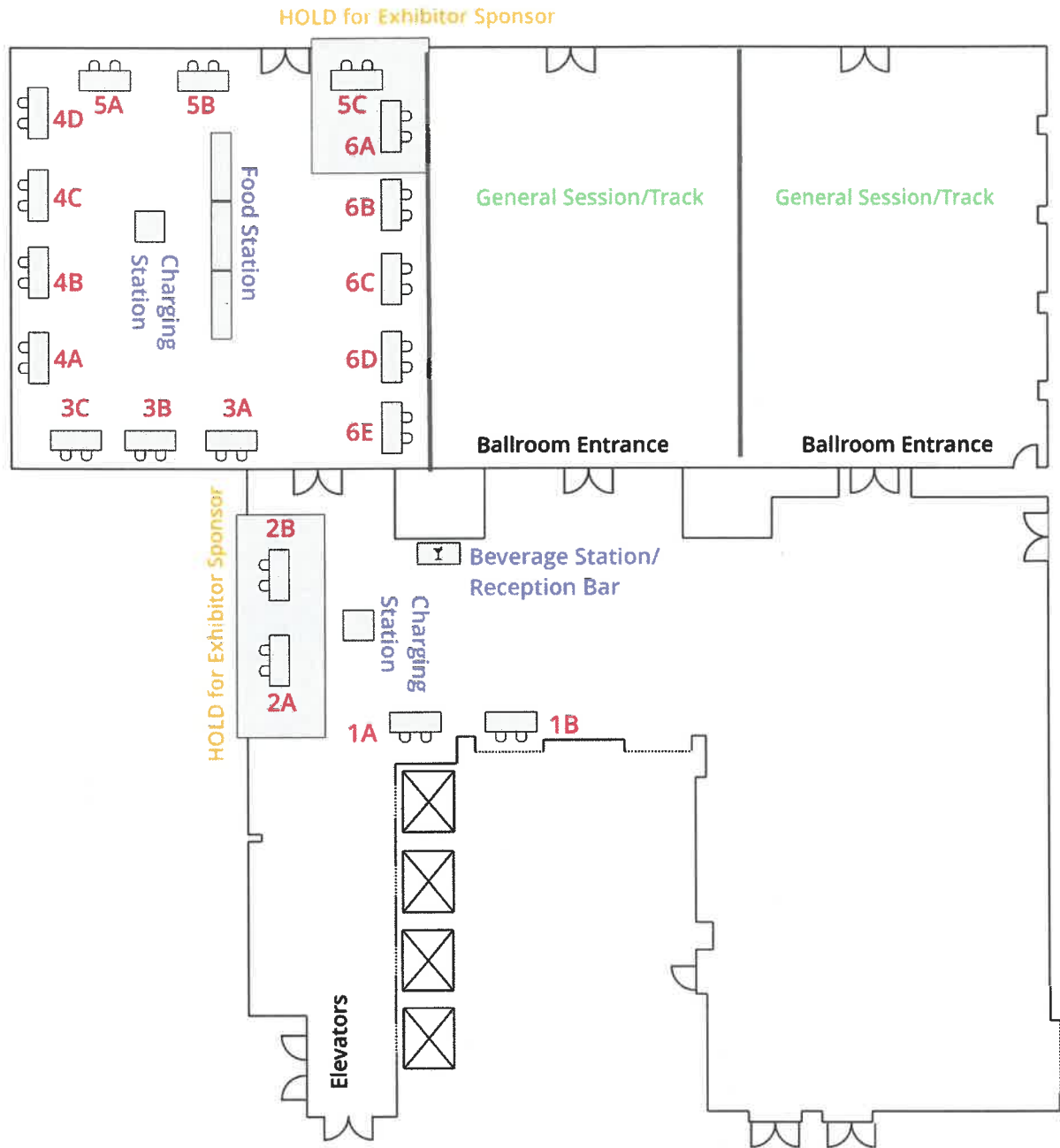
Email address

Onsite Registrant Name (please print)

Email address

Onsite Phone:

Please indicate your top 3 preferred exhibit spaces (see exhibit floor layout)



Century Ballroom + Foyer
 2018 Product Support & Tech Data Exhibitor Layout