



Exhibit Booth Reservation Form  
70th annual International Air Safety Summit  
Clayton Burlington Hotel, Dublin, Ireland, October 23 -25, 2017

Please Return to Namratha Apparao, by fax +1-703-739-6708 or email [apparao@flightsafety.org](mailto:apparao@flightsafety.org)

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**Exhibitor Company Description** – Please provide us in 300 words or less along with three product category listing keywords to be included in our exhibitor directory.

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Company Name – **as displayed on booth sign**

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Contact Person Title

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Mailing Address

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City State Zip Country

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Phone Fax E-mail

*Flight Safety Foundation follows the International Association for Exhibition and Events (IAEE) Guidelines for Display Rules & Regulations. These guidelines are incorporated by reference and made part of these Rules and Regulations and included in the official Exhibitor Service Manual.*

**IASS Exhibit Pricing** (All costs are in USD dollars)

- Flight Safety Foundation Members — \$3,000 USD
- Individual and Non-Members — \$4,500 USD

**Payment of exhibit space and additional exhibit company registrations must be received by Tuesday, August 1, 2017 or space will be forfeited.**

**Booth Package Includes:**

Each 3m x 3m (10 feet x 10 feet) shell scheme booth will be set with one table, two chairs, one wastebasket, and company name and stand number on fascia board. Additional booth materials may be purchased directly from our exhibit contractor, details will be forwarded to confirmed exhibitors 6 weeks prior to summit.

Please reserve \_\_\_\_\_ 3mx3m booth space during the annual International Air Safety Summit.

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

Exhibitor does not want to be located adjacent to \_\_\_\_\_

**Exhibitor move-in is scheduled for Sunday, October 22, 2017 from 1300-1800. All stands must be set-up by 1800 on Sunday, October 22, 2017.**

**Exhibitor Benefits**

- Company profile in mobile APP
- One complimentary summit registration providing access to all programming and networking events
- Exposure on the summit website and in the conference agenda
- Complimentary roster of pre-registered conference attendees in Excel format for preshow promotions. (available seven business days prior to the summit date)
- If a member of FSF, an FSF Member sign to display in your booth
- 15% off an advertisement in AeroSafety World online
- If an advertiser in AeroSafety World online, an advertiser sign to display in your booth
- Opportunity to include news/updates about your organization in one of the IASS eDailies sent to all attendees and FSF members. To take advantage of this benefit, send a 150 word or less news article or press release to Namratha Apparao at [apparao@flightsafety.org](mailto:apparao@flightsafety.org) by Friday, October 6, 2017.
- Morning coffee/tea, refreshment breaks, and lunches in the exhibit marketplace
- Post-conference delegate roster, so you can follow up on sales leads

**Registration Information: Complimentary Registration – One per exhibit space:**

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Company Name, Contact Person & Title

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Mailing Address

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City, State, Zip & Country

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Phone, Fax & Email

## Additional Exhibitor Registrations - \$425

(Please register on-line on our website using discount code EXHDISCIASS2017)

Each exhibiting company can purchase additional exhibitor registration badges for full-time employees at a special discounted price of \$425 each. Badges are reserved only for full-time employees of the exhibitor and are not transferable. No one authorized to wear an exhibitor's badge may represent any company, product or service other than those of the exhibitor. Badges give the wearer admission to the show floor, sessions, and food functions. As per the Exhibitor Display Rules & Regulations, badges must bear the company name that is designated on the Contract for Exhibit Space.

## CANCELLATION AND TERMS & CONDITIONS

Check the box below and type your name after you have read and understood the terms and conditions.

**Yes. I understand the Flight Safety Foundation's IASS Exhibit Booth Cancellations Policy and Terms & Conditions.** Electronic signature: \_\_\_\_\_ (type your name)

### CANCELLATION POLICY

Refund or credit, less a US \$250 administrative fee, will be given for exhibit cancellations received by Tuesday, August 1st, 2017. Between Wednesday, August 2nd, 2017 and Friday, August 4th, 2017, you can cancel and receive a *credit only*, less \$250 administrative fee, towards the 2018 annual International Air Safety Summit exhibition. Credit cannot be applied towards membership dues or Networking Dinner. **No refund or credit will be given for cancellations received after Friday, August 5th, 2017.** Canceled booths also forfeit exhibitor benefits such as complimentary registration and attendee lists. All cancellation, refund, and credit requests should be sent by email to Ms. Namratha Apparao at [apparao@flightsafety.org](mailto:apparao@flightsafety.org). Exhibitors who do not attend the meeting, and have not sent an email cancellation by the deadline, will forfeit the entire exhibitor fee.

### TERMS & CONDITIONS

Booth construction guidelines are set forth in the International Association of Exhibitions and Events (IAEE) display rules and regulations. These guidelines are incorporated by reference and made part of these Rules and Regulations and included in the official Exhibitor Service Manual.

FSF reserves the right to cancel or reschedule all or any part of this event if there is insufficient registration or for other internal reasons. Should FSF cancel the event, and elect not to reschedule, all exhibitors will be notified via email and refunded the exhibitor fee in full.

Should FSF reschedule the event, exhibitors will have the option to transfer any paid exhibitor fees to the new event dates or receive a refund in full (minus administrative fees). Should FSF need to cancel and/or reschedule the event, FSF is not responsible for cancellation charges assessed by hotels, airlines or travel agencies, or other losses incurred due to the cancellation or rescheduling of the event.

Should external circumstances such as weather, acts of God, or other factors beyond FSF's control delay or prevent the event from occurring, FSF will consider the situation and advise exhibitors accordingly by email.

### Payment Information:

( ) I have enclosed a check payable to FSF for \$ \_\_\_\_\_ (exhibit space plus registration fees, if applicable)

Check: Mailing Address

Flight Safety Foundation

701 N. Fairfax Street

Suite 250

Alexandria, VA 22314-2058

USA

Credit Card Information

( ) Please bill my credit card:  Visa  MasterCard  American Express for amount \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name on card: \_\_\_\_\_ Signature of cardholder: \_\_\_\_\_

Address of cardholder: \_\_\_\_\_