

# 2010 AAMVA Annual International Conference Exhibition Rules and Regulations



## Exhibition Conditions/Contract

These terms constitute part of the contract between the Exhibitor and Network Publications for exhibit space at all American Association of Motor Vehicle Administrators (AAMVA) meetings. Signature of the authorized representative of the Exhibitor on the 2010 Exhibit Application constitutes agreement to comply with the rules set forth below, as well as other rules and regulations established by the Exhibit Facilities and AAMVA. AAMVA reserves the right to decline rental of space, prohibit or expel any display that is, in the sole judgment of AAMVA, in violation of such policies, rules and regulations, this contract or the law. AAMVA also reserves the right to decline rental space to companies that owe any other outstanding debt to AAMVA including for other advertising, even if such rental space has already been paid for. Said payment may be reallocated to other outstanding debt at AAMVA's discretion.

## Space Rental

Wherever possible, space assignments will be made by AAMVA in keeping with the preference as to location requested by the Exhibitor. AAMVA, however, reserves the right to make the final determination of all space assignments in the best interest of the exhibition. No exhibits or promotional materials will be allowed to extend beyond the boundaries of the contracted space without permission from AAMVA.

## Jurisdictional Space

The AAMVA Board of Directors has mandated that a minimum of 10% of the available exhibit space available at certain AAMVA event shall be reserved for jurisdictional members. This space is available on a first-come, first-served basis at no charge to the jurisdiction. The jurisdiction is responsible for all registration costs for those considered exhibitors in the booth. The jurisdiction shall be responsible for all costs associated with transporting, setting up and tearing down the booth, but not the actual booth space itself. This space shall be reserved up to 30 days prior to the start of the appropriate trade show. After that date, the booth space will be open to all vendors on a first-come, first-served basis (or to those on a waiting list). All other terms and conditions mentioned herein apply.

## Restrictions on Use of Space

Exhibit personnel will not be permitted to solicit business in aisles or in booths other than their own. No Exhibitor shall sublet, assign or share any part of the allocated space without the written permission of AAMVA. AAMVA reserves the right to restrict or prohibit use of space distracting to neighboring booths. If such is found to exist and is not properly modified at the request of AAMVA, the offending Exhibitor may be ejected from the hall. No exhibit will be permitted that interferes with other exhibits or Exhibitors, impedes access to them or impedes the free use of aisles. No Exhibitor shall be permitted to play any live or recorded music in the booth, nor may videotapes with music. All installation and dismantling of exhibits must be carried out during the times indicated in the exhibit information. No exhibit may be erected after the Exhibition opens or be dismantled before the official closing time. It is the responsibility of the Exhibitor to see that materials are delivered to and removed from the exhibit area by the specified deadline. If necessary, other arrangements may be made by AAMVA at the expense of the Exhibitor. To maintain the professionalism and high caliber of the exhibition, Exhibitors are asked to observe the "good neighbor" policy at all times. This means conducting the exhibit and activities in the space in a manner neither objectionable nor offensive to neighboring booths.

## Failure to Occupy Space

The Exhibitor will forfeit space not occupied by the close of the exhibit installation period and this space may be resold, reassigned or used by AAMVA. If the exhibit is on hand, AAMVA reserves the right to assign labor to set up any display not in the process of being erected by the given deadline and to instruct that the Exhibitor be billed for all charges thus incurred.

## Fire and Safety Regulations

Federal, state, and city regulations must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with the local fire department/underwriters' rules. Crates, boxes, exhibits or other materials cannot block aisles and fire exits at any time.

## Hospitality Suites

Hospitality suites may not be open while any scheduled conference event is in session. All hospitality suites must be closed by 12:00 am. No notices or announcements of hospitality suites will be allowed as part of AAMVA signs, bulletin boards, or registration material, nor posted in any conference space without

permission from AAMVA. No hospitality suite will be allowed unless exhibit space has been obtained. The hotel will NOT take reservations for suites without authorization from AAMVA.

## Security/Liability/Insurance

**Security:** AAMVA will provide sufficient security measures to ensure exhibit security during closed hours, but these measures should not be construed to be any assumption of obligation or duty with respect to the protection of the property of individual Exhibitors, which shall at all times remain in the sole possession and custody of each Exhibitor. It is suggested that Exhibitors insure exhibit property against loss and theft and arrange to have at least one representative in attendance at all times during the exhibit and at least 15 minutes before and after the show hours. Special permission must be secured from AAMVA to gain access to the hall outside of normal hours.

**Liability:** Neither AAMVA nor the representatives and employees thereof, nor its official services contractor, nor the exhibit facility will be responsible for injury, loss or damage that may occur to the Exhibitor, or the Exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the periods covered by this contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of numerous booths and various other factors make it reasonable that each Exhibitor shall assume the risk of an injury, loss or damage and the Exhibitor signing this contract hereby assumes such risk and expressly releases the organizations and individuals referred to above from any and all claims for loss, damage or injury. In the event that AAMVA shall be held liable for any event that might result from a particular Exhibitor's action, or failure to act in any manner whatsoever, such Exhibitor shall reimburse AAMVA and hold AAMVA harmless from resulting liability. Damage to Exhibit Facilities: The Exhibitor must surrender space occupied by the exhibit in the same condition it was at commencement of occupation. The Exhibitor or the Exhibitor's agent shall not injure or deface walls, columns, floor or carpeting, when provided, of the exhibit facility, nor the booths or equipment of furniture in the booths. No signs, labels, tags or gummed stickers of any type will be affixed to any wall, door, or other surface by tape, adhesive or glue nor will signs be hung from ceilings, balconies, windows or any other fixtures anywhere on or in the Exhibit Facility without specific written approval of AAMVA. Charges for removing any such materials and repair of the surfaces will be borne by the Exhibitor whose name appears on such items.

**Insurance:** Exhibitor agrees to maintain such insurance as will fully protect AAMVA from any and all claims of any nature whatsoever, including claims under the Workmen's Compensation Act and for personal injury, including death, which might arise in connection with the installation, operation or dismantling of the Exhibitor's display. Exhibitors are advised to add to their existing insurance a portal-to-portal rider protecting them against loss/damage to materials by fire, theft, accident, etc.

## Amendments to Regulations

Any and all matters and questions not specifically covered by the provisions in this contract shall be subject to AAMVA's discretion. The foregoing terms and conditions may be amended at any time by AAMVA.

## Hold Harmless Agreement

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought onto the premises each of the host venues and shall indemnify and hold harmless AAMVA, the "Hotel's" or host venues agents, servants and employees from any and all such losses, damages and claims. The Exhibitor acknowledges that AAMVA, the host hotel or exhibit facility does not maintain insurance covering Exhibitor's property and this is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor. A copy of this insurance policy shall be forwarded to AAMVA 90 days prior to the event(s) beginning. Failure to do so will be an infringement of the contract, and AAMVA and the host venue will not be liable to any loss due to this infringement.