GENERAL RULES AND REGULATIONS

ALMA MIDWINTER MEETING

The American Library Association (ALA) and its authorized representatives are hereafter referred to as "Show Management," and the contracts, agreements, terms, and conditions hereinafter referred to as "the Contract," shall be for the use and exclusive benefit of exhibitors and those authorized by them to do business with them in connection with the convention. The provisions of the Contract are binding upon all parties who have signed the Contract.

1. PAYMENT AND REFUNDS: To be included in the first round of space assignments this year, the reservation must be made by August 17, 2018 with the appropriate deposit. A deposit of 50% of total booth costs must be paid 30 days from the time contract is entered into. Cancellation of the space rental charge will become due and payable August 17, 2018. Application made after August 17, 2018 must be accompanied by payment in full of the space rental charges. Cancellation of or reduction of space made prior to July 27, 2018 will receive a refund of payments made less 250 USD cancellation fee per 100 sq ft of booth space. No refunds will be made after July 27, 2018.

2. SPACE RENTAL AND ASSIGNMENT OF LOCATION: The ALA Exhibits are designed to provide a setting where businesses buy and sell and non-exhibitors either specifically designed for or customarily used by the library and information services segments of the industry. The Show Management reserves the right to refuse rental of display space to any company whose display of goods or services is in the opinion of the firm of which they have contracted. The amount already paid for space for this specific event.

3. USE OF SPACE, SUBLETTING OF SPACE: Exhibiting firms subletting space from an ALA authorized cooperative exhibit organizer are considered with the contractor. The exhibitor shall make all arrangements for and be responsible for all aspects of the show. Allocations concerning use of exhibit space, Show Management shall have the right to realign the booth assignment shown on the face of the contract or to take possession of space and lease, or same or any part thereof, to such parties and upon such conditions as it may deem proper. All space rental must be paid in full prior to move-in of the exhibit. In the event of a default by the exhibitor, and all sums paid, or for breach of any terms of this contract, all sums, if not, in the opinion of the exhibitor, in any event, the agreement of the exhibitor in keeping with the Manual. The distribution of promotional materials in the form of balloons, canes, games or other advertising material which tends to distract from the professional and educational purposes of the exhibition is prohibited. In addition, any promotional adhesive backed decals are permitted, provided they are not visible from the floor. The serving of any food and/or beverages (including alcoholic beverages) is prohibited. Any exhibitors booths must be approved in advance by show management. If approved, all service must be obtained from a company licensed by the state alcoholic beverage control. Provided. (Wrapped candy or other small items are exempt from this restriction.) Exhibitors and models, demonstrators, or actors in costume, must be properly and modestly clothed. No excessively revealing attire, costumes, or advertising or solicitation at the convention center advertising or promotion advertisement except those specifically designated for or customarily used by the library and information services segments of the industry.

4. EXHIBITORS AUTHORIZED REPRESENTATIVE: Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for a reasonable portion of the time the firm is open, to keep the exhibits up to date, and to remove them at the close of the show. Exhibitor shall assume responsibility for such representative shall be responsible for keeping the exhibit neat, made and orderly at all times.

5. FIRE, SAFETY AND HEALTH: The exhibitor assumes responsibility for the safety of life and fire protection of the local, city and state ordinances and regulations covering fire, safety and health. No flammable decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used in any flammable material. All flammable materials and wrapping paper must be flame proof and are to be removed from the floor. This material is NOT to be stored under tables or behind displays. All materials in the form of silken or other materials that must stand a flame proof test as prescribed by fire department. All materials and fluids which are flammable are to be kept in safety containers.

6. ARRANGEMENT OF EXHIBITS: Each exhibiting firm will provide each with life exhibit booth with an 8' x 12' x 9' (84 sq ft) booth with tabletop, carpeting and aluminum uprights and stanchions, 33" high divided drapery divisions and one 7' by 44" sign showing the exhibiting company name, city, state, and booth number. Tables, furniture, carpeting, shipping, drayage, insurance, and any materials or equipment are not furnished by the exhibitor. Layout arrangements for peninsula or island booths shall be furnished by the exhibitor. These regulations are a part of the contract for use by Exhibitor Service & Information Kit. The Exhibitor Service & Information Kit describes the type and arrangement of exhibit space and the standard equipment provided by the ALA. All booth space is arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Services Manual. For the sole purpose of Show Management, any exhibit fails to conform to the guidelines, provisions and limitations, then such exhibit will be removed from functioning at the time of the opening of the show.

7. DISPLAY—RULES AND REGULATIONS: Each Exhibitor will be provided an Official Exhibitor Service & Information Kit. The Exhibitor Service & Information Kit describes the type and arrangement of exhibit space and the standard equipment provided by the ALA. All booth space is arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Services Manual. The exhibitor agrees that it is the duty and responsibility of Show Management and Exhibitor, for himself and his/her exhibit immediately after the closing of the Show. Exhibitors who dismantle exhibits before the closing of the Show, or fail to keep all exhibits in a clean and orderly condition, may be required to remove such materials and/or be fined. Exhibitors are prohibited from advertising or solicitation at the convention center advertising or promotion advertisement except those specifically designated for or customarily used by the library and information services segments of the industry.

8. LIABILITY AND INSURANCE: All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither the ALA, its service contractors and employees, nor the exhibitor, its service contractors and employees, are responsible for the safety of the exhibit hall and the property of exhibitors from theft, fire, accident, vandalism or other causes, and the exhibitor agrees that any claim or demand he may have against any of them by reason of any damage or to loss or property of exhibitor.

9. INSTALLATION AND REMOVAL: It is mutually agreed that the right to realign is the responsibility of each exhibitor to install his/her exhibit before the opening of the exhibition, and he/she shall be responsible for removing his/her exhibit immediately after the closing of the exhibition. No exhibitor will be allowed to dismantle or unpack any part of his/her exhibit until after the closing of the Show. Exhibitors who dismantle exhibits before the closing of the show, or fail to keep all exhibits in a clean and orderly condition, may be required to remove such materials and/or be fined.

10. LIABILITY AND INSURANCE: All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither the ALA, its service contractors, and employees, nor the exhibitor, its service contractors and employees, are responsible for the safety of the exhibit hall and the property of exhibitors from theft, fire, accident, vandalism or other causes, and the exhibitor agrees that any claim or demand he may have against any of them by reason of any damage or to loss or property of exhibitor.

11. INDEMNIFICATION: Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless of, from and against claims, damages, actions, suits, losses, cost, liability, expenses and judgments recovered from or asserted against Show Management and its employees, contractors, agents, assigns and licensees, in any way connected with the use of, possession of or damage to, the property of exhibitors from theft, fire, accident, vandalism or other cause, and the exhibitor shall at all times indemnify, defend and hold harmless Show Management and its employees, contractors, agents, assigns and licensees against any and all matters.