

2023 AEA Industry Exhibition Contract

Company Information (please print):

Company Name: _____

(As it should appear on all published conference material-limit 35 characters)

Address: _____

City, State, Zip: _____

Website: _____

Key Contact Information:

Contact Name & Title

Contact Address:

Contact City, State, Zip:

Contact Phone Number:

Contact Email:

Representatives Attending Conference:

Each booth is allocated two representatives. Please list names, as they should appear on name badges.

Representative # 1: _____

Representative #2: _____

Additional Exhibition Staff (\$200.00 per additional badge pre-paid and on site \$275.00):

(A Maximum of two additional badges maybe purchased)

Representative #3: _____

Representative #4: _____

Booth Choice:

Booths are reserved on a first come, first served basis once payment has been received. Please see the attached floor plan for booth locations.

Inside Booth choices: First _____ Second _____ Third _____ Fourth _____

Outside Booth choices: First _____ Second _____ Third _____ Fourth _____

Contract Agreement:

We hereby apply for exhibit space at the Army Engineer Association 2023 Industry Exhibition to be held at Nutter Field House, Fort Leonard Wood, MO on 25 April 2023 – 27 April 2023 and agree to abide by all the rules and regulations set forth in this prospectus. We understand that this is not a contract until officially accepted by the Army Engineer Association. The full rental fee must accompany this agreement. Fees will be refunded (minus a 20% cancellation fee) if written notice of cancellation is received before 15 April 2023. **No refunds will be made on or after 15 April 2023.**

***Conference / Exhibition Cancellation Policy:**

If AEA should be prevented from holding the exhibition for any reason beyond AEA’s control (such as but not limited to, damage to the facilities, riots, strikes, acts of government, example COVID-19, or acts of God, other pandemic like diseases) or if exhibitor cannot occupy the assigned exhibit space due to any reason beyond AEA’s control, then AEA has the right to cancel the exhibition or any part thereof, with no further liability to the exhibitor other than a partial refund of exhibit space fee, **less 20% to cover costs incurred.**

Accepted by Exhibitor:

Signature	Title	Date
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Accepted by AEA:

Signature	Title	Date
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Booth Registration Fees:

10’ X 10’ Booths _____

Supporting Firm Member	\$2,000.00
Non-Supporting Firm Member	\$2,400.00

20’X20’ Booths _____

Outside Equipment Booth

Supporting Firm Member	\$1,000.00
Non-Supporting Firm Member	\$1,400.00

Booth Fee: _____ @\$ _____ = _____

Electricity: _____ @\$140.00 ea. = _____

Additional Attendee: _____ @ \$200.00 ea.= _____

Total Exhibit Fee: \$ _____

Credit Card Authorization

____ Visa ____ MasterCard ____ American Express ____ Discover

Credit Card Number

__ __ / __ __

Exp Date

Cardholder Name

Cardholders Billing Address

City, State Zip

Authorized Signature

Mail to:

Army Engineer Association

P.O. Box 634

Fort Leonard Wood, MO 65473

FAX to:

573-329-3203

**U.S. DEPARTMENT OF THE ARMY
ARMY ACQUISITION COMMAND
DIRECTORATE OF CONTRACTING
FORT LEONARD WOOD, MISSOURI**

VENDOR DEMONSTRATION/PRODUCT DISPLAY/" FREE" SERVICE AGREEMENT

_____, hereinafter referred to as the

"Vendor" is authorized to conduct a demonstration, product display, or "free" service at Fort Leonard Wood, Missouri, subject to the terms of this agreement.

DEMONSTRATION, PRODUCT DISPLAY, OR "FREE" SERVICE (DESCRIBE):

LOCATION OF DEMONSTRATION, DISPLAY OR SERVICE: Nutter Field House
BLDG 1067

DATE (S) AND DURATION OF DEMONSTRATION, DISPLAY, OR SERVICE 25 April 2023 – 27 April 2023. The parties to this document agree as follows:

1. Vendor demonstrations, product displays, and "free" service are conducted for the sole purpose of demonstrating the capability of particular items or services and not for fulfilling mission requirements for an interim time frame. The examination and demonstration of items or service will in no way, expressed or implied, obligate the U.S. Army to purchase, rent, or otherwise acquire the items demonstrated, displayed, or furnished. Normally, vendors will have sole responsibility for furnishing all supplies, equipment, etc., necessary to accomplish the demonstration, display, or service. On occasion, it may be desirable to furnish certain supplies and/or equipment from Government assets to support vendor demonstrations. These supplies and/or equipment will not be furnished unless approved by proper U.S. Army authority. The vendor agrees to repair, replace or fully reimburse the Government for any damage or loss incurred while the supplies and/or equipment are in his/her possession or use. Manufacture, transportation, maintenance, and demonstration of items shall be accomplished without cost to the U.S. Army. Demonstrations shall be conducted by an authorized representative of the vendor furnishing the items or services for demonstration. U.S. Army personnel will neither demonstrate nor endorse vendor's products. The U.S. Army assumes no cost or obligation, expressed or implied, for damage to, destruction of, or loss of such

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VENDOR DEMONSTRATION/PRODUCT DISPLAY/" FREE" SERVICE

AGREEMENT (continued)

equipment, or for damages or injuries resulting from the submission to the U.S. Army of defective items for demonstration. The Contracting Officer is the duly authorized representative of the Government for purposes of this agreement.

2. The vendor understands that any data provided by the vendor becomes the property of the U.S. Army, and the vendor does not possess a proprietary interest in any of the data provided.

3. The vendor will not file any claim against the U.S. Army or otherwise seek compensation for any equipment, materials, supplies, information, or services provided.

4. The U.S. Army and the Department of Defense are not bound or obligated to follow any recommendations of the vendor. The United States Government is not bound, nor is it obligated, in any way to give any special consideration to the vendor on future contracts.

5. In the event the U.S. Army agrees to provide any Government-owned supplies for use by the vendor, the following statement becomes a part of this agreement:

"GOVERNMENT-FURNISHED PROPERTY"

a. The Government will deliver to the vendor, for use only in connection with this agreement, the property described below (hereinafter referred to as "Government-Furnished Property").

b. Title to Government-Furnished Property shall remain with the Government. The vendor shall maintain adequate control of Government-Furnished Property in accordance with good business practices.

c. Unless otherwise provided in this agreement, the vendor, upon delivery of any Government-Furnished Property, assumes the risk of, and shall be responsible for any, loss thereof or damage thereto; any Government property consumed in the performance of this agreement is reimbursable to the Government.

d. Description (include nomenclature, including model and serial numbers, as applicable):

Current Market Value: \$ _____ N/A _____

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VENDOR DEMONSTRATION/PRODUCT DISPLAY/" FREE" SERVICE AGREEMENT (continued)

GOVERNMENT SPONSOR INFORMATION:

Sponsoring Organization: _Army Engineer Association

John H. Rather

(Type or Print Name of Responsible Individual)

Phone Number: 573-329-6678

SIGNATURES:

VENDOR: _____

(Type or Print Name of Vendor)

BY: _____ Date: _____

Signature of Vendor Representative)

_____ **(Type or
Print Name and Title of Vendor Representative)**

The United States of America

BY: _____ Date: _____

(Signature of Contracting Officer)

_____ **Type or
Print Name of Contracting Officer)**