AALL ANNUAL MEETING & CONFERENCE • RULES AND REGULATIONS

The American Law Association of Libraries (AALL) and its authorized representatives are hereinafter individually and collectively referred to as "Show Management" and the organization listed in this Application shall be referred to as "Exhibitor". The AALL Annual Meeting & Conference shall be referred to as an "Exposition" and the facility housing the exhibits shall be referred to as the "Exposition Facility".

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 priority of dates, the request for space and the criteria set forth in the criteria set forth in the Guidelines for Reservation of 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 cancel, you forfeit any other materials or benefits that you have received in connection with your exhibit. Any monies due to Exhibitor by Show Management shall be refunded less a $500 administrative fee. If Show Management should be prevented or materially affected from conducting the Exposition, the exhibitor's space will be returned and the exhibitor shall not be entitled to any refund. 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 pictures of non-exhibiting manufacturers, distributors or agents in the Exhibitor’s display, parent or subsidiary companies excepted.

Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of an non-exhibiting firm be required for operation or representation in an Exhibitor’s display, identification of such article shall be limited to the usual lettering, numbers or symbols. Permission must be obtained in advance from the exhibitor to whom such service is to be rendered. 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 pictures of non-exhibiting manufacturers, distributors or agents in the Exhibitor’s display, parent or subsidiary companies excepted.

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Any exhibitor who violates or fails to comply with or cause to be complied with any of the provisions of the Exhibitor Kit or these General Conditions, or any other rule, regulation or guideline of the AALL, will be subject to the following penalties:

- AALL will provide each booth exhibitor with an 8' high backwall of draperies supported by aluminum uprights and stanchions, 33' high draped division walls and one booth sign showing the exhibiting company name and booth number.
- The Exhibitor agrees to comply with all local, state and federal laws and regulations applicable to the use of these exhibits at the Exposition. The Exhibitor assumes all responsibility for compliance with local, state and city ordinances and regulations covering fire, safety and health. No flammable decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior 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 muslin, velvet, silk or other similar cloth decorations, including proof tests prescribed by fire ordinances. All materials and fluids which are flammable are to be kept in safety containers.
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- The Exposition will not provide for any loss or damage to any property of the Exhibitor, including personal property, from the gross negligence or willful misconduct of any of the Indemnitees. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this agreement or the Premises leased hereunder, that Exhibitor shall defend, indemnify and hold Show Management, owners, managers, officers or directors, agents, employees, independent contractors, subcontractors and affiliates (collectively "Indemnitees") harmless from any and all claims, actions, suits, costs, expenses, losses, damages, judgments, liabilities, and expenses, whether or not incurred for the purpose of defending any such claims, suits or actions, and whether or not the same may be in any way related to or connected with the services, or any other insurable casualty, and 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 or Exhibitor to secure its own insurance or otherwise protect itself and its property against such loss or damage.
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