



Exhibitor Agreement

2022 ATA e-Business Forum and S1000D User Forum

Hyatt Regency Lake Washington

1053 Lake Washington Boulevard North

Renton, Washington 98056

June 20-22, 2022

Exhibitor Package Includes:

1. One complimentary attendee (with access to all sessions, receptions, breaks and meals)
2. One 6' exhibit table (**table-top displays only**)
3. One power strip with basic electricity
4. Inclusion in exhibit hall signage
5. Recognition in the forum agenda

The exhibit hall will be the site for the Welcome Reception and all morning and afternoon breaks. To confirm your exhibit table at this Forum, you must complete the online application and submit payment. A limited number of **on-stage product demonstration slots** will be made available to exhibitors on a first come, first served basis.

Step 1 – Review the terms and conditions of this application/agreement.

Step 2 – [Register as an exhibitor>>](#)

You will be required to:

- agree to the terms of this agreement.
- upload your company logo (max 3MB - JPG, GIF, PNG).
- submit a 750-character description of your company and its products for the mobile app. You will be able to modify your description prior to the Forum.
- register your complimentary attendee. Substitutions can be made at any time prior to the conference.
- pay your exhibitor fee via credit card. For other payment arrangements contact admin@ataebiz.org. You will receive a payment confirmation/receipt at the end of the payment process.

Exhibitor Agreement

The Air Transport Association, Inc. (ATA) d/b/a Airlines for America establish these rules and regulations for the ATA e-Business Forum and S1000D User Forum for all Exhibitors. As used herein, "Hotel" shall mean the **Hyatt Regency Lake Washington, 1053 Lake Washington Blvd. North, Renton, Washington 98056**. Exhibit space is open to all companies who market e-business products and services for the commercial aviation industry and the aerospace & defense industry.

Table-Top Displays

A limited number of 6' exhibitor tables are available. Table-top displays that obscure the views of adjoining exhibits are not permitted. Signs can be attached to the table drapes but not on the walls, floors or any other area/surface.

- **Only table-top displays are allowed (floor standing backdrops, pop-ups or displays of any type are not allowed)**
- **Set-up will be from 3:00 p.m. to 6:00 p.m., Monday, June 20, 2022.**

Reservations

To reserve a table, you must complete the online Exhibitor Registration, agree to the terms of this Exhibitor Agreement and submit payment. Reservations will be granted on a first come first served basis. These steps must be completed before your reservation can be confirmed. ATA will send a written confirmation of the receipt of payments and will issue a confirmation number. ATA reserves the right to decline any exhibit reservation request for any reason or to cancel the exhibit agreement for any reason and at any time prior to or during the Forum.

On-Stage Product Demonstrations

A limited number of on-stage product demonstration slots will be made available to some exhibitors in a special Product Demonstration Track. The purpose is to allow attendees to see commercial presentations and actual demonstrations of products that utilize ATA e-Business standards and S1000D. Once the forum agenda is finalized the number of slots will be determined and then offered to exhibitors in the order that exhibitor applications were received and accepted (first come, first served). More information will be provided directly to registered exhibitors in the coming weeks. These slots are not guaranteed.

Internet Access

Internet access is NOT provided in the exhibit hall area or conference rooms. Exhibitors can make arrangements for internet access through the hotel and/or its third-party contractor. If contracted, the performance and reliability of the internet service is not guaranteed and ATA, its contractors and the hotel will not be responsible for any loss associated with the use of the service.

Exhibit Hours

Exhibits and displays must be completely assembled prior to the opening of the Forum at 6:00 p.m. on Monday, June 20, 2022.

Monday, June 20	6:00 p.m. to 8:00 p.m.
Tuesday, June 21	7:30 a.m. to 5:00 p.m.
Wednesday, June 22	7:30 a.m. to 5:00 p.m.

Exhibit hours are subject to change as determined by ATA and communicated through the final Forum agenda.

Security and Responsibility

All property of the Exhibitor remains under its custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither ATA, its service contractors, nor any of the officers, staff members, or directors of the ATA are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property. Since the exhibit hall will not be locked during non-show hours, it is recommended that Exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury. The Exhibitor understands that neither ATA nor Hotel maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance. **The Exhibit Hall cannot be locked or secured in any manner.**

Items of value should be removed from the area during non-exhibit hours. Exhibitors wishing to insure their goods should do so at their own expense. ATA assumes no responsibility or liability for the security of Exhibitor's materials or property at any time prior to

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or during the Forum. No display is to be dismantled until all scheduled events have ended. **Exhibitors have until 6:00 p.m., June 22, 2022 to remove their display and exhibit material from the exhibit hall.**

Use of Space

Exhibitor locations will be assigned at the sole discretion of ATA. ATA reserves the right to relocate display areas at any time. **Only one company may occupy a single exhibit table.** If companies desire to display jointly, each company must reserve table(s) according to the number of firms involved in the display. The same company must occupy an exhibit table for the duration of the Forum. Exhibitors shall not assign, sublet, or share the space contracted for with another business or firm unless approval has been obtained in writing from ATA. Exhibitors must show only goods manufactured or dealt in 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 trademark under which same is sold in the general course of business.

A firm or organization not assigned exhibit space will not be permitted to display products or solicit business in the Exhibition area. Exhibitors shall comply with all applicable Hotel rules and regulations. All displays, demonstrations, sales activities, etc., must be contained on the table and must not impede traffic through the aisles unless express permission is granted by ATA. Exhibits that include the operation of audio or video equipment, public address systems or any other noise-making machines must be conducted or arranged so as not to disturb adjacent Exhibitors. Exhibitors must secure approval of operating methods from ATA before the exhibit opens. **Distribution of circulars or promotional material may be made only on the table assigned to the Exhibitor presenting such material.**

Care of Building and Equipment

Exhibitors or their agents shall not injure or deface the walls of the building, the tables, or the equipment. Exhibitors are not permitted to drive tacks, nails, or screws into the walls or woodwork. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. The use of stickers and decals is limited to the Exhibitor's own display.

Termination and Refunds

If Exhibitor fails to comply with these rules and regulations concerning use of exhibit space, ATA shall have the right to terminate this agreement immediately. In that event, Exhibitor shall forfeit the amount paid for the space reservation. In the event the Forum is canceled by ATA for any reason at any time, Exhibitor agrees that the sole liability of ATA shall be to return Exhibitor's payment less any reasonable expenses incurred by ATA.

In the event Exhibitor cancels this agreement more than 60 days prior to the start of the Forum, a cancellation charge of 10% of the exhibitor fee shall be assessed; if Exhibitor cancels 21-60 days prior to the start of the forum, a cancellation charge of 50% shall be assessed; if Exhibitor cancels less than 21 days prior to the start of the Forum, a cancellation charge shall be the full space rental fee.

Exhibitors Authorized Representative

Each Exhibitor must name one person to be its official representative in connection with the installation, operation and removal of the firm's exhibit. The representative shall be authorized to enter into such service agreements as may be necessary to exhibit at the Forum. The Exhibitor's representative shall be in attendance throughout all exposition periods. The representative shall be responsible for keeping the exhibit neat, manned, and orderly at all times. The Exhibitor and its representative shall comply with all requests by the Hotel or ATA regarding the exhibit.

Laws, Regulations and Local Ordinances

It is the responsibility of each Exhibitor to have knowledge of, and comply with, all laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in this exposition.

Union Labor

Exhibitors are required to observe all contracts in effect between the Hotel and third parties, including any labor organizations. These rules & regulations shall be deemed incorporated in the agreement between Exhibitor and ATA.

Indemnification and Insurance

ATA, its members, officers, directors, employees and agents and the Hotel and its officers, directors, employees and agents, will not be responsible for any injury, loss or damage that may occur to the Exhibitor, or to the Exhibitor's employees or agents, or the

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Exhibitor's property, from any cause whatsoever, unless such injury, loss or damage is caused by the gross negligence of ATA, its members, the Hotel, or their respective employees or agents.

Exhibitor agrees to indemnify, defend and hold harmless ATA and its members, the Hotel, and their respective officers, directors, employees and agents from and against any and all claims, actions, demands and judgments (including all reasonable expenses and attorney's fees), whether for personal injury or property damage, including the Exhibitor's property or goods, caused by or arising out of the use, occupancy or activities of Exhibitor at the Forum, except to the extent that such injury or damage is caused by the sole gross negligence of ATA, its members, the Hotel, or their respective employees or agents.

The Exhibitor shall carry public liability insurance with financially responsible underwriters, insuring the Exhibitor against liability for bodily injuries (including wrongful death) and damage to property caused by Exhibitor's negligent use or occupancy of the Exhibit space or activities at the Forum (not less than \$1,000,000 combined single limit for personal injury and property damage).

Storage of Packing Boxes or Crates

Storage crates, boxes, or other extraneous materials are not to be stored in the exhibit area during the show. Arrangements must be made with the hotel for pickup, storage, and return at regular drayage rates. ATA assumes no responsibility or liability for the security of Exhibitor's materials or property.

Exhibitor Fees

The fees for each table are as follows:

\$3,000 if payment is received before February 15, 2022

\$4,000 if payment is received on/after February 15, 2022

Fees include:

- One complimentary attendee
- One exhibit table (table-top displays only)
- One power strip with basic electricity
- Inclusion in exhibit hall signage
- Recognition in the forum agenda

Rental fees do not include the cost of additional equipment, additional electricity and audio/visual equipment. Audio/Visual equipment may be ordered from the Hotel (see attached). Please pay fees online from the forum registration web site. **All equipment must sit on the exhibit table (no floor standing equipment).**

Please submit any questions or concerns to:

**ATA e-Business Program
1275 Pennsylvania Ave., NW
Suite 1300
Washington DC 20004
Phone: 202-626-4039
admin@ataebiz.org**

Acceptance: The Exhibitor and its representatives agree to abide by all rules and regulations governing the **2022 ATA e-Business Forum and \$1000D User Forum**, which are incorporated in this agreement. The representative identified in the following online form is authorized to execute this application and agreement on behalf of the Exhibitor.

If you agree with the terms above, please register...

[Register as an Exhibitor>>](#)

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Maximize your exposure...become a sponsor!

Morning Coffee Breaks
Luncheons
Welcome Reception
Afternoon Breaks
Speaker Gifts
Badge Lanyards
Registration portfolio

To see costs and availability, go to: <http://www.ataebiz.org/forum>

Past Exhibitors/Sponsors

1ANSAH Pty. Ltd.
4DCONCEPT
.aero
Absolute Data Group Pty
Airline Clearing House
ADOBE
ADS
Aerosoft Systems, Inc.
Aerospace Software
Development
Aeroxchange
Airbus
Antea
Antenna House
BAE Systems Ael
Boeing
Bombardier
Carillon Information System
CFM International
Comply366
Continental DataGraphics
Corel
Corena USA
Crowell Solutions
Data Conversion Laboratory
Dayton T. Brown
DISTI
EMC
Embraer
Enigma
Etteplan
Euroscript Canada

Flatirons
FlyDocs
Fujitsu Limited
General Electric
GGs Technical Publication Svcs
GPSL Ltd
HiCo – ICS GmbH
IAI Ltd.
ID Integration
Jouve Aviation Solutions
Inmedius
Integrated Support System
Jana
Jamison RFID
Jouve Aviation Solutions
Larson Software Technology
Lexmark
Libroplanta
Lionbridge
MacSema
Maintag
Mark Logic Corporation
Mekon
Monode Pryor Traceability
Multilink EDI
Mxi Technologies
Omega Blue
O'Neil & Associates
OneStrand
Open Connect AG
Parallel Graphics
Parker Hannifin

Patni Computer Systems
Pentecom
Pratt & Whitney
PTC Corporation
Raytheon Eagle
RCM Technology
Rolls-Royce
SAAB
SATAIR
SDL
SDI – System Development Inc.
Sogitec Industries
Sorman Information AB
Stilo International
Sierra Systems
SITA
Skypaq
Sogitec Industries
Sonovision
Swiss Aviation So
Tech-pubs.com
TechGuard Security, LLC
Tedopres
Tego
TRAX USA Corp.
TRIAD Design Service Inc.
Traincraft, Inc.
Ultramain Systems
Warp IT AG
WebX
William Frick & Company
X-Hive
XyEnterprise