

EXHIBIT BOOTH ASSIGNMENT

Exhibit Booths are offered by invitation-only and on a first-come, first-served basis. Booth location will be determined by the Exhibitor's products and services as related to the Infotec Conference content, their power requirements, and the date of registration. Notwithstanding the foregoing, AIM reserves the right to change location assignments at any time and for any reason whatsoever, in its sole discretion. AIM shall provide written confirmation to Exhibitor of its assignment or any changes thereto.

EXHIBIT FEES

See the Infotec Sponsor and Exhibitor Packet. Booth prices are also listed online.

EXHIBITOR RECOGNITION

Exhibitor shall be listed in the Infotec program on the Exhibitor page. Also, the Exhibitor company logo shall be included on the Infotec Conference website Exhibitors page and the online Exhibitors Directory with a link to Exhibitor company's website.

COMPLIMENTARY PASSES – PARKING AND LUNCH

Exhibitor shall receive two (2) complimentary parking passes for the Exhibition Facility parking lot for each day of the Exhibition. In addition, Exhibitor shall receive up to two (2) complimentary lunch passes each day as indicated in online registration.

AUTHORIZED PERSONNEL

Admission to the Exhibition will be available only to registrants. Persons not assigned exhibit space will not be authorized to solicit business in any manner in connection with the Exhibition. AIM shall provide to Exhibitor that number of exhibitor badges as listed in the Exhibitor Guide for the applicable booth size along with one complimentary Exhibition Program. All Exhibitor personnel staffing booths will be required to pre-register and check-in at the exhibitor registration desk and prominently display the exhibitor badge (registration is limited to those 18 years of age and older). Only authorized personnel wearing exhibitor badges will be allowed into the exhibit area 1 hour prior to the opening hour of the exhibit area as well as during the exhibition.

EXHIBITORS SUBJECT TO AIM'S APPROVAL

AIM may review, exclude, modify, remove, or require Exhibitor to modify or remove any exhibits, Exhibitor personnel (e.g., employees, agents, invitees, etc.) or Exhibitor materials or activities (e.g., costumes, décor, music, paraphernalia, fliers, method of operation, conduct, etc.) that in its sole discretion, is unsuitable, dangerous, or objectionable for the Exhibition. In the event of such exclusion, modification or removal, Exhibitor agrees to pay or reimburse AIM for any expenses incurred by AIM or its agents in connection therewith at the then-prevailing rates. Further, AIM shall not be required to refund any fees paid to AIM by Exhibitor, or be responsible for Exhibitor's expenses or any liabilities resulting therefore.

LAWS, RULES, AND REGULATIONS

Exhibitor agrees to be bound by all, and shall ensure its personnel do not violate any, applicable local, state, or federal laws, rules and regulations (e.g., fire, utility, and building codes, the Americans with Disabilities Act, Title 17 – Copyrights, etc.) as well as any laws, rules and regulations applicable to or required by AIM, the Exhibition Facility, Exhibition suppliers, and AIM's insurance carrier(s).

EMPLOYEE RECRUITMENT PROHIBITION

Exhibitors are prohibited from recruiting Infotec participants for employment. If AIM determines that Exhibitor has neglected to comply with the foregoing prohibition, AIM reserves the right to exclude or remove the entire exhibit or any non-complying personnel, and to ban Exhibitor from future Exhibitions in AIM's sole discretion, without liability to AIM or refund to Exhibitor.

CONFINE EXHIBIT TO BOOTH SPACE; NO ASSIGNMENT OR SHARING OF BOOTH SPACE

Exhibitor's exhibit and any materials or activities in connection therewith, must be confined to the Exhibitor's own booth. Further Exhibitor agrees not to assign, sublet or share the booth in whole or in part, without the prior written consent of AIM. In the event more than one exhibitor uses the booth, Exhibitor agrees to pay an extra \$1000 for the cost of the booth.

EXHIBIT SPECIFICATIONS

Booths are 8' x 10' and include draped back (8') and sidewalls (30" high), draped table (6' x 2.5'), two chairs, and one printed identification sign with company name.

INSTALLATION OF EXHIBITS

Hours of installation are as listed in the Exhibitor Guide. Space unclaimed by the end of the opening hour and/or not paid for in full is subject to re-assignment without refund of any amounts paid to AIM by Exhibitor. AIM reserves the right to make changes in the installation hours. AIM shall attempt to notify Exhibitor of changes as far in advance as reasonably possible.

DISMANTLING OF EXHIBITS

Exhibitor agrees not to dismantle the exhibit or do any packaging of its materials before the closing hour of the last exhibit day as set forth in the Exhibitor Guide (or as otherwise amended by AIM), and agrees to remove its Exhibit and all exhibit materials by closing. Exhibitor agrees to pay a \$500 fee for any violation of the foregoing.

SOUND SYSTEMS

Subject to any applicable rights, obligations or restriction, hereunder, the use of sound systems is permissible, provided they are not audible in the neighboring booths, nor more than 3 feet into the aisle, and that the sound is directed only into the Exhibitor's booth or vertically.

MOTION PICTURES AND OTHER PROJECTIONS

Subject to any applicable rights, obligations, or restriction hereunder, the use of portable projection machines for 16mm or smaller film, film strips, lantern slides, etc., may be permitted upon the prior written consent of AIM.

FIRE PROTECTION

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper may be used at any time. All packing containers, excelsior and wrapping paper, which must be flameproof, are to be removed from the floor and must be stored under the table and behind all displays. All muslin, velvet, silk or any other cloth decoration must stand a flameproof test as prescribed by the applicable fire and safety ordinances. All materials and fluids which are flammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted. If inspection indicates that Exhibitor has neglected to comply with the foregoing requirements, or otherwise incurs a fire hazard, AIM reserves the right to exclude or remove the entire exhibit, or any non-complying parts thereof, without liability to AIM or refund to Exhibitor.

OTHER EXHIBITS, HOSPITALITY SUITES & PRIVATE PARTIES

Exhibitor shall not use any other part of the Exhibition Facility and/or contracted hotel (e.g., public areas, hospitality suites, or private rooms) for exhibit or entertainment purposes throughout the duration of the Exhibition. If an AIM exhibitor uses a facility outside of the AIM contracted facilities, then they cannot market/solicit to Infotec conference attendees during the course of the conference and exposition. However, hospitality suites and private parties for entertainment purposes outside of regularly scheduled hours of meetings, exhibits, or other Exhibition functions may be permitted upon the prior written consent of AIM.

SECURITY AND INSURANCE; NO LIABILITY FOR SIMPLE NEGLIGENCE

AIM shall not be responsible for the safety of, or liable for damage or loss to, Exhibitor's property or personnel, including because of theft, fire, accident or any other cause, whether the result of negligence or otherwise, unless caused by the gross negligence of AIM. Exhibitor is required to maintain and upon request will provide AIM with evidence of, adequate insurance to cover Exhibitor's acts, omissions, property, personnel, including liability arising from bodily injury or property damage.

DISCLAIMERS

Except as expressly provided in these General Rules and Regulations for Exhibitors, AIM makes no representation or warranties of any kind with respect to the Exhibition, and disclaims all warranties including any implied warranties of merchantability, fitness for particular purpose, accuracy, non-infringement, and non-interference. The Exhibition and booth are provided "as is" and on an "as available" basis.

LIMITATION OF AIM'S LIABILITY

AIM shall not be liable to Exhibitor or to any third party for any indirect, incidental, consequential, special or punitive damages of any kind or nature. AIM shall further have no liability to Exhibitor for lost profits, loss of material, or frustration of business expectations, whether arising out of breach of contract, breach of warranty, negligence, or otherwise (even if AIM has been advised of the possibility of such loss or damage). AIM's maximum liability hereunder for any claims whatsoever is expressly limited to the amount actually paid to AIM by Exhibitor. No claim may be brought by Exhibitor more than one (1) year after the accrual of the claim.

INDEMNIFICATION BY EXHIBITOR

Exhibitor hereby agrees to indemnify, defend, and hold harmless AIM, its affiliates, the Exhibition Facility, Exhibition suppliers, the city, and state, and their respective officers, directors, employees, representatives, and agents, from and against any kind and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including but not limited to attorney's fees) arising directly or indirectly out of or in connection with (i) any intentional or negligent act or omission by Exhibitor or any of its employees or agents or (ii) breach of Exhibitor's representations, warranties, obligations or covenants set forth in the Exhibitor Agreement, and/or (iii) Exhibitor's occupancy and use of the Exhibition premises, including without limitation, the assigned booth, public areas, or any part thereof.

CHANGES & FORCE MAJEURE

The Exhibition date and hours are as indicated in the Exhibitor Guide. AIM reserves the right to change the Exhibition date or hours for any or no reason whatsoever. In such event, AIM shall attempt to notify Exhibitor as much in advance as reasonably possible. AIM shall not be liable hereunder and shall be excused for performance for any failure or delay in the performance of its obligations on account of acts of God (e.g., earthquake, fire, flood, tornado, etc.) acts of government (e.g., war, embargo, etc.) acts of man (e.g., terrorism, strike, etc.) or any other acts of omissions beyond the reasonable control of AIM.

CANCELLATIONS; COLLECTION COSTS

Due to the limited amount of available exhibition space at the Infotec Conference, no refunds are available for exhibitors. Exhibitors who register are liable for the cost and will be charged for the full Exhibition fee. Further, in the event of any action by AIM to collect any amount not paid when due, Exhibitor agrees to pay or reimburse the costs of collection (including, without limitation, third party collection agency expenses, attorney fees and court costs). Under all circumstances, AIM retains the right to resell any booth space canceled by Exhibitor, or not paid when due. Payments made to AIM are non-transferable, and cannot be used for payment towards other AIM products, services or exhibitions. AIM may cancel the Exhibition for any or no reason whatsoever. In such event, AIM shall attempt to notify Exhibitor as much in advance as reasonably possible, and AIM shall refund Exhibitor amounts paid to AIM by Exhibitor, less a pro-rata portion of expenses actually incurred by AIM in connection with the Exhibition or such cancellation.

NOTICES

Any notice or correspondence required or permitted to be given hereunder or by law shall be effective on receipt and shall be considered properly given if orally stated to the Exhibitor at the Exhibition, or presented in writing and delivered personally, faxed or sent by any commercially reasonable means, addressed, with respect to Exhibitor, to the address of Exhibitor most recently provided in writing to AIM, and with respect to AIM, to the address of AIM appearing on its website at the time of such notice. Email correspondence is also acceptable provided that it is sent to individuals who have apparent authority to act in respect to the subject matter hereof.

ENTIRE AGREEMENT

The Exhibitor Agreement, including the Exhibitor Guide, these General Rules and Regulations for Exhibitors, and the Exhibition Facility Rules and Regulations, represents the complete understanding and agreement of the parties hereto with respect to the subject matter hereof and supersedes any prior agreements, whether written or oral, between parties. The parties hereto shall be deemed to be independent contractors hereunder, and as such, neither party shall be, or hold itself out to be, an employee or agent of the other party. The language used in the Exhibitor Agreement shall be deemed to be language chosen by both parties hereto to express their mutual intent, and no rule of strict construction against either party shall apply to any term or condition of the Exhibitor Agreement. The Exhibitor Agreement shall only become effective upon approval by a duly authorized representative of AIM. Notification of approval may be verbal or via e-mail. The acceptance or deposit of any payment does not constitute acceptance of the Exhibitor Agreement by AIM. AIM reserves the right to modify the Exhibitor Guide or these General Rules and Regulations For Exhibitors, or make any additional conditions, rules and regulations, as it deems necessary to ensure the success of the Exhibition. Exhibitor acknowledges and agrees that such additions and modifications shall become part of the Exhibitor Agreement upon notice to Exhibitor.

ARBITRATION CLAUSE

Any controversy or claim arising out of or relating to the Exhibitor Agreement, or the breach thereof, shall be settled by binding arbitration utilizing expedited procedures and one arbitrator, in accordance with the Rules and Regulations of the American Arbitration Association, and the written decision of the arbitrator shall be conclusive and binding on the parties and enforceable by a court of competent jurisdiction. Arbitration will be held in the State of Nebraska, and governed by the State of Nebraska, without regard to conflict of laws principles. The arbitrator shall be empowered to award to the prevailing party, if any, such party's cost and expense.

E-MAILS AND OTHER COMMUNICATIONS

AIM sends out periodic e-mails or other communications to the Exhibitors with information that is pertinent to the Exhibition but not expected to be shared with non-exhibitors. Accordingly, Exhibitor agrees not to share the contents of such e-mails or other communications with other non-exhibiting parties. Exhibitor e-mails, addresses and contact information will only be shared with vendors with whom AIM has contracted.