

American Accounting Association Annual Meeting Exhibit Fact Sheet

The American Accounting Association Annual Meeting dates and location are listed in the Exhibit Application. Exhibit space is limited. The American Accounting Association will endeavor to assign space according to the order in which reservations are received. The term booth refers to an approximate 8-ft. × 10-ft. area. Island booths are also available; pricing is included in the Exhibit Application. Full payment is required at the time your exhibit reservation is made. Booth space will be reserved when payment is received. The exhibit fee includes:

- Assignment of security personnel during exhibit hours and overnight.
- High fabric background and lower fabric side dividers.
- Booth identification sign.
- Four complimentary exhibitor registrations per 8-ft. × 10-ft. booth space. **Note:** Registrations received over the limit will be charged a \$155 registration fee. All exhibitors must be registered. Exhibitor registration includes name badge and admittance to social receptions sponsored by the American Accounting Association on Wednesday, Thursday, Friday, and Saturday evenings.
- The Wednesday evening Early Bird reception, daily coffee breaks, and a raffle drawing are planned in the exhibit area.

Exhibit hours for the meeting are expected to be:

Wednesday	2:00 PM – 7:00 PM
Thursday	8:00 AM – 5:00 PM
Friday	8:00 AM – 5:00 PM
Saturday	8:00 AM – 11:00 AM

The Exhibit Hall will be open for exhibitor setup by 8:00 AM on Wednesday. Please note that exhibitors should plan to arrive in sufficient time to ensure their booth is in place and ready for review at 1:00 PM by the Exhibit Manager. All boxes must be removed and stored and all aisles cleared one hour prior to exhibits' opening. No setup activity will be allowed after the exhibits open. Exhibitors must remove their displays immediately after the exhibits close. Exhibit hours, setup and breakdown times listed above are subject to change. Information concerning Annual Meeting exhibit services and times will be sent to each exhibitor after applying for exhibit space (approximately 60 days out from the meeting). Exhibitors must have a representative in the booth at all times during show hours, and the exhibitor will be responsible for any physical damage done by the exhibit or exhibitor personnel to the hotel. All storage, drayage, chairs and tables, in addition to other decorator needs, may be arranged through the Association's official exhibit services contractor. The hotel and the American Accounting Association will not be liable or responsible for the theft of or damage to any display materials.

Cancellation policy:

- Full refund for cancellations received 60 days out from meeting date.
- Cancellation 59 – 30 days out from meeting date, refund less 25%.
- Cancellation 29 – 15 days out from meeting date, refund less 50%.
- Cancellation 14 days out or no show, no refund.

American Accounting Association 2002 Annual Meeting EXHIBIT APPLICATION

This completed form will be a binding agreement between the Exhibitor and the American Accounting Association and indicates acceptance of conditions described in this application and the accompanying information. Further correspondence will be made with the person listed below. **It is assumed that this person is the primary contact related to this meeting unless an alternate contact is listed below.**

Exhibitor: _____

Address: _____

City: _____ State: _____ Zip: _____

Name and Title: _____

Phone: () _____ Fax: () _____ Email: _____

Web Site: _____

Meeting	Date	Location	Amount/Deadline
<input type="checkbox"/> Annual Meeting	August 14–17	San Antonio, Texas	one booth US \$1,895 \$ _____
			four-booth island US \$9,250 \$ _____
			Total Amount Enclosed \$ _____

Method of Payment: (No booth space will be reserved without **FULL PAYMENT IN ADVANCE**.)

VISA MasterCard Check enclosed

Card No.: _____ Exp. Date: _____

Signature: _____

The American Accounting Association will endeavor to assign space according to the order in which reservations are received. The American Accounting Association reserves the right to assign or limit space when in the judgment of the Association it will achieve a more equitable arrangement. Any displays differing from the standard 8' × 10' configuration must be approved in writing by the Association. It is understood that the exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the Hotel and shall indemnify and hold harmless the American Accounting Association and the Hotel agents, servants, and employees from any and all such losses, damages, and claims.

Cancellation Policy

Full refund for cancellations received at least 60 days out from meeting date.

Cancellation 59–30 days out, refund less 25%.

Cancellation 29–15 days out, refund less 50%.

Cancellation 14 days out or no shows, no refund.

Completed Application should be mailed, along with appropriate payment, to:

**American Accounting Association • 5717 Bessie Drive • Sarasota, FL 34233-2399
Phone (941) 921-7747 • Fax (941) 923-4093 • Email: Office@aaahq.org**

Primary Contact Information • AAA Annual Meeting • August 14–17, 2002 • San Antonio, Texas

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

American Accounting Association 2002 Annual Meeting ADVERTISING CONTRACT

Please reserve the following page(s) of advertising for us in your 2002 Annual Meeting Program. We understand that advertising copy (a 5" x 8" print area) must be received no later than **May 31, 2002**.

The American Accounting Association accepts the following types of advertising copy:

- Film
- Negatives
 - Right Reading
 - Emulsion Down
 - 133/line Screen or 150/line Screen
- PageMaker for Mac or PC
- QuarkXPress for Mac or PC
- Camera Ready
- No Bleeds

- | | | |
|---|------------|----------|
| <input type="checkbox"/> Outside back cover (red and blue ink optional) | US \$7,500 | \$ _____ |
| <input type="checkbox"/> Inside back spread | US \$5,000 | \$ _____ |
| <input type="checkbox"/> Inside back cover | US \$3,000 | \$ _____ |
| <input type="checkbox"/> Inside centerfold (left and right) | US \$2,500 | \$ _____ |
| <input type="checkbox"/> Full-page ad | US \$1,095 | \$ _____ |
| <input type="checkbox"/> Additional full-page ads
_____ page(s) at | US \$ 700 | \$ _____ |

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

Contact Person: _____

Comments: _____

Method of Payment:

VISA MasterCard Check enclosed

Card No.: _____ Exp. Date: _____

Signature: _____

Please return to:
American Accounting Association
5717 Bessie Drive
Sarasota, FL 34233-2399
Phone: (941) 921-7747 • Fax: (941) 923-4093
Email: Office@aaahq.org