



# American Academy of Micropigmentation

**Permanent Makeup Fall Conference**  
**September 13th – 16<sup>th</sup>, 2018**  
**Sheraton Dallas Hotel, Dallas, TX**

Dear Vendor,

The American Academy of Micropigmentation (AAM) would like to invite you to be a vendor at our Fall 2018 Conference at the **Sheraton Dallas Hotel, Dallas, Texas. The vendor room will be opened on September 14th & 15<sup>th</sup>, 2018.**

We are so motivated to connect with our members and provide them with a conference that is full of remarkable and informative speakers and vendors. In addition, workshops demonstrating the latest techniques and trends in permanent cosmetics as well as an opportunity to shop and learn about the newest and most effective products on the market that will enable their practice to flourish.

We would love to have you join us for this exciting event and provide you the opportunity to display and inform our members about your products. You will have a captive audience and the perfect venue to market your products.

**We are offering 2 options to take part in our conference:**

## **1. VIP Vendor Member – Registration Price: \$750.00**

- Name and logo listed on our convention materials
- Option to provide items for our convention bag
- A *vendor membership for 1 year (normally \$350.00)* will include a listing of your company on our website as well as a link to your website, so AAM members can continue to shop and order your products.

**We are also offering vendor digital presentations to be included on members USB that register for an additional fee of \$50.**

**Your choice of a 3-minute video clip **or** a 6 slide PowerPoint presentation**

## **2. Vendor – Registration Price: \$500.00**

- Name and logo listed on our convention material
- Option to provide items for our convention bags

**Registration Deadline is July 20, 2018**

Please complete the attached form and mail to:  
**American Academy of Micropigmentation**  
**2000 Academy Drive, Suite 300**  
**Mt. Laurel, NJ 08054**  
**Fax: 856-727-1428**

We hope you can join us for this exciting event.

Sincerely,  
AAM Member Services



# American Academy of Micropigmentation

Permanent Makeup Fall Conference

September 13th – 16th, 2018

Sheraton Dallas Hotel, Dallas, TX

## CONVENTION EXHIBITOR APPLICATION

The Vendor Room will be open Friday, September 14<sup>th</sup> and Saturday, September 15<sup>th</sup>. A complete list of products and/or services offered must be submitted with this application each year for approval. The AAM shall not assume any liability for products and/or services sold.

Completing this application signifies the vendor(s) AGREE TO CONFORM TO THE TERMS AND CONDITIONS SET FORTH IN THE AAM EXHIBITOR AGREEMENT and has submitted a signed copy with this application. The AAM Board has the right to deny or cancel booth space if the vendor is not or has not been in compliance with the agreement.

Exhibitor Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_ Sending bag stuffers?  Yes  No

Total booth name tags needed: \_\_\_\_\_ (two name tags included- **\$50 for each additional name tag**)

Names of all exhibitors: \_\_\_\_\_

### Booth Options and Fees:

- A booth consists of two 6-foot vendor tables, draped and skirted and in an L-shape configuration.  
Fee:
  - \$750 VIP Vendor Member (includes 1-year vendor membership and listing on website and logo on conference bag, option for digital vendor presentation).
  - \$500 for Vendor (includes logo on conference bag)
- Vendor digital presentation for **VIP members**– 3-minute ad clip **or** 6 slide PowerPoint ad – **additional** \$50.00
- 2 name tags are included with each booth. Please include \$50 for each additional name tag requested.
  - No more than 3 exhibitors per single booth permitted.
  - Your payment and application will be promptly returned if all spaces are full.
  - If attending Networking Gala on Saturday, September 15<sup>th</sup> there will be an **additional** \$90.00 fee
- Telephone lines, electricity and other related items must be ordered on the hotel form and submitted with this application.

**EXHIBIT SPACE MUST BE ORDERED BY, July 20<sup>th</sup>, 2018, SPACE PERMITTING.**

Number of booths (\$500): \_\_\_\_\_ Addtl. tags (\$50): \_\_\_\_\_ Gala (\$90) \_\_\_\_\_

VIP Vendor – first booth (\$750) \_\_\_\_\_ additional booths (\$500)

Total Enclosed: \_\_\_\_\_ Payment method:  Check  Visa  MasterCard  American Express

Card #: \_\_\_\_\_ Ex: \_\_\_\_\_ CVV code: \_\_\_\_\_ Billing Zip code: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Send completed registration and products list with fees to:  
**American Academy of Micropigmentation**  
2000 Academy Drive, Suite 300, Mt. Laurel, NJ 08054  
888-302-3482 fax: 856-727-1428

## **1. Contract**

This application properly executed by Applicant (Exhibitor) shall upon written acceptance by the American Academy of Micropigmentation (AAM) constitute a valid and binding contract. The American Academy of Micropigmentation (AAM) reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the exhibition. It is further agreed that the conditions, rules and regulations as herein stated and as outlined in the Exhibitor's Service Manual are made a part hereof as though fully incorporated herein, and that the said Exhibitor agrees to be bound by each and every one thereof.

## **2. Use of Space**

The American Academy of Micropigmentation (AAM) reserves the right to decline, prohibit or expel any exhibit which in its judgment, is out of keeping with the character of the exhibition this reservation being all inclusive as to persons, things, printed matter, product, conduct, sound level, etc. Distribution of advertising material and exhibitor solicitations of any sort shall be restricted to the Exhibitor's booth. Exhibitor's exhibit or product may not extend beyond the limits of the Exhibitor's booth. Exhibitor shall so arrange his exhibit so as not to obscure or prejudice adjacent Exhibitors in the opinion of Exhibition management. No Exhibitor shall assign or sublet any part of his assigned space without the consent of Exhibition management in writing. Any space not occupied by the time set for completion of installation of displays will be reassigned at the discretion of the show management. Deposit will be forfeited unless special arrangements have been approved by management. Exhibitor will keep his exhibit open and staffed at all times during the show hours. BOOTHS - Standard booth equipment (back and side walls, identification sign, two chairs, and one draped table) is provided by the American Academy of Micropigmentation (AAM) without cost to the Exhibitor. If an Exhibitor plans to install a completely constructed display of such character that the Exhibitor will not require or desire the use of standard booth equipment, no part thereof shall project as to obstruct the view of adjacent booths. No display nor its contents may exceed a height of 8' nor may the sidewalls be higher than 4' within a distance halfway between the backwall and aisle. Raw wood, cardboard or similar material for wings to booths must be covered or painted if they are visible in adjacent booths. Failure to comply with the rules and regulations of this contract and as stated in the Exhibitor's Service Manual will result in the alteration or removal of the booth at the Exhibitor's expense. Rental fees for services and exhibit space are not refundable. Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the exhibit facility or the conducting of said exhibit, together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held.

## **3. Cancellation**

REFUND POLICY - Exhibitors cancelling before 60 days prior to the first show day of the event forfeit 25% of the total rental. No refund will be made after this time. It is agreed that if the Exhibitor fails to comply in any respect with the terms of the agreement, then Exhibitor Management shall have the right without notice to the Exhibitor to sell or offer for sale the exhibit space covered by this contract, said Exhibitor to be liable for any deficiency loss or damage the Exhibitor agrees to pay the exhibition upon demand together with reasonable expenses and costs incurred by reason thereof. It is further agreed that actual occupation of the exhibit space by an exhibit is of the essence thereof, and that should the exhibition be unable to affect the sale of the space as herein provided, the exhibition is then expressly authorized to occupy or cause sold space to be occupied in such manner as it may deem in the best interest of the exhibition without any rebate or allowance whatsoever to the Exhibitor and without in any way releasing said Exhibitor from any liability hereunder, and said Exhibitor expressly agrees to pay the exhibition the full sum as herein set forth. The American Academy of Micropigmentation (AAM) will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes. By reason of the facility being damaged or destroyed by fire, act of God, public enemy, war of insurrections, strikes, the authority of the law, postponement or cancellation of the exposition, or for any cause beyond their control. It will however, in the event of its not being able to hold an exhibit for any of the above named reasons reimburse Exhibitor on a prorated basis on any amount paid in, less any and all legitimate expenses incurred such as but not limited to rent, advertising, salaries, operating costs, etc. All Exhibitors must have current account balances and maintain such account current thirty (30) days prior to the opening date of the show for advertising, products, or any other product or service previously provided by the American Academy of Micropigmentation (AAM). Failure to bring or maintain any account current as such time will result in cancellation of this contract. No refunds will be made as a result of cancellation for this reason nor will such funds be applied against said past due balances, said funds being forfeited.

#### **4. Insurance**

Exhibitors must carry worker's compensation, comprehensive general liability including products and completed operations, independent contractors, personal injury, and blanket contractual liability. These coverages must be evidenced by a **Certificate of Insurance with a 30-day notice of cancellation provision to the holder and supplied to and naming the American Academy of Micropigmentation (AAM) as additional insured at least 30 days before the proposed exhibit date.** It is strongly recommended that Exhibitors also carry insurance to cover loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the exhibition site. While the exhibition provides security guards, this is solely as an accommodation to Exhibitors, and the American Academy of Micropigmentation (AAM) assume no responsibility for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft, or any other cause whatsoever. The Exhibitor expressly agrees to save and hold harmless American Academy of Micropigmentation (AAM), its management, agents, and employees from any and all claims, liabilities and losses for injuries to persons (including death) or damage to property arising in connection with Exhibitor's use of the exhibit space, except such losses as may be the result of the sole negligence of the American Academy of Micropigmentation (AAM).

#### **5. Available Services**

On behalf of the Exhibitors, American Academy of Micropigmentation (AAM) has designated official Exhibition contractors to provide the following: drayage, cartage, furniture, booth and floor decorations, signs, photographs, telephone services, etc. Services of electricians, plumbers, carpenters and other labor will be available and charged for at the then prevailing rates. The American Academy of Micropigmentation (AAM) assumes no responsibility or liability for any of the services performed or materials delivered by the foregoing persons, parties and organizations. Arrangements for these services and payments are to be made between Exhibitors and official Exhibition contractors. Rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. When union labor is required because of building or contractor requirements, the Exhibitor agrees to comply with the regulations.

#### **6. Protection of Facilities**

Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the convention hall exhibit area without permission from the proper building authority. Fluids, caustic or staining, must not be used where they may damage floor coverings. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with the directions of the Exhibits Manager, the convention hall manager or their assistants.

#### **7. Installation and Dismantling**

The specific requirements as to time for installation and dismantling of exhibits shall be set forth in the Exhibitor Service Manual supplied to each Exhibitor for the particular exhibition. Such requirements shall be binding upon the Exhibitor as though fully set forth herein.

#### **8. Liability Exhibitor**

Shall be fully responsible to pay for any and all damages to property, its owners or managers which results from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include a losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises or any part thereof. Initials

**Initials:** \_\_\_\_\_