



A.E.A.O.N.M.S., Inc.
Carl D. Parker, Imperial Potentate

Imperial Convention Department
HPIP Fred Bell, Director

APPLICATION FOR EXHIBIT HALL BOOTHS

125th Imperial Session, August 17- 23, 2018, New Orleans, LA

****Please type or print all information clearly****

Business/Firm Name: _____

Applicant Name: _____

Email Address: _____

Street Address: _____

City/State: _____ Zip Code: _____

Merchandise/Service Offered: _____

Number of Booth(s): _____ Total Due \$ _____ Amount Enclosed \$ _____

Your signature shall be binding to the Applicant and Exhibit Department. Any false information given will result in cancellation of this agreement.

Signature: _____ Phone: (_____) _____

BOOTH INFORMATION: Vendors will be allowed to choose their desired location upon paying 100 % of their balance. Booths are assigned on a first pay, first choice basis.

BOOTH RATES

# of Booths	Regular Rates	Refund Policy: Any cancellations of booths MUST be in writing and submitted by the exhibitor completing the application. Upon cancellation, fifty (50) percent of all amounts received will be retained by the Exhibit Department if cancellation is received no less than 21 days prior to the event. All businesses/firms that cancel after that time are not entitled to a refund.
1 or More Corner Booth Premium	\$700.00 Each \$50.00 Additional	

A cashier's check/money order made payable to "A.E.A.O.N.M.S., Inc." for an amount equal to at least 50% is required to reserve your booth. Mail your payment and **both** sides of this application to:

A.E.A.O.N.M.S., Inc.
Attn: Accounts Receivable
2239 Democrat Road
Memphis, TN 38132
Office (901) 395-0150
Facsimile (901) 395-0115

PLEASE CAREFULLY REVIEW THE POLICIES ON THE REVERSE SIDE AND SIGN BEFORE MAILING

For Office Use Only

Date Received: _____ Amount Received \$ _____ Balance \$ _____

Received by _____ Booth Assignment(s) _____

A.E.A.O.N.M.S., Inc.

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EXHIBIT DEPARTMENT GOVERNING RULES AND REGULATIONS

The standard rates for vendor booth space (size: 10 X 10) is \$700.00 with an additional \$50 for a corner booth.

The remaining balance on all booths shall be paid by **July 15, 2018**, by cashier's check or money order. No exhibitor will be able to set up until balance is paid. **Any balance received after July 15, 2018, will incur a \$100.00 late fee. NO EXCEPTIONS!**

Each vendor will display their sign to include their company's name and booth assignment number. This sign will be displayed clearly in each booth at all times during the convention.

Vendors arriving on site will be charged **\$900.00** per booth and an additional **\$100.00** if they want a corner booth for a total of **\$1,000.00**.

Booths come with one six (6) foot draped table, two chairs, a one-line identification sign and wastebasket.

The department reserves the right to cancel any contract if there is a conflict with the principles of the Imperial Council. The Exhibit Department shall admit exhibitors on the basis of space availability.

There is absolutely NO space for exhibitors outside the official exhibit area. No roving entertainment or advertisement will be allowed. Posting and/or distribution of literature samples or souvenirs is permitted from the contracted space only! No Food or Drinks can be sold in the exhibit hall. No animals will be permitted in the exhibit hall.

Products of firms not exhibiting may not be displayed or advertised in any exhibit area or elsewhere in the exhibit hall.

No exhibitor shall assign, sublet or share the whole or part of the booth space allotted. The exhibitor agrees for himself and his employees to use contracted space for lawful purposes only and will conform to all laws, ordinances and regulations.

WARNING TO ALL VENDORS WITH SOUND: ALL VENDORS ARE SUBJECT TO SOUND LEVEL STANDARDS THAT WILL BE SET BY THE EXHIBIT DEPARTMENT. IF YOUR SOUND LEVELS EXCEED THAT WHICH THE EXHIBIT DEPARTMENT SETS, YOU WILL BE GIVEN A WARNING AND ASKED TO LOWER THE VOLUME ON THE FIRST REQUEST. IF A SECOND REQUEST BECOMES NECESSARY, YOU WILL BE FINED \$50.00, PAYABLE ON DEMAND. IF A THIRD REQUEST BECOMES NECESSARY, YOU WILL BE ESCORTED OUT OF THE EXHIBIT HALL AND PROHIBITED FROM EXHIBITING AT FUTURE SESSIONS OF THE IMPERIAL COUNCIL.

The Imperial Council, its agents and employees are not liable for damages to or for theft/loss or destruction of the exhibitor's property or injuries to the exhibitor, his representatives, agents or employees. All claims for any such theft/loss, damage, destruction or injury are expressly waived by the exhibitor. The Imperial Council will also be exempted from or indemnified for any claims or injury to any of the exhibitor's representatives, agents or employees. The Imperial Council, its agents and employees will not be liable for failure to hold the exposition as scheduled. Payments for booth space will be returned in that event, except for reason of fire, or any act of God or the public enemy, or strike, or epidemic, or any law or regulation of public authority, or any cause beyond the control of the Imperial Council which makes it impossible or impractical to hold the Exposition.

Be advised that exhibitors are liable for a sales tax and may be contacted by the State Department of Finance, Revenue, Sales and Use Tax.

Persons violating these rules and regulations will be asked to leave the premises without a refund.

Please read carefully. Your signature on this form and the application is a binding agreement to these rules and regulations.

PLEASE SIGN THIS FORM AND RETURN WITH YOUR APPLICATION TO THE EXHIBIT DEPARTMENT.

Company Name: _____ Position/Title: _____

Your Signature: _____ Date: _____