

**Application & Contract for Exhibit Space**  
**American Healthcare Radiology Administrators**  
**33rd Annual Meeting and Exposition • August 7-11, 2005**  
**Henry B. Gonzalez Convention Center - San Antonio, TX**

**RETURN THIS APPLICATION TO:**  
2005 AHRA Conference Exhibits Manager  
11260 Roger Bacon Drive, Suite 402  
Reston, VA 20190  
Fax 703-964-1246

**EXHIBITOR INFORMATION**

(As it will be listed in all official publications)

Company name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Website Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Primary Contact Information** (for show management use only)

Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
My address:  Same as above or  Alternate \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Exhibitor Service Kits:** (please choose one)

- Send my exhibitor service manual to my attention @ company's official address  
**OR**  Send my exhibitor service manual to my alternate address  
**OR**  Send my exhibitor service manual to an address I have noted on a separate paper

**BOOTH PRICES**

Booth Space: \$18.50 per square foot  
Corner Premium: \$75.00 per corner booth

**BOOTH SELECTION**

The numbered booths are hereby defined as specified in the Exhibitor Information brochure floor plan, and include an eight-foot-high back wall covered with flameproof material and two sidewalls. One identification sign per exhibiting company will be provided. No additional materials or services will be furnished by AHRA.

Please select three scattered locations. Refer to the exhibit hall floor plan and record your first three choices below. **Please check the AHRA website at [www.ahraonline.org](http://www.ahraonline.org) for regular floor plan updates before submitting this application.** Booth space will not be granted unless submitted by the applicant on the official application and contract for exhibit space.

Please list your booth selection:

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Total number of booths requested: \_\_\_\_\_  
Total square footage: \_\_\_\_\_  
Booth cost (square footage x \$18.50): \_\_\_\_\_  
(standard booth size 10x10)  
Corner Premium (\$75.00 per corner booth; island booths add 4 corners): \_\_\_\_\_  
Total Booth Cost: \_\_\_\_\_

**HOT SPOT SIGN-UP**

Yes! We want to be a Hot Spot booth!  
Cost is \$300 per exhibiting company (not per booth). Hot Spot availability is limited to 20 exhibiting companies and will be designated by Show Management on a first-come, first-served basis. Show management reserves the right to move a designated Hot Spot company to a different location in order to distribute Hot Spot booths evenly throughout the show floor. If all Hot Spots have been taken at the time your application/contract is received, you will be notified.

**CANCELLATION POLICY**

Any exhibitor who cancels all or part of purchased booth space on or prior to April 18, 2005, will receive a full refund, less a \$100.00 administrative fee. Any exhibitor who cancels all or part of purchased booth space between April 19 - April 29, 2005 (inclusive) will not receive a refund and AHRA will retain as liquidated damages all monies paid. If cancellation in whole or part is made after April 29, 2005 the exhibitor shall be liable to AHRA, as liquidated damages, for the unpaid balance of the total rental value of the space cancelled. Cancellation request must be submitted in writing to the AHRA Exhibits Manager.

**PRODUCT CATEGORIES**

Please mark all appropriate categories that describe your company or product. Your choices will be used to classify your company in the on-site Exhibitor Directory and on the AHRA web site.

- |  |   |
|--|---|
| <input type="checkbox"/> Computed Tomography                           | <input type="checkbox"/> Consulting                                   |
| <input type="checkbox"/> Contrast agents, drugs & pharmaceuticals      | <input type="checkbox"/> Darkroom equipment and supplies              |
| <input type="checkbox"/> Department management                         | <input type="checkbox"/> Dicom Compliant Systems                      |
| <input type="checkbox"/> Educational services                          | <input type="checkbox"/> Electronics & information systems services   |
| <input type="checkbox"/> Film and image management: PACS               | <input type="checkbox"/> Film: Screen systems, cassettes & viewers    |
| <input type="checkbox"/> Interventional radiology & special procedures | <input type="checkbox"/> Magnetic resonance                           |
| <input type="checkbox"/> Mammography                                   | <input type="checkbox"/> Nuclear Medicine                             |
| <input type="checkbox"/> Publishing                                    | <input type="checkbox"/> Quality assurance/control & radiation safety |
| <input type="checkbox"/> Radiography                                   | <input type="checkbox"/> Staffing/Employment Services                 |
| <input type="checkbox"/> Therapeutic radiology                         | <input type="checkbox"/> Ultrasound                                   |
|  | <input type="checkbox"/> Other _____                                  |

**PAYMENT**

Return this application and contract with a deposit of 50% of the total cost of the requested exhibit space and any additional items (Hot Spot, etc.). Once AHRA receives the deposit, space will be assigned, and a confirmation copy will be returned for final payment. **The balance of your payment will be due on or before June 13, 2005.** Purchase of exhibit space after June 13, 2005 must be accompanied by payment for the entire cost of the exhibit space requested. All payments must be made in U.S. funds, drawn on U.S. banks, payable to the American Healthcare Radiology Administrators. Checks not drawn on U.S. banks will be returned.

**Calculate your payment**

Booth Cost \_\_\_\_\_  
Hot Spot \_\_\_\_\_  
Total Fees \_\_\_\_\_  
50% Deposit (must be included to reserve space) \_\_\_\_\_  
Balance Due (due on or before June 13, 2005) \_\_\_\_\_

**Payment Method**

Check for \$ \_\_\_\_\_ enclosed  
Please charge \$ \_\_\_\_\_ to my  
 Visa  MasterCard  American Express  
Card# \_\_\_\_\_  
Exp. Date \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

**AUTHORIZATION**

Exhibitors agree to abide by the AHRA 2005 Exhibitor Rules and Regulations, a copy of which is included in the Exhibitor Information brochure and made a part of this application and contract by reference and fully incorporated herein. If this application and contract has not been received, properly signed, and accompanied by a 50% deposit, and if final payment is not received by June 13, 2005, this application and contract may be declared null and void so that space may be reassigned. The initial 50% deposit will not be refunded.

All applications must be signed in order to confirm booth reservations. We agree to abide by all rules and regulations governing the exposition as enclosed and which are a part of this application. Acceptance of this application by show management constitutes a contract.

\_\_\_\_\_  
Exhibitor's Authorized Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

# AHRA 33<sup>rd</sup> Annual Meeting and Exhibition • EXHIBIT RULES AND REGULATIONS

## 1. Official Exhibit Schedule

Saturday, August 6, 2005	Tuesday, August 9, 2005
Installation (11:00 am - 5:00 pm)	Hall Open (11:00 am - 2:30 pm)
Sunday, August 7, 2005	Wednesday, August 10, 2005
Installation (8:00 am - 5:00 pm)	Hall Open (11:00 am - 2:30 pm)
Monday, August 8, 2005	Dismantle (2:30 pm - 10:00 pm)
Installation (7:00 am - 9:00 am)	Thursday, August 11, 2005
Hall Open (11:00 am - 2:30 pm)	Dismantle (8:00 am - Noon)

This schedule is tentative and subject to change. If the official exhibit hall schedule changes, all exhibitors will be notified in writing.

## 2. Show Management

The exhibition is organized and managed by AHRA. Any matters not covered in these Rules and Regulations are subject to the interpretation of the AHRA Board of Directors and the AHRA Executive Director or his or her designee, and all exhibitors must abide by their decisions. Exhibitors must comply with the Henry B. Gonzalez Convention Center procedures. The Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for himself and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with preceding sentence.

## 3. Assignment of Booth Space

A point system will be used as guidance for the assignment of booth space. Points will be assigned for consecutive years exhibited, at the rate of four points per year with a maximum of 44 points:

44 points - 1994 through 2004	28 points - 1998 through 2004	12 points - 2002 through 2004	Three(3) points will be given for each year exhibited non-consecutively since 1993.
40 points - 1995 through 2004	24 points - 1999 through 2004	8 points - 2003 through 2004	
36 points - 1996 through 2004	20 points - 2000 through 2004	4 points - 2004 only	
32 points - 1997 through 2004	16 points - 2001 through 2004		

Points will also be awarded for promptly returning applications. A 30-day priority assignment period will begin based on one of the following: (a) the date of receipt of the first application by U.S. Mail for ZIP code areas 3 or 9, or (b) two days after the receipt of the first application by air express service. All applications will be date stamped upon receipt. Those applications received on the first day of the priority assignment period will receive an additional 60 points. Two(2) points will be subtracted from this 60-point maximum for each application received each calendar day thereafter. No points in this category will be given for applications received after the 30-day period based on the date the application is received. Total points, date stamp and exhibitor's preference regarding proximity to other exhibiting companies as stated on the Application/Contractor for Exhibit Space will determine the booth location. In the event that more than one application accumulates the same point count, Show Management will determine booth location. The preferences stated on the application are for guidance and are not guaranteed by AHRA.

## 4. Installation and Dismantle of Exhibits

Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation must occur only during the installation times designated in the Exhibitor Prospectus. All booths must be properly installed, fully operational and show-ready no later than 5:00 p.m. on August 7, 2005 for the final inspection of the exhibit hall by show management. Dismantle may not begin until after 3:00 p.m. on August 10, 2005, and must be completed by 12:00 p.m. on August 11, 2005. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows. The hours in Rule 1 are tentative and subject to change. If the official exhibit hall schedule changes, all exhibitors will be notified in writing. Exhibitors are expected to make travel arrangements in accordance with this schedule. If erection of any exhibit has not started by 1:00 p.m. on Sunday, August 7, 2005 the AHRA Exhibits Manager or his or her designee shall order the exhibit to be erected and the exhibitor billed for all charges incurred. Each exhibitor will complete arrangements for removal of his or her material from the Henry B. Gonzalez Convention Center in accordance with the instructions provided in the Exhibitor Services Manual. All material must be packed and ready for shipment by 12:00 p.m. on August 11, 2005. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

## 5. Failure to Occupy Space

Space not occupied by 5:00 p.m. on Sunday, August 7, 2005, will be forfeited by exhibitors and their space may be resold, reassigned or used by the exhibit management without refund.

## 6. Rates, Deposits and Refunds

Space will be rented at the rate of \$18.50 per square foot in accordance with the application form, with a \$75.00 additional charge for each corner assigned. All free-form (island) exhibits are assessed a charge for four (4) corners. No application will be processed or space assigned without a deposit in U.S. funds in the amount of 50% of the total cost. Space must be fully paid for by June 13, 2005. If assigned space is not paid for by June 13, 2005, it may be reassigned at the discretion of Show Management. Any exhibitor who cancels all or part of purchased booth space on or prior to April 18, 2005, will receive a full refund less a \$100.00 administrative charge. Any exhibitor who cancels all or part of purchased booth space between April 19, 2005 and April 29, 2005 (inclusive) will not receive a refund and AHRA will retain as liquidated damages all monies paid. If cancellation in whole or in part is made after April 29, 2005, the exhibitor shall be liable to AHRA, as liquidated damages, for the unpaid balance of the total rental value of the space cancelled. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether or not the Show Management enters into a further lease for the space involved. In the event that fire, strike, or other circumstances beyond the control of the management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made which is the limit and extent of AHRA's liability for such cancellation. All cancellation requests must be submitted in writing to the AHRA Exhibits Manager.

## 7. Contractor Services

An official contractor will provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the Exhibitor Services Manual to be forwarded from the official contractor in April, 2005. An exhibitor's service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Under no circumstances will AHRA or Henry B. Gonzalez Convention Center assume responsibilities for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit material must be made to official contractor as specified in the Exhibitor Services Manual. Should any shipments not be made as specified in the manual, it will be removed by the official contractor and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to exhibiting company. Exhibitors are responsible for all information provided in the Exhibitor Services Manual.

## 8. Arrangements of Exhibits

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The show management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished backwalls, etc. at the exhibitor's expense.

## 9. Booth Design

Each exhibitor will be provided with an official Exhibitor Services Manual. The Exhibitor Services Manual describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Services Manual. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Services Manual guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near his exhibit space free of congestion caused by demonstrations or other promotions. All demonstrators or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Island booths are restricted to 16' in height.

All booths must be carpeted. Exhibiting companies are responsible for furnishing, cleaning and carpeting their booths. Any booth(s) not carpeted by 5:00 p.m. on August 7, 2005, will be carpeted by Show Management at the exhibitor's expense. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991(ADA). Any exhibit with raised flooring must be ramped.

## 10. Subleasing of Space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

## 11. Conduct

All exhibits will be to serve the interest of the AHRA members and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. Show management reserves the right to request the immediate withdrawal of any exhibit that AHRA believes to be injurious to the purpose of AHRA. Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by AHRA to be objectionable are expressly prohibited

in the exhibition area and in any meeting room.

## 12. Exhibitor's Personnel

Exhibitor badges will be made available to the official company representatives for distribution to exhibitor personnel. The official AHRA badge must be worn whenever a representative is in the exhibit hall. All personnel representing the exhibitor or his or her agents on the exhibit floor during installation and dismantling must be properly identified. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in rule 1. Booths should be manned by company specialists who are qualified to discuss details of their company's products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is strictly prohibited.

## 13. Sound Devices and Lighting and other Presentation Devices

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibits. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. AHRA reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited. Equipment for demonstrations must not, in the judgment of AHRA, pose a radiation hazard. In addition, if the equipment has energy beams that might be potentially hazardous, such energy beams must be deactivated or made non-operative before installation.

## 14. Handout Materials

Promotional give-aways and exhibitor prize drawings will be permitted. All materials and prizes must have prior approval by AHRA. All hand-out materials are expected to be of professional nature. AHRA reserves the right to disallow any material that it believes to be inappropriate. Send samples to: AHRA Exhibits Manager, 11260 Roger Bacon Drive, Suite 402, Reston, VA 20190 20190 by June 17, 2005.

## 15. Solicitation of Exhibitors

No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of AHRA.

## 16. Fire, Safety and Health

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire safety and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

## 17. Labor

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Services Manual.

## 18. Storage

The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. AHRA assumes no responsibility for damage or loss of packing boxes or crates.

## 19. Food and Beverage

Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing.

## 20. Liability and Security

AHRA makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment and display at all times. AHRA will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident or other causes. AHRA will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold harmless against such claim. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any government authority and of the contracted facility. The exhibitor will pay and save AHRA, its Board, members, staff, and representatives, the City of San Antonio, and the Henry B. Gonzalez Convention Center harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Henry B. Gonzalez Convention Center or property adjacent thereto occasioned by any act, neglect, or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect AHRA, the city of San Antonio and Henry B. Gonzalez Convention Center against any and all such claims or demands.

Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees which shall be in compliance with the laws of the State of Texas; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before August 6, 2005 through August 11, 2005, which shall include exhibitor's move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person's attendance at the exhibitor's exhibit during the term of the AHRA 2005 Meeting and Exposition. (c) Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection.

## 21. Trademarks

AHRA will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the Henry B. Gonzalez Convention Center logo, design, trademark, trade name, patent, copyrighted work or symbol must be approved in writing by the Henry B. Gonzalez Convention Center marketing department. For more information call 877-504-8895

## 22. Photographing of Exhibits

Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing or videotaping its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Cameras will not be allowed on the exhibit floor. The use of a camera cell phone is prohibited during the above mentioned hours. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or the official photographer to photograph the exhibit from outside the perimeter of the booth.

## 23. List Publication

The list of AHRA exhibitors, in whole or in part, shall not be published other than in AHRA official publications.

## 24. Facility Use

All public function space in the Henry B. Gonzalez Convention Center is controlled by AHRA. No function space will be released to exhibiting firms or other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered members or guests of AHRA by exhibiting firms other than on the exhibit floor during the stated hours (see Rule 1) is expressly prohibited.

## 25. Violations

AHRA may at its discretion take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, violation of any of these Rules and Regulations by the exhibitor or his or her employees or agents shall at the option of AHRA forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to AHRA all monies paid or due. Upon evidence of violation, AHRA may take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that AHRA may incur thereby.

## 26. Severability

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such valid agreements or covenants were not contained herein.

## 27. Contact

For questions or more information, please contact:  
AHRA Exhibits Manager  
11260 Roger Bacon Drive, Suite 402, Reston, VA 20190  
Phone: 1-877-984-MEET or (703)964-1240  
Fax: (703)964-1246  
ahraexhibits@conferencemanagers.com