EXHIBIT SPACE APPLICATION AND CONTRACT
American Association of Law Libraries
Annual Meeting & Conference
Exhibit Dates: July 11 - 14, 2020
Ernest N. Morial Convention Center • New Orleans, LA

INSTRUCTIONS—Complete all sections of this application. Mail the application with a check (made payable to the American Association of Law Libraries) to Hall-Erickson, Inc., 98 E. Chicago Avenue, Suite 201, Westmont, IL 60559, or request invoice for credit card payment information. Applications received must include full payment.

Company Name
Key Contact Name
Title
Address
City/State/Zip
Country
Phone    Fax
Website
E-mail
Contact (if different) for Scheduling and Marketing Opportunities
Title
Phone    Fax
E-mail

1. Exhibit space rental is $33.00 per square foot. There is a $200 charge for each open corner. Full payment must be enclosed. Cancellations MUST be made in writing. NO REFUNDS will be made after March 6, 2020.

Have you exhibited with AALL before?  □ Yes  □ No
What type of booth do you want?  □ Island  □ Peninsula  □ Inline
If an inline booth, do you want a corner location?  □ Yes  □ No
Do you prefer a better location over a corner booth?  □ Yes  □ No

Conference Mobile Application Listing: All exhibitor company names will be listed on the AALL 2020 attendee mobile app and linked to a map with your booth location. Enhance your presence with a feature that allows access to your company’s description, contact information and a link to your home page.
Add the enhanced listing for $350.  □ Yes  □ No

2. Please specify booth numbers for your choices of exhibit space in order of preference.

1. ___________  2. ___________  3. ___________

3. Locate our exhibit NEAR (list company names):

4. Locate our exhibit AWAY from:

5. PAYMENT
□ Check (payable to American Association of Law Libraries) in the amount of $____________
□ Credit Card  - Check here to have invoice sent with credit card payment information.

6. WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION AS PRINTED ON THE REVERSE SIDE HEREOF AND WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY THE AMERICAN ASSOCIATION OF LAW LIBRARIES CONSTITUTES A CONTRACT.

Authorized Signature (Exhibitor)  Date

Authorized Signature (AALL)  Date

If full payment is not received by due dates outlined in this contract, your signature authorizes AALL to charge the payments to your credit card on file.

By signing this contract, the exhibitor agrees to receive materials by email, and U.S. Mail from AALL and its representatives and agents.

APPLICATIONS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE AND/OR PAYMENT WILL NOT BE PROCESSED.

7. Mail this application to:
Hall-Erickson, Inc.
98 E. Chicago Avenue, Suite 201, Westmont, IL 60559

QUESTIONS?  Call Hall-Erickson, Inc., Exhibits Management, 630-434-7779 or email aall@heiexpo.com

FOR OFFICE USE ONLY
Date Received _______________  Member  □ Yes  □ No
Deposit _______________  Ck/Chg _______________
Corners ________________  Space Assigned ________________
Total Due _______________  Balance Due ________________
1. PAYMENT AND REFUNDS: To be included in the first round of exhibit space assignments, this application must be received by September 27, 2019 with the appropriate payment. Applications without such payment will not be processed nor will space assignment be made. Assignment of space shall be made by Show Management in accordance with the priorities of date of receipt, or may be in accordance with the space request block, if the space is to be confined to the limits of the Exhibitor's rented space. Acceptance of an applicant does not imply endorsement by the Show Management of Exhibitor's products or services, nor does rejection imply lack of merit of same. Cancellation: In the event an exhibitor desires to cancel his reservation of exhibit space, a written request for cancellation must be transmitted to Show Management in writing postmarked no later than March 6, 2020. If you cannot, you forfeit any other materials or benefits that cannot be removed or returned. Show Management reserves the right to reject any application or reserve any such exhibit space for another exhibitor. If the Exhibitor does not comply with requests to adjust sound levels, Show Management reserves the right to reposition speakers. Show Management will monitor sound levels at all exhibits, in the aisles, or in public areas. Drawings, lotteries, or other contests where prizes or gratuities are warranted on the basis of chance must be approved in advance by Show Management. Live animals are not permitted.

2. SPACE RENTAL AND ASSIGNMENT OF LOCATION: The AALL Exhibits are designed to provide a showcase for goods and services either specifically designed for or customarily used by the library and information services segments of the industry.

3. USE OF SPACE, SUBLETTING OF SPACE: No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from the AALL. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the Exhibitor's display, parent or subsidiary companies excepted.

4. EXHIBITORS AUTHORIZED REPRESENTATIVE: Each exhibitor must name one person to be his representative in connection with the setting up and dismantling of his exhibit. Any officer of the AALL, or any individual designated by the AALL, is authorized to enter into such service contracts as may be necessary for and for which the Exhibitor shall be responsible. The Exhibitor shall assume responsibility for such representative being in attendance throughout all exhibition periods; and this representative shall be responsible for keeping the exhibit neat, staffed and orderly at all times.

5. PRECAUTIONS FOR SAFETY: The Exhibitor shall not keep or display any flammable or explosives, drugs, or those likely to be incompatible with the general character and objectives of the exposition. Whenever possible, space assignments will be made by the AALL in keeping with the preferences as to location, requested by the Exhibitor. AALL, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

6. ARRANGEMENT OF EXHIBITS: AALL will provide each exhibitor with an 8’ high backwall of draperies supported by aluminum uprights and stanchions, 33” high divided ripple doors and one booth sign showing the exhibiting company name and booth number.

7. DISPLAY RULES AND REGULATION: Each Exhibitor Kit describes the type and arrangement of space and the standard equipment provided by the AALL. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the Exposition.

8. STANDARD BOOTH: An exhibit consisting of one or more standard units in a straight line. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8’(2.45m). Depth: All display fixtures over 4’ (1.22m) in height and placed within 10 feet (3.05m) of an aisle, or within 5 feet (1.52m) of the area of the Exhibitor’s space which is a least 5’ (1.52m) from the aisle line for those exhibits with 10’ (3.05m) depth or more.

9. PENALTY BOOTH: A standard booth located on the outer perimeter wall of the exhibit floor. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 10’ (3.05m) in perimeter wall booths. Depth: All display fixtures over 4’ (1.22m) in height and placed within 10 feet (3.05m) of an aisle, or within 5 feet (1.52m) of the area of the Exhibitor’s space which is a least 5’ (1.52m) from the aisle line for those exhibits with 10’ (3.05m) depth or more.

10. PENALTY BOOTH: An exhibit which occupies both corners at the end of a row of standard booths with an aisle on three sides. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16’ (4.89m). Depth: All display fixtures over 4’ (1.22m) in height and placed within 10 feet (3.05m) of an aisle, or within 5 feet (1.52m) from the aisle line for those exhibits with 10’ (3.05m) depth or more.

11. PENALTY BOOTH: An exhibit with aisles on all four sides. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16’ (4.89m). Depth: Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

12. PENALTY BOOTH: A booth, side walls or any object or projection may not extend out from the backwall at the 8’ height for more than 5’ from the backwall.

13. PENALTY BOOTH: First time exhibitors must submit booth construction plans and layout arrangements for penisula or island booths, or for exhibits involving other unusual construction features, at least sixty (60) days prior to the opening of the Exposition. The rules and regulations are intended as a safeguard for the health and safety of all concerned. Exhibitors who have special needs which require variance from these guidelines must submit a written request to the Show Management Office for approval at least 60 days prior to the conference.

14. CARE OF BUILDING AND EQUIPMENT: Exhibitors shall be solely responsible for the care of building and equipment, including all display fixtures, and shall not permit any damage to or loss of property of Exhibitor. Exhibitor expressly waives any claim for liability against the other party with respect to any such loss or damage. Accordingly, it shall be the responsibility of Exhibitor to secure its own insurance or otherwise protect itself and its property against such loss or damage.

15. INTERPRETATION, AMENDMENTS, ENFORCEMENT: Failure to comply with the Rules and Regulations or Exhibitor Information, or any amendment thereto, will be sufficient cause for Show Management to require the immediate removal of the exhibit of the offending exhibitor, who will forfeit all right to exhibit during the Exposition, together with all fees and rentals paid by him, and Show Management may lease any space so forfeited to another exhibitor. Exhibitor shall be liable for damages caused by his failure to comply, with the Rules and Regulations or Exhibitor Information, or any amendment thereto, and repairs of damage to property may be made at the Exhibitors sole cost and expense. The failure of Sponsor to insist upon the strict enforcement of any of these Rules and Regulations or Information shall not be deemed a waiver of any rights Show Management may have against any exhibitor or his employees.

16. OTHER REGULATIONS: Show Management reserves the right to make such additional conditions, rules and regulations as it deems necessary to insure the success of the Exposition. Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. THE SHOW MANAGEMENT SHALL HAVE THE RIGHT TO REFUSE IN THEIR DISCRETION TO ALLOW ANY SUBMISSIONS, NO MATTER HOW APPEALING, THAT WHILE INNOVATIVE, UNUSUAL OR PROVEN, IN THE OPINION OF SHOW MANAGEMENT IS LIKELY TO BE COMPATIBLE WITH THE GENERAL CHARACTER AND OBJECTIVES OF THE EXPOSITION.

17. LIMITATION OF LIABILITY: IN NO EVENT SHALL AALL, SHOW MANAGEMENT, FACILITY, AND THEIR RESPECTIVE OWNERS, MANAGERS, OFFICERS OR DIRECTORS, EMPLOYEES, INDEPENDENT CONTRACTORS, SUBCONTRACTORS AND AFFILIATES (COLLECTIVELY “SHOW MANAGEMENT PARTIES”) BE LIABLE TO ANY PERSON OR ENTITY FOR ANY CLAIM, LOSS, DAMAGE, OR INJURY, DIRECT, INDIRECT, INCIDENTAL, EXEMPLARY, CONSEQUENTIAL, OR OTHER INSURABLE CASUALTY, INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR ANY OTHER INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING ATTORNEYS FEES AND COSTS, ARISING OUT OF THIS AGREEMENT OR CONTRACT OR CONNECTED IN ANY WAY TO THE SECURITY SERVICE RENDERED TO THE EXHIBITOR, ANY OTHER PERSON OR ENTITY, OR ANY ACTIVITY OR DEED PERFORMED BY OR AT THE REQUEST OF ANY CLERICOR, WHETHER AUTHORIZED OR NOT, EVEN IF ANY OF THE SHOW MANAGEMENT PARTIES HAS BEEN ADVISED, ARE ON NOTICE, AND/OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF SUCH DAMAGES. EXHIBITOR AGREES THAT SHOW MANAGEMENT PARTIES ARE SOLE AND MAXIMUM LIABILITY TO EXHIBITOR REGARDLESS OF THE CIRCUMSTANCES SHALL BE THE REFUND OF THE EXHIBIT BOOTH FEE. EXHIBITOR AGREES TO INDEMNIFY AND DEFEND THE SHOW MANAGEMENT PARTIES FROM ANY CLAIMS BROUGHT BY A THIRD PARTY HIRED OR ENGAGED BY THE EXHIBITOR FOR ANY AMOUNT BEYOND THE EXHIBIT ROOM FEE. FURTHER, EXHIBITOR AGREES TO PAY ALL ATTORNEY’S FEES AND COSTS INCURRED BY COMMUNITY CLASSIC PARTIES ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT. EXHIBITOR SHALL BE SOLELY RESPONSIBLE FOR ITS ATTORNEY’S FEES AND COSTS.