



# The American Helicopter Society International, Inc.

Hampton Roads Chapter • P.O. Box 4249 • Ft. Eustis, Virginia 23604  
Website: <http://www.ahs-hrc.org>

## EXHIBIT RULES AND REGULATIONS

International Technical Specialists' Meeting On Rotorcraft Structures and Survivability

Fort Magruder Hotel and Conference Center  
Williamsburg, Virginia  
29-31 October, 2013  
Phone 855.573.4102

<http://www.fortmagruderhotel.com/>

**EXHIBIT SPACE CHARGE:** The Technology Display is open to Industry and Military member and non-member organizations. Individual indoor display areas of 10'x10' are available for a charge of \$800 per unit. This price includes a contribution for the Exhibitor's Reception and one banquet ticket. Additional space is available along the main hall adjacent to the exhibit hall. This space is divided into units measuring approximately 10'x3' for a charge of \$400 per unit.

**BOOTH EQUIPMENT:** To the extent possible each individual display should be self sufficient, requiring a minimum of external support. Exhibitors will have access to electrical outlets but should bring extensions cords if needed. Any support requirements should be identified to the host at time of application for Exhibit Space.

**PRIOR ASSIGNMENT OF EXHIBIT SPACE:** Booth space will be allocated on a first come-first served basis. Priority for booth assignment will be determined based on the date when both the signed contract and full payment are received. Contract agreements should be returned NLT 30 September 2013. Exhibitors failing to occupy contracted space are still obligated to pay full rental rate as shown in the contract. If leased space is not occupied the host may repossess the space.

**INSTALLATION AND BREAKDOWN:** Installation of exhibits may commence at 0800 hours on Monday, 28 October 2013 at the Fort Magruder Hotel and Conference Center Exhibit Hall (New Market and Kearney Halls). Large articles can be moved in through the 'Loading Door' on the west side of the building but please note **THERE IS NO FORK LIFT AVAILABLE**.

All exhibits must be completed, assembled and fully operational by 0700 on Tuesday, 29 Oct 2013.

Breakdown of exhibits may commence at approximately 0900 hours on Thursday, 31 Oct 2013 and must be completed by 1700 hours that same day.

**MANNING OF EXHIBITS:** Proposed exhibits hours are as follows:

Tuesday	29 Oct, 2013	0700 – 1700 hours, 1800-2000 hours (Exhibitor Reception)
Wednesday	30 Oct, 2013	0700 – 1700 hours & 1830 – 1930 hours (Banquet Social)
Thursday	31 Oct, 2013	0700 – 0900 hours

Note: Host reserves the right to effect limited changes to exhibit hours, as necessary.

**EXHIBITOR RECEPTION:** Due to the tremendous success of the previous Exhibitor Receptions a similar event is planned for Tuesday evening, 29 Oct 2013. The reception is scheduled from 1800-2000 in the Exhibit Hall. Open bars will be offered and the menu will include an assortment of heavy hors d'oeuvres.

**EXHIBITOR BADGES:** Access to the exhibitor hall is free and open, therefore exhibitor badges are not required. If you desire exhibitor badges for personnel manning your exhibit please indicate their names on the exhibit contract and we will have badges available at the conference registration desk upon your arrival. Tickets for food functions will also be available at the registration desk. Only registered personnel will be admitted to the conference meeting rooms.

**SECURITY:** Normal precautions will be taken to insure safekeeping of the exhibit area. Doors and any other entranceways will be locked before and after the designated exhibit hours, however no security watchman or electronic surveillance of the exhibit area will be provided. If desired, exhibitors may arrange for additional security measures through a written agreement between the exhibitor and the hotel at no cost to AHS.

**LIABILITY:** The American Helicopter Society International, the host chapter, its officers, agents and all organizations and individuals who are representatives of the Society, in connection with the International Specialists' Meeting, will not be responsible and shall be held blameless of any loss resulting from accident, fire, theft, or any cause whatsoever including accident or injury to exhibitors, their employees, agents, the public and others during, or subsequent to, the period covered by the exhibit space contract. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold blameless the American Helicopter Society International, the host chapter, and the Fort Magruder Hotel and Conference Center and their employees and agents against all claims, losses, and damages to persons and property, governmental charges of fines and attorneys' fees arising out of or caused by exhibitors' installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof, but excluding any agents. The exhibitor further agrees to pay the Fort Magruder Hotel and Conference Center any and all damages to the building or its equipment incurred through the carelessness or negligence of exhibitors or agents. In addition, the exhibitor acknowledges that the American Helicopter Society International, the host chapter, and the Fort Magruder Hotel and Conference Center do not maintain insurance covering exhibitor's property. Exhibitor is advised to obtain insurance covering such losses.

**FIRE REGULATIONS:** Federal, state, and local fire laws must be strictly observed. Wiring must comply with fire department and underwriter rules. No decorations of paper, pine boughs, leafy decorations, or tree branches are allowed. All muslin, velvet or any other cloth decorations must stand a flameproof test as described by local fire ordinances. Exhibitors showing complete aircraft or engines must make certain that all fuel tanks and lines are drained and steamed, and that all battery cables are disconnected prior to entering the hall.

**RESTRICTIONS:** The formal notice of space assignment constitutes the completed agreement for the right to use the allotted space. The host chapter reserves the right to cancel any contract with any exhibitor at any time prior to or during the Specialists' Meeting. No exhibitor shall assign, sublet or share the whole or part of any part of the space assigned without the knowledge and written consent of the host chapter. All sound must be contained within the booth assigned to the exhibitor. Advertising material may be distributed only within the assigned exhibit space. Aisles and fire exits must be clear.

CANCELLATION: Exhibitors may cancel space rented without penalty by submission of written notice to the host chapter received no later than 30 September 2013. No refunds will be made to exhibitors whose cancellation notice is postmarked later than 30 September 2013.

CONTRACT FOR EXHIBIT SPACE: The Contract for Exhibit Display Space can be found at: <http://www.ahs-hrc.org>. Please complete the contract and Fax (703-739-9279), Email ([kbrackins@vtol.org](mailto:kbrackins@vtol.org)) or mail it with payment in full to:

American Helicopter Society International  
Attention: Structures & Survivability Meeting  
217 N Washington St  
Alexandria, VA 22314-2838

\* Wire transfer information is also available upon request and included with invoices.

For registration questions please contact Kay Brackins at 703-684-6777 x103 or [kbrackins@vtol.org](mailto:kbrackins@vtol.org).

SHIPMENT: Shipments to the Fort Magruder Hotel and Conference Center may be made to:

Fort Magruder Hotel and Conference Center  
Attn: American Helicopter Society Specialists' Meeting  
6945 Pocahontas Trail (Route 60 East)  
Williamsburg, Virginia 23185

DIRECTIONS: Directions to the Fort Magruder Hotel and Conference Center are at this link and also pasted below. <http://www.fortmagruderhotel.com/Location/>

I-64 to Exit 242A to Route 199.  
Drive 1.5 miles, take exit for Route 60.  
At stop sign turn left on 60 West.  
Hotel is one mile on left.

ASSISTANCE and QUESTIONS: For other exhibit assistance or questions please contact:

David Meyer  
Exhibit Chairman  
Phone: 757-873-5114  
FAX: 757-873-5104  
E-mail: [david.c.meyer@boeing.com](mailto:david.c.meyer@boeing.com)