PLEASE NOTE: ALL BOOTHS THIS YEAR WILL BE PROVIDED WITH ELECTRIC. IF YOU REQUIRE A STRIP YOU MAY BRING YOUR OWN.

Please note all quad boxes, extension cords and power strips are the property of the *Hilton Long Island*. Should any of these items fail to be returned upon completion of the event, a $25.00 charge per item will apply.

INTERNET ACCESS WILL BE AVAILABLE.

If you will be sending merchandise to the Product Fair prior to the showcase date please read the following:

PACKAGES: Receipt of all packages will be handled as follows: Patron to advise Catering Office prior to the event of any materials to be sent to the Hotel. These materials will be accepted no earlier than three days prior to the event and only after written prior arrangements (concerning storage, labor costs, delivery, pick-up and security) have been agreed to in writing**.** Any and all materials should be sent to **the attention of the *Hilton Long Island Events Senior Catering Manager Brittney Scott;*** additionally each package should be clearly marked with the name and date of the function.

Should you be shipping boxes, they must be addressed in the following manner:

Exhibitors Name

Hilton Long Island 598 Broadhollow Road, Melville, NY 11747

HOLD FOR: AIA Long Island Chapter Product Fair

Event Contacts: Brittany Scott 631-577-1539

Due to limited storage space, we request that shipments not arrive any earlier than 2 days prior to the group's arrival.

Hotel reserves the right to refuse packages that appear damaged, and, in any event, assumes no

liability for the condition of the contents of such packages. The Hotel reserves the right to dispose of any such materials if not picked up within 2 days of conclusion of event. . Hotel reserves the right to charge the following fees for materials arriving 3 days prior to an event and held over 2 days after an event: $25.00 per box (5 lbs-25 lbs) per day and $50.00 per box (25 lbs and over) per day, which are truly retained by the Hotel.

AIA Long Island Chapter Product Showcase to be held at the *Hilton Long Island 598 Broadhollow Road, Melville, NY 11747* (the "Premises") sponsored and managed by AIA Long Island Chapter. (AIA Long Island Chapter, its parent companies, subsidiaries and affiliates are hereinafter referred to as "AIALIC"). By completing the AIALIC 2025 Product Showcase Exhibitor Application and Agreement you and your company (hereinafter referred to as the "Exhibitor") agree to the terms and conditions contained herein for the use of exhibit space at the Product Showcase. Exhibitor also expressly agrees to comply with any additional terms and conditions imposed by the Premises as it may determine in its discretion even if not set forth herein. Exhibitor agrees to follow and comply with all local, state and federal laws. Please read and review each of these items carefully in detail.

Terms and Conditions:

Authority ~

Terms and conditions contained herein. Changes to this agreement must be in writing and signed by both parties.

Assignment of Space ~

AIA Long Island Chapter will assign Exhibitor's space. Exhibitors may not transfer, sub-license or share any space without expressed consent of AIALIC. Exhibitor layout is subject to change.

Cancellation Notices ~

There will be a $500.00 cancellation fee after registration.

There will be a full forfeiture of funds on any cancellations after April1, 2026.

Hours and Dates For Installing, Exhibiting and Dismantling ~

Exhibitors shall be permitted access to the Premises starting at 7:30 a.m. on **Thursday April 23, 2026,** for the purpose of setting up its booth. All Exhibitors booths must be completely set up no later than 11:00 a.m. on **Thursday April 23, 2026** ***Early tear down is not permitted. Dismantling of booths shall not commence before the close of the show at 7:00 p.m.*** All Exhibitors' materials must be completely removed from the Premises no later than 9:00 p.m. on **Thursday April 23, 2026.**. Exhibitors shall be liable for all storage, handling and related charges resulting from failure to remove exhibit material from the Premises after the specified conclusion of the dismantling period set by AIALIC.

Booth Staffing ~

Exhibitors must have at least one representative present at its designated space at all times during the official hours of the Product Showcase. There will be two (2) company representatives permitted at each booth. Each additional company representative will be charged an additional $100.00.

Security ~

AIALIC cannot guarantee the safety of any item at the Premises and is not responsible for any losses that occur at the Premises; it is the sole responsibility of Exhibitor to protect its materials for the duration of the exhibit at the Product Showcase. Any security provided by AIALIC at the Premises shall not affect the provisions of this paragraph.

AIALIC has complete authority to change assignment of space. Assignment of space is determined solely by AIALIC.

Conduct ~

Exhibitor acknowledges that AIALIC has a reputation for offering high quality continuing education seminars, programs and/or services to its members and the public and that it is subject to its regulation and licensing and desires to maintain its reputation and receive positive publicity. Exhibitor therefore agrees that throughout the term of this Agreement, Exhibitor's directors, officers, employees, managers, agents and other representatives will conduct themselves in a manner which is consistent with the best interests of AIALIC, and further agrees to refrain from any conduct that adversely affects or is detrimental to AIALIC, including, without limitation, making, directly or indirectly, any oral, written or recorded private or public statement or comment that is disparaging, critical, defamatory or otherwise not in the best interests of the Product Showcase or AIALIC. Any conduct in violation of this Agreement shall subject Exhibitor to the immediate termination of this Agreement in the sole discretion of AIALIC without liability to AIALIC, including, without limitation, forfeiture of the Exhibitor Fee.

Confidentiality ~

Exhibitor acknowledges AIALIC's proprietary interest in and title to all confidential information including information concerning or relating to AIALIC' operations, its employees, contractors, agents, customers, including, without limitation, documentation, training materials, customer and prospect information, marketing materials and strategies, surveys, data, drawings, designs, procedures, trade secrets, know how, process and information. **Exhibitor shall keep all such information obtained as a result of this Agreement strictly confidential and shall not disclose, transfer or otherwise make available the confidential information to any third party for any reason. In no event shall Exhibitor sell, transfer or otherwise release the names of Product Showcase attendees or any**

of their information or data received directly or indirectly during and/or after the event to any third party, unless expressly approved by such attendee in writing, with copy to AIALIC. Exhibitor agrees that a breach of this confidentiality provision may not be remedied by monetary damages alone and hereby consents to the imposition of all injunctive relief which may be sought by AIALIC to enforce the terms of this provision.

Ejection / Eviction (of Persons) ~

Exhibitor acknowledges that the Premises reserves the right to eject from its property any person or persons it believes, in its sole discretion, is disrupting or obstructing the proper operation and management of the Premises. Neither AIALIC nor the Premises, its officers, agents, or employees shall be liable to Exhibitor, its agents, contractors, employees, members, attendees or other representatives for exercising its right hereunder.

Insurance ~

At all times during Exhibitor's use of the Premises, Exhibitor shall maintain: Statutory workers' compensation insurance in accordance with the laws of the State of New York; Employers' liability insurance.

Limitation of Liability ~

To the fullest extent permitted by law, AIALIC liability for all claims arising from or relating to this Exhibitor Agreement shall be limited to the amount of Exhibitor's fee paid hereunder. Exhibitor agrees to make no claim for any reason whatsoever against AIALIC for loss, theft, or destruction of hardware or other tangible goods, nor for any injury, including death, to itself, employees, agents, or representatives; nor for any damage of any nature, including damage to its business for failure to provide exhibit space; nor for failure to hold the AIALIC 2026 Product Fair as scheduled; nor for any action or omission by the Indemnified Parties. Exhibitor hereby waives all claims for consequential damages. Exhibitor is solely responsible for its own exhibit material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an Exhibitor is in its care, custody, and control in transit to, or from, or within the confines of the exhibit hall. AIALIC shall not bear any responsibility for the safety of the Exhibitor, its personnel, employees, agents or representatives or personal property.

Damage to Property ~

Exhibitor shall be liable for any damage, normal wear and tear excluded, to the Product Showcase Space, or to any other real or personal property of AIALIC or the Premises, caused by the act or omission of Exhibitor, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Exhibitor will not, and shall not permit others to fasten, adhere or permanently alter, drive nails, tacks, hooks, screws, or other devices/items into any part of the Product Showcase Space, the Premises equipment or property of the Hilton Long Island.

Exhibitor shall return the Product Showcase Space to AIALIC and the Premises

in as good of condition and repair, as the same shall have been found when licensed for Exhibitor's use. Anything to the contrary herein notwithstanding, under no circumstances shall AIALIC be liable to Exhibitor for special, incidental, consequential, or indirect damages, loss of good will or business profits, work stoppage, data loss, computer failure or malfunction, or exemplary or punitive damages.

Restrictions ~

All Exhibitor business activities, surveys, advertising and promotional material may only be conducted and/or distributed within Exhibitor's designated booth. All exhibits must be arranged so as not to obstruct the general view of other exhibits.

Official Exhibit Decorator ~

The official exhibit decorator is to be determined. Additional information regarding drayage and additional services will be sent following full payment of the reserved space**.**

Notice ~

Any notice, request, demand or other communication required hereunder to be provided to AIALIC shall be in writing, delivered by hand, first class mail or by any other recognized overnight carrier to AIALIC 499 Jericho Turnpike, Suite 101, Mineola, NY 11501.

Indemnity ~

To the fullest extent permitted by law, Exhibitor shall defend, indemnify and hold AIALIC and its officers, shareholders, employees, agents and other representatives harmless from and against all claims, causes of action, damages, judgments and liabilities arising from or relating to any breach by Exhibitor of the terms of this Exhibitor Agreement. No shareholder, officer, employee, agent or other representative of AIALIC shall have any personal liability hereunder.

Choice of Law ~

The parties agree that the laws, rules and regulations of New York State shall apply to any dispute that may arise hereunder.

Venue ~

The parties agree that the venue for any dispute that may arise hereunder is the courts of the State of New York, County of Nassau.