INSTRUCTIONS: Email or fax completed application to the AES Exhibit Office. Applications received on or before August 25, 2017 must be accompanied by a 50% deposit. Applications received after August 25, 2017 and table top reservations must be accompanied by full payment. An email confirmation will be sent out once payment is received.

### EXHIBIT SPACE APPLICATION

**Walter E. Washington Convention Center**  
**Washington D.C.**  
**Exhibit Dates: December 2-4, 2017**

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<td>COMPANY NAME (CONTINUED)</td>
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The **KEY CONTACT PERSON** listed below will receive ALL exhibitor communications.

**KEY CONTACT PERSON/TITLE**

**KEY CONTACT DIRECT PHONE NUMBER**

**KEY CONTACT E-MAIL ADDRESS**

**KEY CONTACT MAILING ADDRESS**

**STREET ADDRESS**

**CITY/STATE/ZIP**

**COMPANY PHONE NO.**

**COMPANY FAX NO.**

**COMPANY WEB ADDRESS**

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### EXHIBIT SPACE RENTAL:

- **10' x 10' Booth Space**: $3,200  
- **Non-Profit Table**: $500.00

There is a $150 charge for each exposed corner (10’x10’ and larger).

**CANCELLATION POLICY:** If Show Management receives a written request for cancellation or reduction of space on or before May 26, 2017, the exhibitor will be liable for 25% of the entire booth fee of the space originally contracted. If Show Management receives a written request for cancellation or reduction of space after this deadline but prior to August 25, 2017, the exhibitor will be liable for 50% of the entire booth fee of the space originally contracted. For cancellations and reductions of space after August 25, 2017, exhibitors are liable for 100% of the entire booth fee of the space originally contracted.

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### LOCATION PREFERENCES:

1. We **DESIRE** to be next to or across the aisle from:

2. We prefer **NOT** to be next to or across the aisle from:

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### METHOD OF PAYMENT:

- Check payable to AES: in the amount of $ __________
- Credit Card: pay online using our secure site: https://paytrace.com/cart/donate.pay?id=9756&mid=705025083000&

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**WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION AS PRINTED ON THE REVERSE SIDE HEREOF AND WHICH ARE A PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY SHOW MANAGEMENT CONSTITUTES A CONTRACT.**

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**FOR OFFICE USE ONLY**

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**QUESTIONS? AES Exhibits Office**  
Corcoran Expositions, Inc.  
Phone: 312-265-9639  
Fax: 312-541-0573  
Email: Lara@corcexpo.com
1. PAYMENT AND REFUNDS. Applications submitted prior to August 25, 2017 must be accompanied by a 50% deposit payment. The balance of the space rental charge will become due and payable on August 25, 2017. Applications submitted after August 25, 2017 must be accompanied by full payment at the time of submission. Applications received without such payment will not be processed nor will space assignments be made.

If Show Management receives a written request for cancellation or reduction of space on or before May 26, 2017, the exhibitor will be liable for 25% of the entire booth fee of the space originally contracted. If the exhibitor cancels or reduces space after May 26, 2017, the exhibitor will be liable for 50% of the entire booth fee of the space originally contracted. For cancellations and reductions of space after August 25, 2017, exhibitors are liable for 100% of the entire booth fee of the space originally contracted.

It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the times specified, or fails to comply with any other provisions contained in these rules and regulations, or fails to comply with the rules and regulations promulgated by Show Management, and such failure continues for one week following written notice given to the exhibitor from Show Management, the exhibitor shall be terminated from the space as respects so as to location requested by the exhibitor. Products and services proposed for exhibition must relate specifically to the practice and advancement of the diagnosis, treatment and prevention of epilepsy, or the education of those treating or conducting research related to epilepsy and their patients. Show Management will not be held responsible for any injury, damage or loss arising from the use of any exhibit or exhibit material. Show Management reserves the right to terminate the contract, at any time, and for any reason, with or without cause, and for any part of the exhibit building, the booths, or booth contents or show equipment and decor. When such damage appears, the exhibitor is liable to the owner of the Premises leased hereunder. Such indemnification of Show Management by Exhibitor shall be effective unless otherwise provided for in writing. Exhibit Management and Exhibit Express waive any claim for liability against the Premises leased hereunder with the express or implied invitation or permission to any injury or damage. Except as specifically provided in these Rules and Regulations, exhibitors or their agents shall not injure or deface the Premises, its fixtures, equipment, or furnishings, or ground upon which the Premises are located. The exhibitor is solely responsible for obtaining any required licenses to conduct direct sales, for payment of any applicable sales tax, for payment of all reasonable expenses for any off-site activities or for any act or omission which is contravening the Americans with Disabilities Act (hereinafter “Act”) to make their booths accessible to exhibits or persons with disabilities.

5. EXHIBITOR AUTHORIZED REPRESENTATIVE. Each exhibitor, its authorized representative, is one person to be identified by the exhibitor as having the authority to act for and represent the exhibitor with installation, operation and removal of the exhibitor’s exhibit or exhibits.

6. EXHIBITOR'S BACKGROUND. Excess supplies and materials, such as cardboard cartons or literature, etc., must be stored in an area which will be made available for such purpose. The exhibitor shall be responsible for such storage and removal of the same at exhibitor’s expense. Exhibitors will not be permitted to store behind their booth any excess material such as cardboard cartons, literature, etc. Excess supplies must be stored in areas which will be made available for such purpose. If unusual equipment or materials are to be brought in the exhibit area, the exhibitor shall communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations. Independent contractors must conform to IAE, ESCA and ESAP guidelines. All exhibit labor must be performed with established labor jurisdiction.

9. STORAGE OF PACKAGING 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 packed and securely closed, shall be allowed to be stored in the exhibit area.

10. SOCIAL ACTIVITIES. Exhibitors agree to withhold 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 Show Management. Property Damage. Neither Show Management nor Exhibit Express shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable or non-insurable events. Exhibitors agree to notify Show Management and Exhibit Express of all claims made by or upon them to avoid the filing of any suit or claim for property damage unless the amount of such claim or damage is in excess of $25,000.00. Out of Court Settlement. Any claims that are settled prior to or during the course of any lawsuit shall be in accordance with the Judicial Code of the State of New York and the American Arbitration Code and the arbitrator shall be chosen by the parties.

11. LIABILITY AND INSURANCE. All property of the exhibitor remains under his/their control and in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, nor any agent, employee, or representative of Show Management, nor any of their vendors, guests, servants, employees, contractors, guests, licensees, or invitees shall be liable for any loss or damage to property of the exhibitor or for any injury suffered by exhibitor or his/their agents in the exhibitor’s display, parent or subsidiary companies excepted. Exhibitors shall hold harmless, and shall indemnify, defend and hold the exhibitor harmless from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any such injury or damage.

12. INDEMNIFICATION. Show Management agrees that it will indemnify and hold and save Show Management harmless from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that such damage may be insurable. Such insurance shall be maintained and carried by Show Management and shall be in a reasonable amount for such purpose. The amount of such insurance shall be maintained and carried by Show Management at all times during the period covered by the lease.

13. 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 decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged. The owner of the Premises leased hereunder with the express or implied invitation or permission to any injury or damage. Exhibit Express waive any claim for liability against them, their employees, contractors, the management of the exhibit hall nor any of the owners, partners, members, agents, servants, employees, contractors, guests, licensees or invitees of any of them, or any other person entering upon the Premises leased hereunder with the express or implied invitation or permission to any injury or damage. Except as specifically provided in these Rules and Regulations, exhibitors or their agents shall not injure or deface the Premises, its fixtures, equipment, or furnishings, or ground upon which the Premises are located. The exhibitor is solely responsible for obtaining any required licenses to conduct direct sales, for payment of any applicable sales tax, for payment of all reasonable expenses for any off-site activities or for any act or omission which is contravening the Americans with Disabilities Act (hereinafter “Act”) to make their booths accessible to exhibits or persons with disabilities.

15. OTHER REGULATIONS. Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. The Show Management and Exhibit Express, acting either alone or in conjunction with the exhibitors, shall have the power and authority to make such rules, regulations, and amendments thereto in the opinion of Show Management, in the best interests of the exhibitors and in the best interests of the public, and to alter, change, or modify the same when and as occasioned by any change the facts, conditions, circumstances, or environment under which such rules, regulations, or amendments thereto were made, or to make any other changes in rules, regulations, or amendments thereto, in the opinion of show management, conduct themselves unethically may immediately be dismissed from the exhibit area without refund or other appeal.