

ALEA Annual Conference Rules & Regulations



July 14 - 17, 2010 • Tucson Convention Center • Tucson, Arizona

You must read and agree to the Conference Rules & Regulations before you can reserve a booth.

ASSIGNMENT OF SPACE AND PAYMENT

All exhibit space with the exception of the island displays will be allocated on a first-come, first-served basis. Confirmation of space will be sent immediately upon receipt of signed contract and full payment. ALEA reserves the right to re-assign booth space if need be. Payment in full is due by January 31, 2010 for contracts submitted before December 31, 2009. Payment in full is due within 30 days of the contract submission date for those contracts submitted after January 1, 2010. Exhibit space must be occupied solely by your organization in exhibiting your products at the 2010 Annual Conference and Expo. Booths may not be shared or sub-let. No exhibitors shall assign, sublet, or share the whole, or any part, of the space contracted.

BOOTH SPECIFICATIONS

The standard booth size is 10" x 10" (approximately 3.05m x 3.05m). Except for custom-size, or island displays, the booth price in this agreement provides installation, maintenance and removal of standard framing materials. The materials include a quality fabric, 8" high flameproof backdrop; 42" high side divider rails; and an expertly lettered 7" x 44" exhibitor sign for each space.

EXHIBITOR NAME BADGES

[We request that all badges be ordered via our website.](#) If web access is unavailable please contact the ALEA office at 301-631-2406 or ngentile@alea.org.

The Exhibitor badge entitles the wearer access to the exhibit floor only and Exhibitor badges are issued only to personnel actually staffing the booth. The name of the exhibiting company, as it has been listed on the exhibit space contract, will appear on each badge. Three exhibitor badges will be provided for each 10" x 10" area of display space contracted, to a maximum of 30 badges. [Additional badges](#) are available at \$25 each. Exhibitors are urged to order badges in advance to avoid long lines at the registration desk. The registration desk is scheduled to be open beginning Tuesday, July 13, 2010 at 8:00 AM.

One-day guest passes are available for your customers at \$50.00 each. This would entitle the guest access to the Expo Hall and the educational classes for that day ONLY. Go online at www.alea.org and order with your Visa, MasterCard or American Express.

Badges will be available for pick up on site at the exhibitor registration booth beginning Tuesday, July 13 at 8:00 AM.

Separate tickets must be purchased for the Annual Awards Banquet held on Friday, July 16, 2010.

INSTALLATION & DISMANTLING

Installation of exhibits may commence on Tuesday, July 13, 2010 at 8:00 am, at the exhibit facility. All exhibitors must be fully assembled and ready for display no later than 3:00 p.m. on Wednesday, July 14, 2010. Dismantling of exhibits may begin after 4:00 p.m. on Friday, July 16, 2010. All exhibits and materials must be totally removed from the exhibit hall no later than 12 noon on Saturday, July 17, 2010. No dismantling will be allowed before 4:00 p.m. on Friday, July 16, 2010.

OFFICIAL SERVICE CONTRACTOR

BEC Group, Mr. Robert Chance, PO Box 1372., Abita Springs, LA 70420; Telephone (985) 871-9106; Fax (985) 871-9981; e-mail rchance1@earthlink.net. Upon receipt of your completed contract and payment in full, an Exhibitor's Service Kit will be mailed or emailed to each exhibitor. This packet will include all necessary information and forms regarding: shipping of displays; display rental; floor coverings; telephone service; electrical service and utilities; furniture and accessories, etc.

CANCELLATION

Exhibitors may cancel/reduce contracted space by submitting written notice to the ALEA Home Office on the following schedule:

Written notice received 60 or more days from the event: 75 percent refund

Written notice received 30 - 59 days from the event: 50 percent refund

No refunds will be issued less than 30 days from the start of the event.

SECURITY

ALEA will provide 24-hour security services at the seminar facility for all displays, for the duration of the Conference and Exposition. While every precaution will be taken, ALEA assumes no liability for providing this service. The ultimate responsibility remains with the individual exhibitors to protect their property and appropriate protection and insurance should be arranged.

LIABILITY, INSURANCE, AND HOLD HARMLESS

In consideration for the opportunity to display services and products at an ALEA Conference and Exposition, Exhibitor, its officers, directors, agents and insurers, agrees to indemnify and hold harmless ALEA, its officers, directors, contractors, employees and agents and the seminar facility, its governmental entity, agents and employees, from any loss, injury, suit, action or cause of action, or claim whatsoever resulting from any incident, accident, fire, theft or any claim or loss to any person claiming loss or injury, including any loss or damage to property of Exhibitor, its employees, agent or subcontractors, loss or injury to any manufacturer's demonstration participants, their employees, agents, guests and general public. Said indemnification and agreement to hold harmless, ALEA and the seminar facility, as aforesaid, shall include reimbursement for any costs, expenses and reasonable attorney's fees incurred by indemnities. Further, any claim of damage to the property of the seminar facility resulting in the immediate assessment of damages against ALEA from any act or omission of Exhibitor, its agents, employees, contractors and subcontractors, shall be immediately paid or assumed by Exhibitor. Any commercial exhibitor that brings an owned, leased or borrowed aircraft to the conference site, including the use of aircraft belonging to a governmental agency, agrees to name ALEA, Inc., its agents, officers, directors and employees and the exhibition convention center, its owners, management company, officers, directors, and employees as an "additional insured" on the exhibitor's policy of insurance covering the operation of aircraft. In addition Exhibitor acknowledges that ALEA does not maintain any insurance to cover loss or damage to any property of Exhibitor. Exhibitors are advised to obtain commercial insurance to cover all losses and claims. Furthermore, it is requested that all exhibiting companies carry general liability and property insurance, including workers' compensation, if applicable.

RESTRICTIONS

ALEA reserves the right to determine the eligibility of a company or their product for inclusion in the exhibits, and reserves the right to restrict exhibits that, because of noise, method of operation, materials or for any other reason, becomes objectionable to ALEA. ALEA also reserves the right to prohibit any exhibit that, in the opinion of ALEA management, may detract from the general character of the exhibit show as a whole. In such event, ALEA shall not be liable to any exhibitor for any refund of exhibit fee or expenses incurred by exhibitor to exhibit. No signs will be affixed by any means to the walls, doors or any other surface in the exhibit area or seminar facility. **ALEA policy firmly restricts representatives or organization that has not been assigned an official exhibit booth from soliciting business and/or distributing promotional material of any type within the exhibit area or any other areas.** Further, those organizations that have been assigned an official ALEA exhibit booth should make every effort to conduct business activities within their assigned booth space and not to impede traffic through the exhibit aisles or other areas of the facility. All children under the age of 18 must be accompanied by an adult.