

## **AEROSPACE INDUSTRY ASSOCIATION OF MICHIGAN EVENT TERMS AND CONDITIONS**

These terms and conditions apply to registration for any conference and event (each an “Event”) organized by Aerospace Industry Association of Michigan (“AIAM”)

Your registration constitutes an offer to AIAM to attend an Event. All registrations are subject to acceptance by AIAM. If your registration is received before the Event, it will either (i) be confirmed in writing (including, without limitation, by email), or (ii) if written confirmation is not sent within 14 days of us receiving your registration, be deemed confirmed unless we notify you otherwise.

AIAM reserves the right to change the format, participants, content, location and timing or any other aspect of an Event, in each case without liability. AIAM reserves the right to withdraw any registration after confirmation without liability. AIAM reserves the right to postpone or cancel an Event without liability at any time (whether or not due to causes beyond our reasonable control). Where an Event is postponed, your registration will be valid for any re-scheduled edition of that Event (unless we notify you otherwise). Our Events are principally directed at business professionals. They are not intended for children under the age of sixteen.

AIAM reserves the right without liability to refuse admission to, or to eject from, the Event, any person in its absolute discretion, including (without limitation) any person who violates these terms and conditions or who, in the opinion of AIAM, represents a security risk, nuisance or annoyance to the running of the Event. You agree to comply with all reasonable instructions issued by AIAM, the venue owners, security personnel and/or management at the Event.

### **ADMITTANCE**

In its sole discretion and without refund, AIAM reserves the right to refuse admittance to or expel from the conference anyone that it determines is behaving to disrupt the conference or any other attendee.

### **EARLY BIRD RATE**

“Early bird” rates will apply only when AIAM announces them for a particular event.

### **ADJUSTMENT OF REGISTRATION FEES**

After a person’s registration is completed, AIAM reserves the right to review the information provided and adjust the registration ticket type and fee if it is found that the information provided by the attendee has been misrepresented, false or incorrect. Any adjustment

to fees will be charged directly to the payment method on file and an email will be sent to the attendee notifying them of the adjustment.

## **PAYMENTS**

All reservations made before the event must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. If payment is not made during reservation, no registration will be made. We encourage all reservations to be paid by credit card.

## **VISA REQUIREMENTS/ INVITATION LETTER**

It is the attendee's sole responsibility to take care of visa requirements. If you require an entry visa, you must allow sufficient time for the visa application procedure. Your registration details might be shared with the immigration authorities to assist in the immigration process. However, AIAM will not contact embassies and consulates on your behalf. To receive an invitation letter for the Event, you must first register and pay the registration fees in full. AIAM sends invitation letters only to speakers and persons required to attend. To all other individuals AIAM will send a letter confirming registration.

## **HOTEL, MEETINGS, SPECIAL EVENTS/RECEPTIONS, HOSPITALITY, SUITCASING AND OUTBOARDING FUNCTIONS**

Attendee agrees that it will not, nor will its employees or representatives conduct any function in the Facility or any participating hotel's meeting rooms, public areas, hospitality suites or suites during Show hours without the prior written consent of AIAM.

"Outboarding" is also prohibited. Outboarding is when a company that is eligible or not allowed to exhibit/sponsor at the Show does not/cannot exhibit/sponsor, but hosts attendees/delegates from the Event, without AIAM's and the Event Management's approval during set-up days or Event days. Companies that engage in outboarding may be prohibited from participating at the Event as determined by the Event Management. Registration badges will not be issued to any employee of a company prohibited from exhibiting due to outboarding. Exhibiting companies are encouraged to protect their investment and report any outboarding to AIAM and Event Management.

"Suit casing" refers to the practice of attending a trade show and "working the aisles" from a suitcase or briefcase to solicit business from other attendees and exhibitors. The only legitimate location to conduct business during Event hours is within contracted exhibit space on the Show floor. Samples, giveaways, catalogues, pamphlets, souvenirs, industry publications and printed matter or promotional material of any kind may be distributed only by an exhibitor and its representatives (including hosts and hostesses) and only within the confines of its booth, with the exception only of designated sponsorships and marketing opportunities for which exhibitor has contracted with AIAM and the Event Management. Violations should be reported to AIAM and the Event Management.

## **INSURANCE**

The attendee will arrange insurance cover for their attendance at the conference. Subject to the remainder of this paragraph, AIAM (and any employees or other representatives of the same) excludes all liability for loss, injury or damage to persons or property at the Event. All indemnities, warranties, representations, terms and conditions (whether express or implied) except as set out herein are excluded. AIAM (and any employees or other representatives of the same) accept no liability for any loss, injury or damage you may suffer in connection with or arising from the Event whether direct, indirect, incidental, special or consequential (including, without limitation, loss of profit, loss of business or any other economic loss) or otherwise. The limitations and exclusions in this paragraph only apply to the extent permitted by law.

## **CANCELATION POLICY**

Our cancellation policy allows for a refund, less a 20% administrative charge, for cancellations received in writing at least three (3) weeks before the first day of the event. No refunds will be made after this date however you may send a substitute. In the event you send a substitute, AIAM requires forty-eight (48) hours' notice. If a registered delegate does not cancel and fails to attend the conference, this will be treated as a cancellation and no refund or credit will be issued. Should AIAM postpone an event, your registration will automatically roll over to the new date. If an event is canceled, a credit will be immediately issued for up to 12 months after the notification of event cancellation to attend another AIAM program of the registrant's choice.

## **DISCLAIMER**

AIAM may at any time, with or without giving notice, in its absolute discretion and giving no reason, change, cancel or postpone the conference, change its venue or the other published particulars, or withdraw any invitation to attend. Neither AIAM nor any of its officers, employees, agents, contractor, members, or representatives shall be liable for any loss, any alleged and/or actual claims, actions, lawsuits, proceedings, penalties, liability, damage or expense suffered or incurred by any person.

## **SPEAKERS**

Speakers' views are their own. AIAM cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to attendees. AIAM may use the speaker's name and presentation materials for promoting attendance at the conference. Presentations, papers, and any associated materials will not be returned unless specifically requested by the author. The papers must be objective and free of advertising and commercialism.

AIAM may audio and/or video tape the speaker's session and the recording may be reproduced and provided to AIAM members for a duration of ninety (90) days. Any acknowledgement regarding Copyright or support should be included at the end of the

abstract/presentation, as these could be distributed to the conference participants. Speakers who do not wish to permit the above terms and conditions should contact the events team before the commencement of the conference.

## **WEBSITES AND LINKS**

The conference associated with AIAM websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which AIAM takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

## **PHOTOGRAPHS, PUBLICITY MATERIAL, RADIO AND TELEVISION, PRINT MEDIA**

AIAM reserves the sole right to use any photographs, recordings, electronic images or publicity material received by or obtained by AIAM in the event, for whatever use deemed proper by the AIAM. AIAM has the exclusive right to include photographic, video and other visual portrayals of Attendees, Sponsors, Exhibitors and their Exhibits including its contents, in any pictorial medium of any nature for trade, advertising, sales, publicity and otherwise, without compensation to the Attendee, Sponsor or Exhibitor, and all rights titled and interest bearing (including all worldwide copyrights ) will be AIAM's ' sole property, free of any claims of Attendee, Exhibitor or Sponsor or any persons deriving any rights or interest from the Attendee, Exhibitor or Sponsor. All unauthorized filming, sound recording and photography, or the unauthorized transmitting of audio or visual material, data or information, is prohibited at the Event, except for photography where the use is for personal use.

## **PRIVACY STATEMENT**

### **Information We Collect**

#### **Personally Identifiable Information**

We may collect information (whether online, by phone, or by paper) that identifies your "Personally Identifiable Information" when you: provide such information on AIAM; apply or register for AIAM meetings, conferences, and/or events; or otherwise interact with AIAM, including but not limited to: applying for membership; registering for an AIAM meeting, conference, and/or event. The types of Personally Identifiable Information collected may include your name, address, phone number, birth date, billing and delivery information, email address, credit card information, or other financial account information.

#### **Non-Personal Data**

As you interact with AIAM website or AIAM social media sites ("Sites"), we may also collect information about your browsing history or certain other information that is not

Personally Identifiable Information through your use of and visits to the Sites and our use of a variety of technologies, including but not limited to: cookies, tags, beacons, Internet Protocol (IP) address, and other tools. "Cookies" are pieces of code/text placed on your computer when you browse our Sites. Cookies may be placed by us or third party advertisers. "Tags" and web beacons refer to code scripts that are primarily used to track visitors' activities on our Sites by web analytic software.

The types of non-personal data collected on our Sites through the use of these and other tools as AIAM may add from time to time may include: the search terms you used; new or returning user; browser information; computer type; operating system; internet service providers; website usage; referring/exit pages; platform type; date/time stamp; number of clicks; or ads viewed. Additionally, cookies, tags, and other tools placed by third parties may collect other information about you and your visits to Sites and elsewhere on the Internet, including but not limited to your industry, company size, job function, or seniority level (collectively, all of the foregoing data: the "Non-Personal Data").

### **How We Use and Share Personally Identifiable Information**

Once collected, we may use your Personally Identifiable Information in a variety of ways, including but not limited to:

- Provide service communications such as bill reminders, order confirmations, program registrations, and customer service messages;
- Respond to your emails or online requests for products, services, or information;
- Deliver and process surveys;
- Personalize and improve the usability of the Sites;
- Fulfill and/or deliver AIAM products and services;
- Publish membership directories and registration lists as described below; and
- Tailored content, advertising, and marketing.

### **The Legal Bases for Collecting and Processing Personally Identifiable Information**

There are several legal bases for our collection and processing of Personally Identifiable Information:

- For the legitimate interests of AIAM, including the several uses listed above;
- To perform a contract;
- Based on consent; and
- Legal compliance.

### **Publication of Your Personally Identifiable Information for Membership Directories and Registration Lists**

To allow other members and the public to find you, the Personally Identifiable Information we receive may be published on the Sites and other print or digital media, in a

variety of ways, including but not limited to directories, membership lists, and registration lists from AIAM meetings, conferences, and/or events (“Directory Lists”). Directory Lists will not include sensitive information, such as credit card or bank information, or social security numbers. Users may request that their information be suppressed from Directory Lists by contacting us.

### **Sharing Your Personally Identifiable Information to Fulfill Service Requests and Perform Business Functions**

When fulfilling service requests initiated by you, we may share your Personally Identifiable Information with certain third parties to fulfill the requests. We may also share such information with service providers that perform business functions for us. For instance, AIAM occasionally hires other companies to provide limited services on our behalf, including but not limited to packaging, mailing and delivering promotional offers; answering customer questions about our organization; printing; sending postal mail; and processing event registrations. In such cases, AIAM may share your Personally Identifiable Information.

### **Sharing Your Personally Identifiable Information When Legally Necessary or to Protect AIAM’s Interests**

AIAM may disclose your Personally Identifiable Information if required to do so by law or in the good-faith belief that such action is necessary to: (a) conform to legal requirements or comply with legal process served on AIAM; (b) protect and defend the rights or property of AIAM; or (c) protect the personal safety of AIAM personnel or members of the public in appropriate circumstances. In addition, if AIAM and/or its assets (or a portion of its assets) are sold, assigned, transferred, or merged, or if AIAM undergoes some other change including a change to its corporate form as part of a bankruptcy proceeding or otherwise, information may be transferred as part of that transaction or change.

### **Sharing Your Email Address Pursuant to AIAM Policy**

Your email address will only be used by AIAM. We do not sell or rent email addresses to anyone outside of AIAM. AIAM will also not share email addresses to unrelated third-parties, affiliates, or AIAM members. Please understand, however, that your email address could be visible to other members, others who have interest in AIAM meetings, conferences, and events, as well as the general public through Directory Lists as set forth above.

AIAM may also share your email address with third parties to enable AIAM to take security measures to help protect against unauthorized access to or unauthorized alteration, disclosure, or destruction of data. Finally, AIAM may share email addresses with third parties as necessary for AIAM to perform certain services on our behalf, such as mailing, and delivering products, processing event registrations, and to respond to your service requests.

## **How to Manage the Sharing of Your Personally Identifiable Information**

You can manage your profile and email preferences, including opting out of email by contacting us at [info@aiamnow.com](mailto:info@aiamnow.com). Additionally, if you prefer to receive mailings only from AIAM and have your name and address removed from the list we provide to certain companies, please contact us at [info@aiamnow.com](mailto:info@aiamnow.com). For California residents, please consult the “Your California Privacy Rights” for additional considerations.

## **Site of Processing of Personally Identifiable Information**

AIAM generally collects and processes Personally Identifiable Information in the US. Personally Identifiable Information collected by AIAM may be stored and processed in the United States or any other country in which AIAM, its vendors, or partners maintain facilities. We do not transfer your personal data internationally, unless necessary and legally permissible. In the event Personally Identifiable Information is collected in the European Union and is then transferred to the US, or is transferred to any other country outside of the EU, we will do so because there is a legal reason, such as in order to perform a contract, or to achieve a legitimate interest of AIAM.

## **Data Retention**

Personally Identifiable Information may be retained by us for so long as necessary or useful to pursue the legitimate interests of AIAM, including accomplishing the purpose for which the information was provided or collected; distributing AIAM communications; promoting AIAM offerings; data analysis; historical archiving; and legal compliance.

## **FORCE MAJEURE**

AIAM shall not be liable for delay or failure of performance or fulfillment of this Agreement caused by an act of God; action by any governmental or quasi-governmental entity; fire, flood or other disaster; pandemics and/or epidemics; nuclear, chemical or biological contamination; extreme weather conditions; public enemy; insurrection; riot; explosion; embargo; terrorist attacks; strikes whether legal or illegal; labor or material shortage; work slowdown; transportation interruption of any kind; authority of law; any Show/Event building being destroyed or substantially damaged; or any other cause beyond the control of Informa Markets (“Force Majeure Event”). If the conference cannot be held or is postponed under this section, AIAM shall not be liable to attendee for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses. AIAM will review refund and/or fee transfer requests, submitted in writing, for approval on a situational basis. AIAM reserves the right to amend these terms (without notice) occasionally and you will be subject to the terms in force when the Event is taking place.

## **DISCLAIMER OF ACTIVITIES**

Consider carefully whether you can participate in any activities offered as part of the visitor program. AIAM warns that some activities may be physically demanding and/or carry inherent dangers. You accept that, if a visitor program exists for the Event you are attending, you will decide whether participation in any activity in the visitor program is appropriate to your capabilities, aptitude, fitness, and health. You also accept that you will observe all safety requirements and instructions you may be given in relation to such activities.

To the extent permitted by law, AIAM (and any employees or other representatives of the same) disclaim any liability for any loss, injury or damage you may suffer in connection with, or arising from the Event whether direct, indirect, incidental, special or consequential (including, without limitation, loss of profit, loss of business or any other economic loss) or otherwise arising from your participation in any activities offered as part of the visitor program (including, without limitation, any activities held outside of, or incidentally to, the main Event you are visiting).

## **GOVERNING LAW**

These terms and conditions have been drafted in and will be construed and enforced in accordance with the laws of the State of Michigan as applied to agreements entered into and completely performed in the State of Michigan. Any action to enforce these terms and conditions will be brought in the federal or state courts presiding in the State of Michigan, and all parties to this Event Term and Conditions expressly agree to be subject to the jurisdiction of such courts. Any claim you might have against AIAM must be brought within one (1) year after the cause of action arises, or such claim or cause of action is barred. These site and other social media sites are controlled and operated by AIAM from its offices within the United States. AIAM makes no representation that these sites are appropriate or available for use in other locations, and access to these sites from territories or nations where any aspect of these sites is illegal is prohibited. You access these sites on your own volition and are responsible for compliance with all applicable local laws.

## **CONTACT INFORMATION**

If you have questions regarding these sites or if you are interested in obtaining more information concerning AIAM or permission to use any AIAM content, please contact the Aerospace Industry Association of Michigan at P.O.BOX 81226, ROCHESTER, MICHIGAN, 48308, U.S.A. or +1-248-592-7303 (phone).