

# Exhibitor Rules and Regulations

## ELIGIBILITY TO EXHIBIT

All display materials and their contents must be consistent with teaching and research in the Asian studies discipline, and the professional development of scholars, professionals, educators, and students. The reassignment, sublet, or sharing of booth space is prohibited without written consent from AAS. AAS reserves the right to refuse any application for exhibition or advertisement space, as well as curtail or cancel any exhibit or advertisement that, at the discretion of AAS, is inconsistent with the teaching, research, professional goals of the discipline and the Association, or that are in violation of AAS rules and regulations. This policy also applies to displays, product sales, giveaways (including novelties and souvenirs) and the behavior of exhibitors or their employees. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the intended purpose of this AAS Book exhibition.

**LOCATION OF EXHIBITION:** The AAS Book Exhibition will take place in the Sheraton & Osgoode Exhibit Halls at the Sheraton Centre Toronto Hotel in Toronto, Ontario – Canada.

## ASSIGNMENT OF SPACE

Booths are assigned on a first-come, first-served basis. Full payment is required to reserve a booth. Exhibitors have the option to submit a secure payment via credit card online or to mail a check with the application. Booth assignments are not confirmed until full payment is received.

## CANCELLATIONS

Exhibiting companies requesting a refund before December 1, 2011 will be assessed a \$150 cancellation fee. Exhibit cancellations received December 2, 2011-February 1, 2012 will be refunded less 50% of the total costs. Cancellations received after February 1, 2012 are not eligible for a refund.

## OCCUPANCY DEFAULT

Any exhibitor failing to occupy space contracted for shall not be relieved of rental fees nor entitled to a refund. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by AAS, and re-allocated or reassigned for such purposes or use AAS may see fit.

## BOOTH RESERVATIONS

Any organization may reserve up to three contiguous booths under a single name, giving up to 10 x 30 feet of exhibit space to arrange internally as you wish.

## BOOTH SHARING

Any two separate organizations may share a booth, but only one of the organizations may submit an application and payment on behalf of both organizations. The AAS will only deal and contract with first organization listed on the application. We do not provide extra tables, chairs or registrations for shared booths. In the event that one exhibitor withdraws from the exhibition, the company or organization with which they are sharing a booth will be responsible for the full amount of the booth fee. AAS does not match companies for booth sharing, nor does it allow more than two companies to share one booth.

## BOOTH PACKAGE

The following is included in your booth rental fee:

One (1) 8'x10' booth with an 8' high background drape and 3' high side drapes

One (1) 6' skirted table and one wastebasket.

One (1) 7"x44" publisher identification sign.

Two (2) chairs.

Complimentary registration for three (3) attendees per booth.

Listing in the Convention Program.

Security service during hours when exhibit hall is closed to the public.

## EXHIBITOR/BOOTH PERSONNEL

Booth fees include three (3) complimentary exhibitor registrations per 8'x10' booth purchased and can only be used by employees of the exhibiting organization(s). **Companies with more than three booth representatives will be assessed the FULL member or non-member registration rate for each additional booth representative.** Each exhibitor is required to have at least one (1) person monitoring its booth at all times during the AAS Conference show hours. **Exhibitor badges must be worn at all times for admission to the Exhibition Hall.** Booth personnel must **pre-register via the Application and Contract or Booth Personnel Registration Form.** Badges may be picked up at the Exhibitor Registration desk during published registration hours.

## INSTALL AND TEAR DOWN (subject to change)

Thursday, March 15, 2012 10:00am – 4:00pm (Exhibitor Install)

Sunday, March 18, 2012, 12:00 Noon – 3:00PM (Exhibitor Dismantle)

All booth installations must be completed by Thursday, March 18, 2012 by 4:00pm.

All booth teardowns must be completed by 3:00 PM, Sunday, March 18, 2012. Persons under the age of 18 are prohibited from entering the Exhibit Hall during install and tear down.

**Booth dismantling is not permitted until Sunday, March 18 at 12:00 PM.**

## DAMAGE TO PROPERTY

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

## ONSITE SALES

Cash and credit sales are accepted. Exhibitors are responsible for all licenses, taxes, and business & custom requirements associated with the City of Toronto, the Province of Ontario and the country of Canada.

## SECURITY

AAS is not responsible for any loss or theft of exhibitors' materials. Although AAS will provide security during exhibitors install, tear down and when the exhibit hall is closed to the public, exhibitors agree to retain sole responsibility at all times for the security of all exhibit materials. Exhibitors are strongly encouraged not to leave items of value unattended in booths. AAS is not liable for harm or damage to exhibitor property, employees or agents due to theft, fire, accident, or other causes. Exhibitors are

## ALCOHOLIC BEVERAGES

The dispensing, distribution or use of alcoholic beverages in the Exhibition hall is prohibited without the express prior approval of AAS.

## FLAMMABLE MATERIALS

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

## NOISE & ODORS

Noisy or obstructive work will not be permitted during open hours of the Exhibition, nor will noisily operating displays, nor exhibits producing objectionable odors. AAS shall have sole discretion in determining what is noisy, obstructive or objectionable.

## MUSIC

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AAS is not responsible for any licensing fees for music played in exhibitor's booth.

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## **OBSTRUCTION OF AISLES AND BOOTHS**

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by AAS.

## **FIRE CODE AND SAFETY REGULATIONS**

Exhibitors must comply with all fire, health, and safety regulations at the Convention hotel. Flame-proof booth decorations are required. Excess exhibition materials must be properly stored with the official Decorator and shall not be placed under booth tables, in aisles, or behind drapery. The exhibitor will be responsible for all fines associated with noncompliance with fire codes enforced by the City of Toronto, Ontario-Canada.

## **ORAL MODIFICATION CLAUSE**

Exhibitor and advertiser applications and contracts may not be orally modified by any member of AAS or its agents. All contract modifications and exemptions must be in writing and authorized by the appropriate AAS representative.

## **TERMINATION OF MEETING AND EXHIBIT**

In the event that the premises in which the Exhibition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AAS or its agents, the Exhibition may be canceled or moved to another appropriate location, at the sole discretion of AAS. AAS shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of AAS. Causes for such action beyond the control of AAS shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Convention Hotel, municipal, state or federal laws, or act of God. Should AAS terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising there from. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of AAS and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by AAS through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

## **INDEMNIFICATION AND WAIVER**

The Exhibitor assumes the entire responsibility and agrees to indemnify and defend the Association for Asian Studies, Inc., the Sheraton Centre Toronto, and their respective employees and agents against any claims or expenses for loss, injury or damage arising out of the use of the exhibition premises. The Exhibitor understands that neither the Association for Asian Studies nor the Sheraton Centre Toronto Hotel maintains insurance covering the Exhibitor's property and understand that it is the sole responsibility of the Exhibitor to obtain such insurance. If AAS shall be held liable for any event which might result from a particular exhibitor's action or failure to act, such exhibitor shall reimburse and hold harmless AAS against any liability resulting there from. AAS will provide security services during the official hours of installation, dismantle and exhibition when the exhibit hall is closed to the public. Furnishing such service is not to be interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

## **AMENDMENT TO CONTRACT REGULATIONS**

Any and all points not covered specifically are subject to the decision of AAS. AAS may, in its sole discretion, make reasonable changes, amendments, or additions to Contract Regulations. Any such changes

shall be binding on the exhibitor equally with the other regulations contained herein.

**LABOR JURISDICTION: Toronto, Ontario Canada** Show management and all exhibitors are expected to comply with the fire and safety requirements in effect. In the interest of safety, continuity, security and control, the following are understood as exclusive services if provided by the official decorator: material handling, receipt/unloading of inbound Federal Express and UPS shipments, audio visual, rigging, and electrical, plumbing and custom cleaning. Should the facility provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning of certain areas and phones, their work rules and union jurisdictional issues would apply for these services

## **EXHIBIT LABOR**

Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor or personnel from their own companies to install and dismantle displays. Full-time employees of exhibiting companies may set their own exhibits. Any full-time company personnel involved should have visible identification of their company status when engaged in these activities

## **FREIGHT HANDLING**

All work involved in the loading and unloading of all trucks, trailers and common and contract carriers from the facility docks, including empty crates, and the operation of material handling equipment, is under the jurisdiction of the official decorator. Full-time employees of exhibiting companies may 'hand carry' what one person can carry in one trip, provided they do not use material handling equipment. When exhibitors do choose to 'hand carry' material, they may not be permitted access to the loading dock/freight door areas. GES Exhibition Services will not be responsible for any material we do not handle.

**All exhibitors are expected to comply with any union requirements in effect and as outlined in the "SHOW SITE WORK RULES" section of the Exhibitor kit.**