

## AAHOA – EXHIBITOR RULES & REGULATIONS

2021 AAHOA CONVENTION & TRADE SHOW – Kay Bailey Hutchison Convention Center Dallas (KBHCCD)

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### **BY CONTRACTING FOR AND/OR UTILIZING EXHIBITION SPACE, EXHIBITOR AGREES TO BE BOUND BY THESE RULES AND REGULATIONS.**

1. **CONVENTION CENTER RULES AND REGULATIONS** – Exhibitor agrees to be bound by all rules and regulations of the Kay Bailey Hutchison Convention Center Dallas (KBHCCD or Convention Center), including those related to health and safety, a copy of which may be found [here](#). The KBHCCD rules and regulations are incorporated by reference. Furthermore, Exhibitor agrees to be bound by all on-site rules and regulations AAHOA may implement including but not limited to, health and safety. Personal Protective Equipment (PPE), if required, is the responsibility of each Exhibitor. AAHOA reserves the right to remove any person who does not comply with either the AAHOA or KBHCCD rules and regulations, including all PPE requirements.
2. **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 Shepard as the official service contractor. Exhibitors, however, are free to use their own display house. Any 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.
3. **HANGING RESTRICTIONS** – Hanging signs and graphics are allowed in all standard Peninsula and Island Booths at a maximum, usually height of 16ft, from the floor to the top of the sign. All hanging signs and graphics cannot exceed 4ft in height and sign width cannot exceed the booth space allocation.
4. **DEFAULT OCCUPANCY** – Any Exhibitor (persons or company occupying booth space) failing to occupy exhibitor 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 and to eliminate blank space in the exhibit, if such booth space is not occupied by the Exhibitor prior to the start of the Exposition and to collect and retain any additional sums for that space from a new Exhibitor.
5. **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. Exhibitor 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.
6. **EXHIBITOR BOOTH ALLOTMENT** – All Exhibitors must stay within their allotted exhibitor space and may not enter or block another Exhibitor's booth allotment without express permission from that Exhibitor.
7. **RELOCATION OF EXHIBITS** – AAHOA shall have the right, in its sole and absolute discretion, to relocate any exhibits shown on the official floor plan.
8. **SPACE RESTRICTIONS** – Exhibitor 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.
9. **FLOOR PLAN** – All exhibit space marked on the floor plan is available to all paid Exhibitors. The utility of the exhibit booth is believed to be accurate but is not warranted.
10. **FOOD AND BEVERAGE** – All food and beverage services must be contracted through the Convention Center, unless otherwise approved in writing. Food and beverage product Exhibitors who are germane to events are lawful manufacturers or distributors of food and/or beverage products may distribute samples. Samples must be distributed from those specific Exhibitor booth locations only. Under no circumstances shall anyone other than an KBHCCD electrician make electrical connections to house equipment. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
11. **NO EXHIBIT OUTSIDE EXPOSITION** – No Exhibitor participating in the Exposition shall be permitted to exhibit outside of the exhibit hall, while in attendance at the Exposition.
12. **HEIGHTS OF STANDARD IN-LINE EXHIBIT** – Unless a booth includes an island, all 10' x 10' 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 generally not apply to machinery and equipment.
13. **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. Exhibitor must agree to display their exhibits so as not to obstruct the general view or to hide other exhibits.
14. **NOISE** – Public address, sound-producing, or amplifying devices that project sound beyond the Exhibitor's booth, or excessive operating noise that distracts other 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.
15. **FREIGHT DELIVERIES & MATERIALS SHIPPING** – Freight or shipping carriers must deliver freight to the attention of Shepard (the authorized show exposition service provider). Delivery address must reference the name of the Exposition location (2021 AAHOA Convention & Trade Show), show contact name and must not arrive until the first contracted show day (or other date subsequently published). Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the KBHCCD. Most carriers will not deliver to individual booths.
16. **STORAGE** – Exhibitors may store only one (1) day worth of back stock/supplies in their booth. Storage of combustible materials such as wood crates, cardboard boxes, carpet, etc. on the trade show floor is prohibited.
17. **EXHIBIT BOOTH SET UP** – AAHOA shall furnish to all Exhibitors the specs for the exhibit space. AAHOA reserves the right to remove and or cancel exhibit space or any portion thereof, that AAHOA deems objectionable.
18. **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. Exhibitor shall not use any passenger elevators to

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- transport any freight associated with their exhibit. Loading and unloading of freight is permitted only through the loading dock. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the KBHCCD.
19. **SECURITY / RISK OF LOSS** – When the Trade Show is closed, AAHOA shall provide security. 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. AAHOA and the Convention Center reserve the right to eject disorderly persons or any person who is causing disruption to an event and/or the conduct of business. AAHOA and the Convention Center maintain an approved list of qualified and pre-approved Exposition security providers. Only providers on this list are permitted to work in the building. If any Exhibitor experiences theft, damage, or loss please immediately contact the facility. Security and local law enforcement will be notified to take appropriate action.
  20. **LIABILITY AND INSURANCE** – AAHOA shall not 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. AAHOA does not maintain insurance coverage covering the Exhibitor. 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 or upon request. At the request of AAHOA, 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, 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.
  21. **PROTECTION OF BUILDING** – Nothing should be posted on, tacked, nailed or screwed, tacked, affixed, or otherwise attached to columns, walls, ceilings, floor or other parts of the building or furniture, including any signs, stickers, labels or helium balloons. No clings of any sort are permitted on our carpeted areas. 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.
  22. **FIRE, SAFETY AND HEALTH** – 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.
  23. **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. All Exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service on appliance or device. Multi-plug adaptors must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps and spliced wires or heat generators are prohibited. Exhibitor shall comply with all Dallas County Health Department rules and regulations. Approval for distribution samples must be obtained prior to the Exposition, please contact AAHOA for additional information. A fire retardancy certificate of the display materials and the Exhibitor booth construction must be posted or readily available within the exhibit if the Fire Marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business. Fire extinguishers and hose cabinets, Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aiseways must be kept clear at all times.
  24. **ELECTRICAL** – Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property. Sufficient access and working space must be provided for all electrical equipment and must comply with current N.E.C. standards. The following are not allowed: spray painting, saw cutting, any hard construction type of activities (e.g., material sawing, painting, welding, soldering), open flames including candles, smoke emitting devices, use of burning fluids, oils, gasoline, or anything else of like nature.
  25. **REGISTRATION OF VISITORS** – AAHOA shall always have sole control over admission and registration policies. All persons visiting the convention session rooms and the exhibit area, as well as all Exhibitor personnel, shall be required to register while in attendance. AAHOA may exclude any person not properly registered. Exhibitor registration may not be ordered for or transferred to any other person.
  26. **PERSONS CONNECTED WITH NON-EXHIBITION** – 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. Exhibitor shall immediately report violations of this rule to AAHOA. No vendor may attend or register for the convention who does not have an exhibit booth at the convention unless approved by AAHOA in writing.
  27. **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. Exhibitor badges may not be ordered for or transferred to any other person.
  28. **NO RECORDING OR LOGO USAGE:** No Exhibitor shall record or photograph any content of the convention specifically or of registrants entering Exhibitor's booth space. No Exhibitor shall use the AAHOA logo without AAHOA's express written permission.
  29. **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.
  30. **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.

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31. **FAILURE TO HOLD EXPOSITION** – AAHOA reserves the right to reschedule or cancel the convention or to change exhibit halls or platforms in its sole discretion. In the event of any such changes, all terms including, but not limited to, cancellation and refund policies detailed in the Exhibit Space Reservation Form apply unless otherwise stated by AAHOA in writing.
32. **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. These Rules and Regulations may be amended without prior notice at any time by AAHOA and shall be binding on Exhibitor equally with the foregoing Rules and Regulations. Additionally, all Terms & Conditions in the Exhibit Space Reservation Form are incorporated by reference herein.
33. **INDEMNIFICATION** - Exhibitor, for itself, its directors, officers, employees, agents, representatives, servants, licensees, invitees, patrons, guests and contractors and their personal representatives, assigns, heirs and next of kin (all referred to collectively herein as “Exhibitor”) hereby releases, waives, discharges and covenants not to sue AAHOA, their directors, officers, employees, agents, representatives, servants, licensees, invitees, patrons, guests or contractors (all referred to collectively herein as “Releasees”) and each of them, from all liability to Exhibitor for any and all loss or damage and any claim or demands therefore on account of injury to the person or property or resulting death of Exhibitor arising out of or relating to the Exposition, whether caused by the negligence of the Releasees or otherwise. Exhibitor hereby agrees to indemnify, save and hold harmless the Releasees and each of them from and against any loss, liability, damage or cost from any and all claims, demands, actions, causes of actions, penalties, judgments and liabilities of every kind and description (including court costs and reasonable attorneys’ fees) for injury to and/or any death of persons, and damage to and/or loss of property caused by, arising from or growing out of the acts or omissions of Exhibitor incident to the Show, including without limitation, any and all activities Exhibitor may be conducting at the Exposition, or from any breach by Exhibitor of any term or condition of this Agreement.
34. **DAMAGES** – Exhibitor shall return space at the conclusion of the Exposition in good condition and repair, ordinary wear and tear excepted. Any costs incurred by AAHOA or the Convention Center to restore the specific exhibit area to its condition prior to the Exposition, shall be at the sole cost and responsibility of Exhibitor.
35. **MUSIC/PHOTOGRAPHS/OTHER COPYRIGHTED MATERIALS** – Exhibitor warrants and represents that no music, artistic, or other property protected by copyright or trademark will be performed, reproduced or used at Exhibitor’s booth unless the Exhibitor has prior written permission from the copyright or trademark owner or applicable performing rights organization (BMI, ASCAP, GMR, or SESAC).
36. **MEMBERSHIP LIST LICENSE** – Exhibitor shall be bound by all Membership List License Agreement terms and conditions available upon request at [info@aahoa.com](mailto:info@aahoa.com).
37. **CANCELLATION** – Registration and booths are non-refundable.
38. **CONVENTION CODE OF CONDUCT** – Exhibitor agrees to adhere to AAHOA's zero-tolerance for any form of discrimination, harassment, or other unacceptable behavior including but not limited to: verbal abuse; disruption of presentations during sessions; posting promotional materials when not registered as an authorized exhibitor; or any other unacceptable behavior. In response to any incident of unacceptable behavior, AAHOA reserves the right to take any action deemed necessary, including immediate removal from the event without warning
- or refund and to prohibit attendance at any future event. We thank you for respecting your colleagues and our attendees and presenters.