



106th Annual Meeting



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May 2-5, 2026

McCormick Place Lakeside Center
Chicago, IL, USA

President

Emile A. Bacha

Exhibitor Terms & Conditions

May 2-5 (Exhibit Dates)

McCormick Place, Lakeside Center • Chicago, Illinois

PAYMENT, REFUNDS AND CANCELLATIONS. You must submit your application along with fifty percent (50%) of the total estimated amount of your booth space, pricing based on the square footage. The remaining fifty percent (50%) of the space rental charge will be due and payable on January 16, 2026. Applications submitted after January 16, 2026, shall be accompanied by payment IN FULL. Space will not be confirmed until payment is made. Applications submitted without full payment after January 16, 2026, will not be processed.

For cancellations or downgrades before January 16, 2026, AATS will retain the entire deposit or fifty percent (50%) of the rental fee. If space is canceled on/or after January 17, 2026, the exhibiting company will be required to pay one hundred percent (100%) of the total contractual obligation. All cancellation notices must be submitted in writing to be effective.

If an exhibitor reduces contracted booth space, the unused booths will be regarded as canceled, and the above fee schedule will be applied to the exhibitor for such portion of the space.

If the in-person meeting is canceled for any reason, including but not limited to causes not reasonably within the control of AATS, AATS in its sole discretion, will determine the disposition of the funds paid by the exhibitor. Disposition could include, but not be limited to, a forfeiture of the entire amount paid, a refund of all or part of the amount paid, or the crediting of some or all of the amounts paid to a future AATS event. In no event shall AATS's liability to the exhibitor for the damages incurred due to the cancellation of the Annual Meeting exceed the amount paid. AATS and Show Management will not be held liable for any costs incurred by the exhibitor, other than the cost of exhibit space rental.

It is expressly agreed by the exhibitor that in the event he/she/it fails to pay the space rental by the deadlines specified, or fails to comply with any other provisions contained in these rules and regulations concerning his/her/its use of exhibit space, Show Management shall have the right to reassign the booth location shown on the face of the contract or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as outlined in the previous sentence, the exhibitor shall forfeit as liquidated damages the amount paid by him/her for their space reservation, regardless of whether Show Management enters into a further lease for the space involved.

SPACE RENTAL AND ASSIGNMENT OF LOCATION. Whenever possible, Show Management will make every effort to assign based on the Exhibitor's preferences. SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION, including for safety, traffic flow, or logistical reasons. The floor plan is subject to change.

USE OF SPACE, SUBLetting OF SPACE. No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display. Parent or subsidiary companies are allowed. Exhibitors shall show only goods manufactured or dealt with by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint, or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit areas. Violation of this section may result in immediate removal from the exhibit floor and forfeiture of all fees.

EXHIBITORS AUTHORIZED REPRESENTATIVE. Each exhibitor must name one person to be his/her/its representative in connection with installation, operation, and removal of the firm's exhibit. Such a representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, staffed, and orderly at all times. This representative will also be the main point of contact between Show Management and the exhibiting group. This representative is responsible for disseminating important information to all necessary contacts. For their own safety and protection, children under the age of eighteen (18) will not be admitted to the exhibit hall(s) at any time. In the absence of the designated representative, AATS will communicate with the next available company contact.

INSTALLATION AND REMOVAL. 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. The installation of all exhibits must be fully completed by the opening time of the exposition. Any space not claimed and occupied three (3) hours prior to opening may be resold or reassigned without refund. No exhibitor will be allowed to dismantle or repack any part of his/her/its exhibit until after the closing of the Show, or a deduction of 10 priority points will be given.

ARRANGEMENT OF EXHIBITS. Each exhibitor will be provided with access to the Official Exhibitor Service Kit. The Exhibitor Service Kit 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 Service Kit. If, in the sole discretion of Show Management, any exhibit fails to conform to the Exhibitor Service Kit guidelines, or the provisions set forth herein, such an exhibit will be prohibited from functioning at any time during the exposition. Failure to adhere to guidelines in the Exhibitor Service Kit may result in booth access being denied.

EXHIBITOR PLAN REVIEW. Booth construction plans and layout arrangements for first-time exhibitors, exhibits in peninsula or island booth spaces, or involving other unusual construction features, must be submitted for approval at least sixty (60) days (deadline of March 6, 2026) prior to the opening of the exposition.

EXHIBITS & PUBLIC POLICY. Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Show Management and service contractors have no responsibility pertaining to compliance with laws as far as individual exhibitor's space, materials and operation is concerned. All booth decorations including carpeting must be flame-proof and all hangings must clear the floor. Electrical wiring must conform with the National Electrical Code Safety Rules unless the fire and safety code applicable to the facility are more stringent. If inspection by Show Management indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs a fire hazard, Show Management reserves the right to cancel all, or such part of the exhibitor's exhibit as may be irregular and effect the removal of same at exhibitor's expense. Refunds will not be issued in the event of cancellation due to noncompliance with the law. Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. Excess supplies must be stored in areas which will be made available for such a purpose. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State (Province) and the Country's fire regulations. Independent contractors must conform to IAEE, ESCA and ED&PA guidelines. Exhibitors must comply with applicable federal, state, provincial, and local fire and safety regulations. Exhibitors shall comply with onsite inspections or inquiries from Show Management or local authorities.

STORAGE OF PACKING CRATES AND BOXES. Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period, but these, when properly marked, will be stored, and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his/her/its crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty." Because of lack of storage facilities, it may be necessary to store empty crates and cartons outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage, theft or loss. The removal and return of large crates that cannot be handled by hand trucks will be charged at prevailing rates. Crates, boxes, or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. The Show Contractor will bill exhibitors for removal time and materials at prevailing rates.

OPERATION OF DISPLAYS. Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited.

All demonstrations 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 people watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near his/her/its exhibit space free of congestion caused by demonstrations or other promotions.

DIRECT SALES: No retail sales are permitted within the exhibit area at any time, but orders may be taken for future delivery. Giveaways or handouts must be approved by AATS.

LITERATURE DISTRIBUTION. All demonstrations or other activities must be confined to the limits of the exhibitor's booth space. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

Exhibitors may maintain a reasonable supply of literature within their booth; however, materials must be stored neatly and may not be placed behind the booth backdrop or in non-designated storage areas. Excess inventory must be stored in locations approved by Show Management. Any materials not in compliance with these rules are subject to removal at the discretion of Show Management.

LIVE ANIMALS. Live animals are strictly prohibited.

MODELS. Booth representatives, including models or demonstrators, must be properly and modestly dressed. Excessively revealing attire is strictly prohibited.

SOUND. Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. Show Management reserves the right to require lower volume and/or a complete termination of disruptive sound.

SOCIAL ACTIVITIES. Exhibitor agrees to refrain from sponsoring hospitality suites/rooms or other functions during official Show activities, including exhibit hours, social functions, educational seminars, and any other related activity scheduled by AATS. Exhibitor consult suites are excluded, though rules and guidelines may apply to the events held in consult suites. Consult Suites are separate areas purchased that are located in the Exhibit Hall.

LIABILITY. Each exhibitor agrees to indemnify, hold harmless and defend AATS; A. Fassano & Company; McCormick Place; Freeman; and the members, officers, directors, agents, and employees of each of these entities from and against any and all liabilities, damages, actions, costs, losses, claims, and expenses (including attorneys' fees), including litigation commenced by or against the exhibitor, on account of personal injury, negligence, fault, violation of law or ordinance, infringement of third party intellectual property rights, or from or out of the occupancy or use of the Facility by the exhibitor or its employees, agents, contractors, patrons, guests, exhibitors, invitees, or any other person entering the Facilities licensed with the implied or express permission of the exhibitor. Such indemnification by the

exhibitor shall apply unless such damage or injury results from the sole negligence, gross negligence, or willful misconduct of the AATS; A. Fassano & Company; McCormick Place; Freeman; or the members, officers, directors, agents, and employees of each of these entities. In addition, each exhibitor acknowledges that the entities outlined above do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Exhibitor shall obtain all necessary licenses and shall pay all costs and fees from the use of copyrighted music or dramatic materials, or any other property subject to trademark, patent or other proprietary right which is used or incorporated in the Exhibitors booth or event.

INSURANCE. Each non-official contractor or exhibitor who will self-install an exhibit shall supply Exhibit Management with a current comprehensive public liability certificate of insurance with combined single limits of \$1 million bodily injury and property damage and/or \$2 million general aggregate with a \$1 million per occurrence limit, naming as additionally insured the AATS; A. Fassano & Company; McCormick Place; Freeman; and the members, officers, directors, agents, and employees of each of these entities. Email certificates and forms found in the Exhibitor Service Kit should be sent to the appropriate contact. Failure to provide proof of insurance may result in denial of access to the exhibit floor without refund.

CANCELLATION OF EXPOSITION/FORCE MAJEURE. The performance of this Agreement by AATS is subject to a Force Majeure event (as defined below), making the Venue, in the sole discretion of AATS, unfit for occupancy or the holding of the Annual Meeting, or which otherwise makes impossible, illegal, or commercially impracticable the performance of AATS under this Agreement. Upon the occurrence of a Force Majeure event, AATS may take such action as is reasonable under the circumstances, including termination of this Agreement or the postponement or relocation of the Annual Meeting (or any part thereof). AATS shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of a Force Majeure event. As used herein, a "Force Majeure event" shall mean any cause or circumstance beyond AATS's control making it illegal, impossible, or commercially impracticable to hold the Exhibition or which otherwise has a materially adverse effect on the ability of AATS to perform its obligations under this Agreement, including, but not be limited to: fire; casualty; flood; epidemic or pandemic; World Health Organization travel advisory or travel alert; earthquake; volcanic eruption; explosion or accident; blockade embargo; inclement weather; governmental restraints; restraints or orders of civil defense or military authorities; act of public enemy; riot or civil disturbance; act or threatened act of terrorism, strike, lockout, boycott or other labor disturbance; Venue cancellation, inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain condemnation, requisition or commandeering of necessary supplies or equipment; local, state, federal, or provincial laws, ordinances, rules, orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or acts of God. AATS shall not be liable under this section for any consequential, incidental, or special damages resulting from cancellation, delay, or change in format or location.

CARE OF BUILDING AND EQUIPMENT. Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor. When such damage appears, the exhibitor shall be liable to the owner of the property so damaged. Exhibitors will be held liable for any damage caused to the convention center and decorations may not be taped, nailed,

tacked, stapled, or otherwise fastened to ceilings, painted surfaces, columns, fabrics, doors, windows, or walls. Costs for damage repair will be billed directly to the exhibitor. Glitter is not permitted in McCormick Place. Adhesive backed decals/stickers (except for name tags) may not be used or distributed on the premises. Decorations may not block exit doors, fire extinguishing equipment, sprinklers, or emergency lighting systems. All decorating materials must be constructed of flameproof material or treated with an approved flame proofing solution. Please follow all the rules and regulations of the Convention Center.

AMERICANS WITH DISABILITIES ACT. As applicable, exhibitors acknowledge their responsibility to comply with the Americans with Disabilities Act, US with Disabilities Act, and any similar provincial or local legislation (individually and collectively, the “Act”). Exhibitor shall also indemnify and hold harmless Show Management, and Facility against cost, expense, liability, or damage which may be incident to, arise out of or be caused by exhibitor’s failure to comply with the Act.

OTHER REGULATIONS. All matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management.

PHOTOGRAPHY, VIDEOGRAPHY, AND PROMOTIONAL USE. Exhibitor grants AATS, its representatives, contractors, and agents the irrevocable right and permission to photograph, record, or otherwise capture the Exhibitor’s exhibit, name, logo, booth, products, representatives, and related materials during the exposition. Exhibitor further authorizes AATS to use such images, likenesses, and recordings for any lawful purpose, including but not limited to marketing, publicity, promotional materials, social media, and future event collateral, without further compensation, notification, or approval. Exhibitor waives any right to inspect or approve the finished product or any use thereof.

DISPUTE RESOLUTION / GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without regard to its conflicts of law principles. The parties agree that any disputes, claims, or controversies arising out of or relating to this Agreement, the Exhibitor’s participation in the exposition, or any related matter shall be brought exclusively in the state or federal courts located in the City of Richmond, Virginia. Exhibitor hereby irrevocably consents to the jurisdiction and venue of such courts and waives any objection to such jurisdiction or venue, including any claim of *forum non conveniens*.

Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided exhibitors receive notice of any amendments when made. Each exhibitor and its employees, agents, and contractors agree to abide by the foregoing rules and regulations and by any amendments or addition thereto in conformance with the preceding sentence. Exhibitors, their employees, agents, contractors, or representatives who fail to observe these conditions of contract or who, in the opinion of Show Management, conduct themselves unethically may immediately be dismissed from the exhibit area without refund or other appeal.