

## AAHOA – EXHIBITOR RULES & REGULATIONS

1. **DEFAULT OCCUPANCY** – Any exhibitor failing to occupy space contracted for in a timely manner is not relieved of the obligation of paying the full rental price for such space. AAHOA has the right to use such space as it sees fit to eliminate blank space in the exhibit, if such booth space is not occupied by the exhibitor 2 hours prior to the start of the Exposition.
2. **NUMBER OF COMPANIES OCCUPYING BOOTH / SUBLETTING OF SPACE** AAHOA prohibits the use of a single booth for the display of multiple companies, regardless of company ownership. Exhibitors shall not sublet, share, assign, or delegate any space allotted to them, without the prior consent of AAHOA. Such subletting, sharing, assigning or delegation of without AAHOA's prior written consent is null and void.
3. **RELOCATION OF EXHIBITS** – AAHOA shall have the right, in its sole and absolute discretion, to relocate any exhibits shown on the official floor plan.
4. **FLOOR PLAN** – All exhibit space marked on the floor plan is available to all paid exhibitors. The dimensions of the exhibit booth are believed to be accurate, but are not warranted.
5. **NO EXHIBIT OUTSIDE EXPOSITION** – No exhibitor participating in the Exposition shall be permitted to exhibit in a hotel room at or near the Exposition, or outside of the exhibit hall, while in attendance at the Exposition.
6. **HEIGHTS OF STANDARD IN-LINE EXHIBIT** – Booths are limited to a height of 8' in the back and 3' along the side dividers. The 8' height may be extended along the side rails no more than 4' from the background line of the booth. The rule shall not generally apply to machinery and equipment.
7. **POSITIONING OF EQUIPMENT WITH RELATION TO AISLE** – Machines or equipment operated or demonstrated at any time during show hours shall be placed so that no portion is closer than 12" to an aisle unless prior permission is obtained. Exhibitors must agree to display their exhibits so as not to obstruct the general view or to hide other exhibits.
8. **NOISE** – Public address, sound producing, or amplifying devices that project sound beyond the exhibitors booth, or excessive operating noise that distracts neighboring exhibits, are expressly prohibited. AAHOA reserves the right to restrict exhibits which, because of noise or for any other reason, become objectionable, or which may detract from the character of the Exposition.
9. **EXHIBIT BOOTH SET UP** – AAHOA shall furnish to all exhibitors who do not have specially built displays, a booth background consisting of flameproof drapery fabric to a height of 8' above the floor, draped side rails which shall be 3' high, and a sign with exhibitor's name and booth number.
10. **INSTALLATION AND DISMANTLING** – The exhibit space shall be available for installation on a date and time to be made known in advance. Exhibits shall not be dismantled before the close of the Exposition. Each exhibitor shall completely install its exhibit booth in the designated area before the opening of the Exposition and shall dismantle its exhibit after the close of the Exposition no later than the set deadline. Exhibitors shall not use any passenger elevators to transport any freight associated with their exhibit. Loading and unloading of freight is permitted only through the loading dock.
11. **SECURITY / RISK OF LOSS** – When the Convention Center is closed, AAHOA shall provide security. Beyond this, AAHOA and the Convention Center, separately or collectively, is/are not responsible for any damage to, or for the loss or destruction of, an exhibit, or for the property of an exhibitor, its agents, contractors, or employees, resulting from fire, theft, accidents or any causes, or injury to any person resulting from any cause. Claims for loss, damage, or injury are expressly waived by exhibitor.
12. **LIABILITY AND INSURANCE** – Neither AAHOA, general services contractor, nor Convention Center shall be responsible for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property, prior, during or subsequent to the period covered by the Exposition. Neither AAHOA nor the Convention Center maintains insurance coverage covering the Exhibitor's property. The exhibitor expressly releases the foregoing persons and entities from, and agrees to indemnify the same against, any and all claims or expenses for such loss, damage or injury arising from any acts or omission of the exhibitor, or its employees, agents, contractors, and/or invitees. Each exhibitor shall supply AAHOA with Certificates of Insurance at least 30 days prior to exhibition. At the request of AAHOA or general services contractor, the exhibitor shall promptly provide to AAHOA a certificate of insurance showing that exhibitor has obtained for the duration of the Exposition commercial general liability insurance including contractual liability coverage, covering exhibitor's liability arising in connection with the Exposition, naming AAHOA and the Convention Center, as an additional insured, having a combined single limit per occurrence of not less than \$1,000,000 and providing for at least 10 days prior notice to AAHOA of cancellation, if requested. AAHOA may cancel its lease and/or contract with exhibitor and retain all fees paid if exhibitor fails to deliver such certificate in a timely manner, or if such insurance coverage is not maintained during the entire Exposition, including the set-up and removal periods.
13. **PROTECTION OF BUILDING** – Nothing should be posted on, tacked, nailed or screwed, or otherwise attached to columns, walls, floor or other parts of the building or furniture, including any signs, stickers, labels or helium balloons. The exhibitor is responsible for the costs of protecting the building, equipment, or furniture, and for repairing any damage they cause to any exhibit hall property, including any consequential damage arising from such damage. Machinery in operation: Drip pans and scrape buckets should be provided to keep lubricants, excess materials, etc., from staining the floor.
14. **FIRE, SAFETY AND HEALTH** – The exhibitor shall be responsible for compliance with local, city, and state ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials shall be reasonably located in or with the booth, and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays, and all necessary fire precautions shall be taken by the exhibitor.
15. **SAFETY GUARDS AND PROTECTION** – Convention guests must be properly protected from injury. Any piece of machinery on display that has movable parts must have adequate safeguards to protect the public from injury throughout the exhibit period.
16. **REGISTRATION OF VISITORS** – AAHOA shall have sole control over admission policies at all times. All persons visiting the convention session rooms and the exhibit area, as well as all exhibitor personnel, shall be required to register and wear an appropriate badge while in attendance. AAHOA may exclude any person not wearing the appropriate badge.
17. **OFFICIAL SERVICE CONTRACTOR** – To assure orderly and efficient installation, operation, and removal of the displays, and to minimize confusion arising from the presence or solicitation of unknown or unqualified firms, AAHOA has designated an official service contractor. Exhibitors, however, are free to use their own display house. An outside contractor installing and dismantling exhibits must submit a request, in writing, to AAHOA and list the names of all display company representatives working in the exhibit area, along with proof of liability insurance satisfactory to AAHOA.
18. **PERSONS CONNECTED WITH NON-EXHIBITION CONCERNS** – Any persons who are not exhibitors, or who are not associated with a registered exhibitor, are prohibited from dealing, exhibiting, or soliciting within the exhibit area. Exhibitors shall immediately report violations of this rule to AAHOA.
19. **SPACE RESTRICTIONS** – Exhibitors shall confine all materials and activities to the exact booth space allocated, and no signs, rails, or related materials shall not be permitted to intrude into or over the aisles. All publications, advertising materials and giveaways shall be distributed within the space.
20. **NON-ENDORSEMENT** – The exposition of products and services at the Exposition does not constitute an endorsement by AAHOA of any exhibitor, or any products or services exhibited. No exhibitor is permitted to represent in any manner that AAHOA has endorsed the company or its goods or services.
21. **NO SMOKING** – All exhibitors, and their employees, agents, contractors, and/or invitees shall refrain from smoking inside the exhibit hall. Those wishing to smoke shall only do so outside of the convention center or facility in any designated areas.
22. **FAILURE TO HOLD EXPOSITION** – AAHOA shall not be liable for a failure to fulfill the contract as to delivery of space and further shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions due to the following causes: by reason of fire, natural disasters, acts of God or the public enemy, national emergencies, strikes, the authority of law, or any cause beyond its control. AAHOA may retain such part of exhibitor's rental as shall be required to pay for expenses incurred up to the time such contingency shall have occurred. The exhibitor waives all claims for damage or recovery of payments made, except for the return of the prorated amount paid for exhibit space less expenses incurred by AAHOA and general services contractor.
23. **AMENDMENT TO RULES** – Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject to the decision of AAHOA and general services contractor. These Rules and Regulations may be amended without prior notice at any time by AAHOA and general services contractor, and shall be binding on the exhibitors equally with the foregoing Rules and Regulations.
24. **FOOD AND BEVERAGE** – All food and beverage services must be contracted through the Convention Center, unless otherwise approved in writing.