



# AOPA AVIATION SUMMIT 2013 RESERVATION FORM

OCTOBER 10-12, 2013 | FT. WORTH CONVENTION CENTER & MEACHAM AIRPORT

COMPANY NAME (TO BE LISTED IN PROGRAM EXACTLY AS SHOWN)

DIRECTORY EMAIL ADDRESS (TO BE LISTED IN ONSITE PROGRAM)

NAME OF CONTACT PERSON TO RECEIVE AOPA CONFIRMATION KIT

CONTACT EMAIL ADDRESS (REQUIRED)

ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

FAX NUMBER

WEB ADDRESS

NAME OF ONSITE CONTACT DURING EVENT

EMAIL OF ONSITE PERSON

I have read and agree to abide by the 2013 Exhibitor Rules and Regulations as well as the "Show Facts at a Glance" in the Exhibitor Prospectus.

Signature Required: \_\_\_\_\_ Form will NOT be processed without a legible signature.

## EXHIBIT BOOTH SPACE

### FULL PAYMENT DUE WITH RESERVATION

Reserve \_\_\_\_\_ 10'x10' non-corner booth(s) at \$2,375 each..... = \$ \_\_\_\_\_

Reserve \_\_\_\_\_ 10'x10' corner booth(s) at \$2,975 each..... = \$ \_\_\_\_\_

Four-booth island at \$11,900 each..... = \$ \_\_\_\_\_

Six-booth island at \$16,650 each..... = \$ \_\_\_\_\_

Eight-booth island at \$21,400 each..... = \$ \_\_\_\_\_

Booths(s) # Choice(s)

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

AOPA reserves the right to assign the booth nearest the ones you have requested if your choices have already been taken.

### Public Service Booths

AOPA reserves a certain number of booths for Public Service organizations. Only those organizations that are non-profit and use aviation for charitable works will be considered for these booths. Filling out the line below does not guarantee a Public Service space. Applicants will be contacted regarding booth status within 4 weeks. A description of your organization's activities must accompany this form.

Public Service Organization Booth at \$725..... = \$ \_\_\_\_\_

## FORM CONTINUES ON OTHER SIDE

## AIRPORTFEST

### FULL PAYMENT DUE WITH RESERVATION

#### Sample Aircraft

LSA..... \$1,000

SE Piston, Glider, Piston-Heli..... \$1,750

SE TurboProp, Single Turbine-Heli,

SE Jet, ME Piston..... \$2,250

Citation Mustang, Epic Elite, All ME Turboprop..... \$2,750

All other ME Jets..... \$3,000

Aircraft Demo Access..... \$1,000

Public Benefit Aircraft..... Call For Quote

Please list aircraft to be displayed. The list will appear in the Convention Program.

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

Additional space located next to your aircraft is available on a limited basis at the cost below. \*\*\*PLEASE NOTE THIS IS THE PRICE OF THE ADDITIONAL SPACE AND NOT THE TENT

#### COST WITH BOOTH SPACE IN THE HALL

Reserve \_\_\_\_\_ 10'x10' space at \$325 each..... = \$ \_\_\_\_\_

Reserve \_\_\_\_\_ 15'x15' space at \$725 each..... = \$ \_\_\_\_\_

Reserve \_\_\_\_\_ 20'x20' space at \$1,150 each..... = \$ \_\_\_\_\_

Reserve \_\_\_\_\_ 30'x30' space at \$1,800 each..... = \$ \_\_\_\_\_

#### COST WITHOUT BOOTH SPACE IN THE HALL

Reserve \_\_\_\_\_ 10'x10' space at \$650 each..... = \$ \_\_\_\_\_

Reserve \_\_\_\_\_ 15'x15' space at \$1,450 each..... = \$ \_\_\_\_\_

Reserve \_\_\_\_\_ 20'x20' space at \$2,300 each..... = \$ \_\_\_\_\_

Reserve \_\_\_\_\_ 30'x30' space at \$3,600 each..... = \$ \_\_\_\_\_

I will be providing my own tent

I will need to rent a tent (Tent rental information will be provided in the services manual)

#### Please call for pricing on RV/Motor homes, Mockups, and Custom Displays

+ Companies must have an aircraft to exhibit in the Aircraft Display.

+ The Aircraft Display is located at the Meacham Airport.

+ Distance from airport to Convention Center is 5.5 miles.

+ AOPA management assigns the display spaces for each exhibitor.

See Rules and Regulations on the other side of this page for more information

### MAIL OR FAX THIS FORM TO:

#### REGULAR MAIL, FEDEX, UPS, ETC:

AOPA Summit Exhibits  
Attn: Liz Tarver  
421 Aviation Way  
Frederick, MD 21701

PHONE: 301.695.2051 FAX: 301.695.2396

EMAIL: liz.tarver@aopa.org

## PAYMENT INFORMATION

THERE WILL BE A 25% CANCELLATION FEE FOR EACH BOOTH OR AIRCRAFT DISPLAY CANCELLED. AFTER **JULY 16**, THERE WILL BE NO REFUNDS.

TOTAL ENCLOSED FOR EXHIBIT BOOTH(S) AND AIRPORTFEST SPACE(S) = \$ \_\_\_\_\_

Payment Enclosed: Make check payable to AOPA

Please charge to my:  VISA\*  MasterCard\*  AmEx\* *Unless otherwise noted, we will charge your card for the full amount.*

NAME OF CARDHOLDER \_\_\_\_\_

CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

SIGNATURE OF AUTHORIZATION \_\_\_\_\_

*Form will NOT be processed without payment information or check.*

## INDICATE WHICH BEST DESCRIBES THE PRODUCTS/SERVICES TO BE DISPLAYED AT YOUR BOOTH

### CHECK PRIMARY CATEGORY ONLY

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Aircraft Manufacturing     | <input type="checkbox"/> Education/Training         | <input type="checkbox"/> Publications          |
| <input type="checkbox"/> Aircraft Sales             | <input type="checkbox"/> Engines/Propellers         | <input type="checkbox"/> Software Applications |
| <input type="checkbox"/> Air Parks/Real Estate      | <input type="checkbox"/> Equipment/Parts            | <input type="checkbox"/> Travel                |
| <input type="checkbox"/> Airports/FBOs              | <input type="checkbox"/> Finance/Insurance          | <input type="checkbox"/> Weather Services      |
| <input type="checkbox"/> Apparel/Jewelry/Art        | <input type="checkbox"/> Headsets/Flight Gear       | <input type="checkbox"/> Other: _____          |
| <input type="checkbox"/> Association/Public Service | <input type="checkbox"/> Maintenance Supplies       |  |
| <input type="checkbox"/> Avionics                   | <input type="checkbox"/> Modifications/Refurbishing |  |

## AIRPORTFEST CRITICAL INFORMATION

Airportfest aircraft must arrive at the host FBO no later than 6:00 PM on Tuesday, October 8, 2013.

Motor homes and trailers must arrive at the Airport by 6:00 PM Tuesday, October 8, 2013.

EXHIBITORS ARE RESPONSIBLE FOR ENSURING THAT EACH PILOT IS AWARE OF AIRPORTFEST AIRCRAFT ARRIVAL INSTRUCTIONS—PLEASE SEE WEBSITE FOR ALL RULES AND REGULATIONS.

The sole provider of tent rentals, electricity, labor, and furnishings for Airportfest is Hargrove, Inc.

Exhibitors erecting tents as part of a display must purchase appropriate space for each tent.

Certificates of insurance must be provided to AOPA a minimum of 14 days prior to arriving at AOPA Aviation Summit.

### Points of Contact:

Toni Mensching, Aircraft Display, 301.695.2149  
Woody Cahall, Airportfest Manager, 301.695.5602  
Patrick Timmerman, Airside Operations, 301.695.2145

## RULES AND REGULATIONS

### Terms

This reservation form represents your offer to participate and is subject to acceptance by AOPA. AOPA reserves the right to terminate your reservation unless all of your financial accounts with AOPA and/or its subsidiaries are current 30 days prior to Summit.

### Assignments

Booths cannot be sublet or shared. Booth space will be assigned on a first-come, first-serve basis. AOPA will attempt to honor the first choices of an exhibitor. If the booths selected are filled, the closest possible booth will be assigned. A floor plan of the available exhibit space is provided with this reservation form.

### Booth Specifications

All booths are 10'x10' except the island booths as noted on the floor plan. Pipe and drape backs are 8' high and the side rails are 3' high. A one-line booth sign is included. Display material cannot exceed 10' in height for in-line booths. Display material may be 8' high for 5' of the booth sides but no higher than the side rail for the 5' nearest the

**CONTINUED ON NEXT PAGE**

aisle. The height limit for island booths is 16'. The ceiling height in the Convention Center is 25'.

All exposed parts of a display **MUST** be finished so as not to be objectionable to other exhibitors or attendees. Crates and other packing materials may not be stored behind the pipe and drape. The Exhibit Hall is not carpeted.

### **Freight Entrance**

The freight entrance can be accessed from 9th & Commerce Streets. There are 6 bay loading docks measuring 11'6" x 10'.

There are also drive-in doors with access to the exhibit hall.

Door 1: 14'6" x 13'6"

Door 2: 18' x 16'

Door 5: 19' x 22'

Door 6: 14'6" x 14'

### **Split Island Booth**

A split island booth is a peninsula booth which shares a common back wall with another peninsula booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. Sixteen feet (16') is the maximum height allowance, including signage.

### **End Cap Booth**

No end cap booths are permitted.

### **Outside Contractors**

Exhibitors may use contractors other than the Official Exhibit Contractor to set up and dismantle exhibits if Exhibitor provides to AOPA a copy of the applicable form provided in the Exhibitor Services Manual. This authorization must include the name and address of each contractor, a certificate of insurance, the name of the supervisor, and the number of workers. The exhibitor assumes full responsibility for all acts of its contractors and agrees to hold harmless and indemnify AOPA for any loss or any damage to the Ft. Worth Convention Center. These contractors must sign in at Exhibitor Registration on-site and collect their identification for hall access.

### **Labor**

Exhibitors are required to observe all contracts in effect between AOPA, service contractors and the Ft. Worth Convention Center. All information relating to move-in, set-up, dismantling, and move-out at the Ft. Worth Convention Center during AOPA Aviation Summit Tuesday, October 8, through Sunday, October 13, will be included in your online Exhibitor Services Manual.

### **Damage to Property**

The exhibiting company is liable for any damage caused to building floors, walls or columns or to standard booth equipment. The exhibitor may not apply paint, lacquer, adhesives, stickers, or other coating to building floors, walls or columns or to standard booth equipment.

### **Cancellations**

All cancellations need to be in writing in order for any applicable refund to be processed. There will be a 25% cancellation fee for booth and Aircraft Display cancellations prior to **July 16**. After that date, there will be no refunds.

### **Admittance During Non-Show Hours**

Exhibit personnel will not be allowed to enter the exhibit floor earlier than one hour prior to the opening of the show. Exhibitors must have their AOPA exhibitor badge and picture I.D. for non-show hours admittance and make arrangements with show management and security ahead of time.

### **Dismantling**

Exhibitors' displays may not be dismantled or packed in preparation for removal prior to the official closing time of 4PM on Saturday, October 12. Every booth must be fully staffed and operational during the entire Aviation Summit. Non-compliance with this regulation will result in the exhibitor losing the opportunity for early selection of booths in future shows.

### **Sound**

All demonstration and sound equipment **must** be turned to a conversational level and must not be objectionable to neighboring exhibitors. If management receives any complaints, exhibitor agrees to cease use of sound equipment.

### **Badges**

Employees designated by the Exhibitor will be issued "Exhibitor Badges" that will authorize such employees to enter the exhibit area during hours when it is open for Exhibitors but not the public. **Five** badges are included in the cost of each space. These badges are non-transferable. Business cards will not be accepted in badge holders. Exhibitor badges entitle the Exhibitor to attend all the educational seminars and General Sessions. These badges **must** be worn during set-up and dismantling, and are required for access to the dock area. **Note: All badges are printed and picked up on-site at the Convention Center.**

### **Food and Beverage**

All food and beverage services for your booth must be ordered from the Ft. Worth Convention Center food service vendor. Contact: Emily Embrey at 817.392.2585

### **Fire and Safety Regulation**

No flammable liquids may be stored inside the Convention Center. Prior notification and approval will be necessary from the Ft. Worth Fire Department to display any heat producing chemical materials, gases, etc. deemed hazardous by the fire department. Contact Jennifer Lacaze at 817.392.2635 at the Ft. Worth Convention Center for more information.



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## AVIATION SUMMIT 2013 ADVERTISING RATES AND SIZES

Advertisers Are Not Required to Reserve Exhibit Space

AD SIZES	B/W	2-COLOR	4-COLOR	INCHES WIDE	INCHES DEEP
FULL PAGE	\$1,945	\$2,645	\$3,590	7	10
2/3 PAGE	\$1,430	\$1,900	\$2,565	4-5/8	10
1/2 PAGE HORIZONTAL	\$1,100	\$1,430	\$1,940	7	4-15/16
1/3 PAGE HORIZONTAL	\$765	\$1,000	\$1,350	4-5/8	4-15/16
1/3 PAGE VERTICAL	\$765	\$1,000	\$1,350	2-1/4	10
1/6 PAGE HORIZONTAL	\$410	\$755	\$1,130	4-5/8	2-7/16
1/6 PAGE VERTICAL	\$410	\$755	\$1,130	2-1/4	4-15/16

Cover 2 or 3 (as available: 4-color only) \$4,430 | Cover 4 (as available: 4-color only) \$4,815

Bleed plate size: 8-3/8 x 11-1/4 inches. Trim size 8-1/8 x 10-7/8 inches. Page is 3 columns wide, each 2-1/4 x 10 inches deep. Safety margin: live matter should be kept 1/4 inch from trim.

**Electronic File Specifications:** Macintosh compatible files must include all fonts, elements, and CMYK converted links necessary for placement. Please include screen and printer fonts. All images must be at least 300 dpi. Bitmap TIFFs should be at a resolution of 1200 dpi or higher. Acceptable file formats include Quark, Photoshop, Illustrator, EPS, InDesign, and PDF files. Embed all fonts and images in EPS and PDF files. Flatten all layers within images. Formats **not** accepted are Microsoft Word and Microsoft Publisher.

Failure to provide the required materials can negatively impact the quality of reproduction and may result in production charges. AOPA reserves the right to review and refuse any advertising materials submitted.

**Deadline for Program Advertising Orders:**  
August 30, 2013

**Deadline for Camera-Ready Materials:**  
September 6, 2013

*Last year's official program is available upon request.*

<p><b>Full Page</b> Bleed: 8-3/8" x 11-1/4" Non-Bleed: 7" x 10"</p>	<p><b>1/3 Page</b> Horizontal 4-5/8" x 4-15/16"</p>	<p><b>2/3 Page</b> 4-5/8" x 10"</p>	<p><b>1/6 Page</b> Vertical 2-1/4" x 4-5/16"</p>
	<p><b>1/2 Page</b> Horizontal 7" x 4-15/16"</p>	<p><b>1/3 Page</b> Vertical 2-1/4" x 10"</p>	<p><b>1/6 Page</b> Horizontal 4-5/8" x 2-7/16"</p>

## PROGRAM ADVERTISING ORDER FORM

COMPANY NAME	<input type="checkbox"/> Full Page	<input type="checkbox"/> 1/3 Page Vertical
ADDRESS	<input type="checkbox"/> 2/3 Page	<input type="checkbox"/> 1/6 Page Horizontal
CITY	STATE	ZIP
CONTACT NAME	<input type="checkbox"/> 1/2 Page Horizontal	
AD AGENCY NAME	<input type="checkbox"/> 1/6 Page Vertical	
CONTACT NAME	<input type="checkbox"/> 1/3 Page Horizontal	
AGENCY BILLING ADDRESS	<input type="checkbox"/> Cover 2 or 3 (as available: 4-color only)	
<input type="checkbox"/> Ad Materials Attached <input type="checkbox"/> Ad Materials to Come - <i>Due to Arrive at AOPA by</i> _____	<input type="checkbox"/> Cover 4 (as available: 4-color only)	
<input type="checkbox"/> Pick Up My AOPA Pilot Ad - Month: _____ <input type="checkbox"/> Bill Me <input type="checkbox"/> Bill My Agency	<b>My Ad will be:</b>	
<input type="checkbox"/> Charge My Credit Card: <input type="checkbox"/> Visa* <input type="checkbox"/> MasterCard* <input type="checkbox"/> AmEx*	<input type="checkbox"/> Black & White <input type="checkbox"/> 4-Color	
NAME ON CARD	<b>Total Enclosed..... \$</b> _____	
CARD NUMBER	<b>Mail Materials and Order Form to Brenda Ridgley</b> AVIATION SUMMIT 2012 · 421 Aviation Way · Frederick, MD 21701	
EXPIRATION DATE	If you'd like to send your file electronically, you may email to the following address: <b>expo.ads@aopa.org</b> , or use AOPA's ftp site via Internet Explorer: <b>ftp.aopa2.org</b> <b>Username: advertiser Password: aopaads</b>	
If your ad arrives at AOPA on time and in accordance with the specifications outlined above, with no alterations necessary, your invoice will reflect a 15% agency discount from the above rates.	<b>Deadline for Program Advertising Orders:</b> August 30, 2013	
	<b>Deadline for Camera-Ready Materials:</b> September 6, 2013	
	<b>Questions?</b> Call Brenda Ridgley, Advertising Production Manager Phone: 301.695.2368 Fax: 301.695.2396	