Americans with Disabilities Act

Each exhibitor shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold AACVPR harmless from any consequences of exhibiting companies who fail in this regard.

Booth Construction

AACVPR will provide the standard draped booth consisting of an 8’-high back drape, 3’-high draped side rails, and one 7” x 44” identification sign. Additional booth furnishings and other services (labor to install exhibits, Internet, special signs, flowers, special cleaning services, electrical power, etc.) can be obtained from the official show contractors as outlined in the Exhibitor Service Kit. Exhibits must conform to the contracted space and all display rules as set forth in the Exhibitor Service Kit. In-line exhibits or displays must not obstruct the view or interfere with the displays of neighboring exhibits. Exhibits must conform to rules and regulations as outlined in IAEE Guidelines. Any exposed part of the display must be covered as to not be objectionable to the other exhibitors, or in the best interest of the overall exhibition. Any variances in booth construction must be approved by AACVPR after a written request is made by the exhibitor.

Booth Payment

A 25% deposit must be received by November 3, 2017. A 50% deposit must be paid by December 31, 2017. Booth space will be subject to release if the deposits are not received by this time. The balance of space rental charge will become due and payable on March 1, 2018.

Applications received after October 6, 2017 and prior to March 1, 2018 must be accompanied with a 50% deposit and must be paid in full by March 1, 2018. Applications received after March 1, 2018 must be accompanied by payment IN FULL of the space rental charges. Applications received without such payment will not be processed nor will space assignment be made.

Cancellations

Submission of the Exhibit Application, payment of deposit, and assignment of space shall constitute a binding contract with AACVPR. Cancellations of exhibit space must be submitted in writing to AACVPR Headquarters. Cancellations shall be effective upon receipt of written notice by AACVPR. If Show Management receives a written request for cancellation of space by December 31, 2017, the exhibitor will be eligible for a full refund minus a $100 per 100 square feet administrative processing fee. If a written cancellation request is received after December 31, 2017 but prior to March 1, 2018, the exhibitor will be liable for 50% of the total contracted space. No refunds will be made after March 1, 2018. Show management reserves the right to treat an exhibitor’s “downsizing” of booth space as cancellation of the original space and purchase of new booth space. Exhibitor may be required to move locations if they request a downsizing of space. In the event that any part of the exhibit facility is damaged or if circumstances make it impossible for show management to permit an exhibitor to occupy the space assigned to them during any part or the whole of the period covered, then the exhibitor will be charged for space only for the period space was or could have been occupied by them. AACVPR is released from any and all claims for damages which may arise in consequence thereof. In the event of fire, strikes, riots, civil commotion, acts of God, war, and other unavoidable circumstances rendering it impossible or impractical for any reason for AACVPR to perform such contract, AACVPR’s performance under such contract shall be excused. In such events, all deposits and payments made by the exhibitor for exhibit space shall be returned to the exhibitor minus any expenses incurred by AACVPR on behalf of the exhibitor.

Care of Exhibit Space

Exhibitors shall care for and keep in good order all space occupied by them. Special cleaning and dusting of booth, display and equipment, and material will be the exhibitor’s responsibility and shall be performed at the exhibitor’s expense.

Conduct of Exhibitors

Exhibitors shall conduct themselves in an ethical and professional manner at all times and in conformance with these regulations. AACVPR reserves the right to deny the privileges of the floor to any and all exhibitors who do not do so.
Rules and Regulations for the 33rd Annual Meeting (Continued)

Installation and Dismantle
Set-up and tear-down time for the booths is restricted to the hours published in the Exhibitor Service Kit. No installation or dismantling of booths or display material is allowed during open exhibition viewing hours. Exhibit space not occupied one hour prior to the show opening may be reassigned by AACVPR Exhibit Management without refund of the rental paid. Exhibit Management may also prepare exhibit or remove freight from booth area at the expense of the exhibitor. Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material prior to official show close is strictly prohibited. Violations will result in the loss of priority points and will jeopardize future eligibility to exhibit.

Liability and Indemnification
The exhibitor is responsible for all damages caused to the exhibit premises and for any and all claims and demands on account of injury or damage to property done or occurring in or about the premises used by the exhibitor, their employees, servants, agents, licensees, or contractors occasioned by their negligence. The exhibitor agrees to indemnify and hold harmless AACVPR, the official service contractor, and the convention facility and their employees, agents, servants, licensees, or contractors, excluding any such liability caused by the sole negligence of AACVPR, the official service contractor, or the convention facility and their employees, agents, servants, licensees, or contractors. The exhibitor shall not be liable for any loss or damage resulting from the perils of fire, lightning, earthquake, windstorm, cyclone, tornado, hail, riot attending a strike, civil commotion, smoke, motor vehicle damage, and aircraft damage, nor may the exhibitor hold liable AACVPR or the convention facility for such incidents. The exhibitor acknowledges that it is responsible for obtaining insurance in such amounts as it deems necessary to comply with its obligations contained herein and for its own protection during the course of the event, including transit.

Location of Assigned Exhibit Space
Show management shall assign exhibit space and reserves the right to change the location of the exhibitor’s exhibit space at any time in the best interests of the exhibition. Exhibitors who change the size of their exhibit space are not guaranteed the original location but are subject to relocation by show management.

Material Handling
All shipments must be prepaid and consigned per the shipping instructions as specified in the Exhibitor Service Kit. Exhibits and related materials will not be accepted in advance as freight by the conference facility and will be redirected to the official show decorator at the exhibitor’s expense.

Minimum Age for Admission
The minimum age for admission into the AACVPR Exhibit Hall is 18.

Music License
No exhibitor shall allow any copyrighted music to be played or performed at any time during the published official show hours.

Product Sales
AACVPR provides display space for exhibitors to show and demonstrate products and services on the basis of their potential informational and commercial value, and not for the sole purpose of selling on the exhibit floor. All exhibitors are required to adhere to such rules and regulations as may be established by the U.S. Internal Revenue Service to ensure continued income tax exemption for the exhibition, and no tax liability to the host location.

Promotional Items and Use of Association Logo
Premiums and give-aways must be approved by show management prior to the exhibition. Reference to AACVPR in any form of advertisement must be approved in advance by AACVPR. Please note that if you follow any regulatory guidelines, it is your responsibility to ensure the gift you donate follows your particular guidelines.

Registration
All exhibitors must pre-register and will be issued badges, which must be worn at all times. Exhibitor badges are not transferable. Exhibitors are entitled to three (3) complimentary Exhibit Showcase-only registrations per 10’ x 10’ booth. Exhibitor registration includes entrance to the Exhibit Showcase and any functions held in the Exhibit Showcase. Badges do not include entrance to specific sessions or events. Sponsorship benefits may allow all-show access.

Safety & Fire Laws
All applicable fire and safety laws and regulations must be strictly observed by all exhibitors. Cloth decorations must be flameproof. Wiring must comply with local fire department and the conference facility’s rules. Aisles and fire exits must not be blocked by exhibits. No combustible decoration, such as crepe paper, cardboard, or corrugated paper shall be used at any time. All packing containers, wrapping material, etc., are to be removed from the exhibit floor and may not be stored under tables or behind the exhibit. Open flames, butane gas, and oxygen tanks are not permitted.

Security
Show management will provide overall security guard service for the meeting period, but neither AACVPR nor the host facility will guarantee exhibitors against loss or will be responsible for loss of any material by or for any cause. Each exhibitor must make provisions for safeguarding of their goods, materials, equipment, and display at all times and exhibitors are urged to carry their own insurance through their own sources at their own expense.

Social Functions and Activities
Social functions and other activities sponsored by exhibitors may not be held during exhibit hours, or in conflict with any scheduled meetings or activities sponsored by AACVPR and must receive prior approval from AACVPR management.

Subletting of Space
Exhibitors may not assign, sublet, or apportion the whole or any part of the空间 allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. False certification of individuals as the exhibitor’s representatives, misuse of exhibitor badges, or any other method of assisting unauthorized persons to access the exhibit floor will be just cause for expelling the violator from the exhibition, barring them from further entrance to the exhibit floor, or removing their exhibit from the exhibit floor without obligation on the part of AACVPR for refund of any fees. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business on behalf of non-exhibiting or commercial support companies in any part of the convention facility (including but not limited to guest rooms, suites, and function space) is strictly prohibited.

Use of Space
Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material prior to official show close is strictly prohibited. Violations will result in the loss of priority points and will jeopardize future eligibility to exhibit. All demonstrations shall be confined to the exhibitor’s own booth. Excessive audible or visual attention-getting devices or effects are prohibited. Sound effects are discouraged due to the intimate nature of the exhibit area. Admission to exhibit area is limited to owners, representatives, employees, and the immediate families of exhibiting companies. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor’s booth; any costume, if not standard business attire, must conform to proper decorum of the meeting and may be subject to approval of show management. Sales representatives of an exhibitor who also represent one or more other companies may not demonstrate, promote, or sell products or services of any non-exhibiting companies.

Talk to Us About Support Opportunities Today
Please contact Jessica Eustice, Director of Corporate Relations, at 312/673-5929 or jeustice@aacvpr.org.