



### **2023 AASB Summer Conference Exhibitor Rules & Regulations**

Vendors will have the opportunity to mingle with attendees during designated vendor hours, AASB conference registration hours, breakfast, lunch and breaks. You may also make a monetary contribution for a scheduled event and be listed as the sponsor or co-sponsor.

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#### **▪ Exhibitor Payments**

Receipt of a signed exhibit contract/application, payment and notification to the applicant of such acceptance by the Alabama Association of School Boards (Association) constitutes a contract to use the space assigned.

The complete rental fee must be received by *Friday, May 26, 2023*. If payment is not received by the provided deadline, your registration will be canceled. An exhibitor will not be allowed to exhibit if payment has not been received. **NO EXCEPTIONS**. Exhibitors not fulfilling this contract will not be allowed to exhibit in future shows.

Any misrepresentation of products, materials, or services to any company shall result in immediate forfeiture of exhibit space. It is understood that the regulations contained in this official prospectus become a part of the contract between the exhibitor and the Association. All matters not covered in this document are subject to the decision of the Association.

#### **▪ Use of Space**

Exhibitors may not sublet or assign any part of their booth space nor advertise or display goods or services other than their own. Aisles must be kept clear and no banners, signs, presentations, etc. will be allowed which obstruct the view of adjacent or nearby booths. No part of the exhibit may be more than eight feet in height, and the front of the exhibit may be no more than four feet in height. Nothing shall be posted or tacked, nailed or otherwise attached to walls, floors, or other parts of the Hotel. Exhibits shall not be unduly noisy, glaring, or otherwise objectionable. Audio-visual and other sound effects will be permitted only where and when they do not interfere with activities in adjacent booths.

The exhibitor shall maintain his exhibit in good order at his own expense. Exhibitors shall comply with any municipal, state and federal laws, rules and regulations, including safety codes.

Volatile or inflammable matter, or any substance prohibited by city laws or insurance carriers, is not permitted on the premises. No combustible decoration such as crepe paper, tissue, cardboard or corrugated paper shall be used at any time. All packing containers and wrapping paper, which must be flame-proof, are to be removed from the floor and must not be stored under tables or behind displays. All decorations must stand a flameproof test as prescribed by fire ordinance of the city. All materials and fluids which are inflammable are to be kept in safety containers.

Electrical and other mechanical apparatus must be muffled so that noise does not disturb other exhibitors. Video presentations may be shown provided that monitors are placed in the rear of the booth to eliminate congestion in the aisles. The Association reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

The Association reserves the right to alter the location of exhibitors or booths as shown on the floor plan, if deemed advisable and in the best interest of the exhibit.



▪ **Eviction**

In the event of violation of this contract, the Association may evict exhibitor from the exhibit booth and/or have exhibit materials removed. No fees will be returned to Exhibitor and the Exhibitor shall be liable to the Association for the costs associated with such eviction, less fees paid.

▪ **Indemnification**

Exhibitor agrees to assume sole responsibility and liability for all damages or injuries arising out of, resulting from, or in any manner connected with its exhibit (including installation and dismantling) that may be suffered by (a) Exhibitor and his employees and representatives, (b) other Exhibitors and their employees and representatives, (c) conference delegates, guests, or visitors, (d) the hotel or conference hall and the owners, and employees thereof, and (e) any other persons lawfully on or about the conference premises.

Exhibitor agrees to indemnify and hold harmless the Association, directors, officers, employees, agents, affiliates, successors and assigns from and against any and all liabilities, obligations, losses, damages, penalties, actions, judgments, suits, costs, expenses, including reasonable attorney's fees, or disbursements of any kind or nature whatsoever, which may be imposed on, incurred by, or asserted against the Association in any way relating to or arising out of this contract and/or Exhibitor's use of exhibit booths at the Exposition.

Exhibitor further agrees to obtain, maintain and pay for general insurance coverage in amounts sufficient to insure against the liability assumed pursuant to the provisions of this section. Association shall not be liable for failure to deliver exhibit space to an Exhibitor as contracted for herein due to causes beyond the Association's control.

▪ **Security**

The hotel will patrol and lock doors when the show is closed. However, the Association and the Hotel are not responsible for any loss or damage to exhibitor property. Exhibitor is required to provide all insurance/policy riders to cover all booth contents.

▪ **Shipping & Storage**

Exhibitor shall make its own arrangement for shipment, delivery, receipt and storage of all materials and empty crates. Association will not accept or store display materials or empty crates. Packing materials must be kept in crates or boxes. Materials in violation of this rule will be considered refuse and discarded. Fire regulations must be strictly followed.

▪ **Admission**

No person, firm or organization, not having contracted with the Association for the occupancy of space in the Exhibit Hall, will be permitted to display or demonstrate any products, processes, or services, solicit orders or distribute advertising materials in the Exhibit Hall. No admittance to the exhibit hall is permitted without a name badge.

▪ **Prohibitions**

Exhibitors may not conduct social functions in the Exhibit Hall during the conference. Sale or gifts of any intoxicating beverage, conducting lotteries, raffles or drawings (except when gratis to person registering) are not permitted. Exhibit hall drawings that require conference registrants to be present to win are not permitted.



▪ **Event Cancellation**

If the Association fails to hold its conference as herein provided, relocates its conference site to another hotel or city, or fails to furnish Exhibitor the booth(s) as stated herein, it shall refund to Exhibitor any charges paid hereunder. Such refund shall be accepted by Exhibitor in full statement of any loss or damage suffered by Exhibitor.

▪ **Solicitation**

Exhibitors may explain, show, demonstrate, and take orders for products and services. Cash sales within the confines of the Exhibit Hall are prohibited. Distribution of printed materials by exhibitors or their agents is limited to the exhibit booth rented by the vendor in the Exhibit Hall.

▪ **Refunds**

If the Exhibitor notifies the Association in writing by Friday, May 26, 2023, that he/she will not occupy the exhibit space stated herein, all fees paid by the Exhibitor less \$200.00 will be refunded. No refund of any fees will be made if notice is received after that date. Any exhibit space not occupied by 10 a.m. Friday, June 16, 2023, will be forfeited by the Exhibitor, and may be reassigned or used by trade show management without refund to Exhibitor unless prior approval for delayed occupancy is received from the trade shows management.

**Disclaimer:** Exhibitors and sponsors at Association events or advertisers in Association publications do not represent an endorsement by Association or affiliated entities, nor is it testimony by Association or affiliated entities as to the quality of the product or service exhibited or promoted or the validity of Exhibitor's claims.

Please indicate your acceptance of this by returning a signed copy to AASB. You may electronically sign this document as indicated at the signature line below.

Sincerely,

Sally Smith, JD  
Executive Director

I, \_\_\_\_\_ of \_\_\_\_\_ hereby accept the terms and  
(Representative's Name) (Company's Name)

conditions to serve as an Exhibitor for the Alabama Association of School Boards, as herein provided. I understand that if I do not submit the exhibitor registration fee by *Friday, May 26, 2023* my company will not be allowed to exhibit at the conference.

\_\_\_\_\_  
Signature of Exhibitor

\_\_\_\_\_  
Date