

ATA 67th Annual Conference: Rules and Regulations

Booth Rental:

In-person Exhibitor fee includes an 8'x10' booth with 8' high-back drape and 3' high side dividers, 6' draped table, 2 chairs, 1 wastebasket, general illumination, and a sign showing Exhibitor's company name. Signs or advertising devices shall not be displayed outside the exhibit space other than those furnished by Show Management (American Translators Association). Electricity is not included and can be purchased additionally from the Show Decorator (Alliance Nationwide Exposition).

Assignment of Booth Space:

Show Management's assignment of booth space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Assignments will be made after receipt of a completed Exhibit Space Application and appropriate booth fees. After assignment, space location may not be changed, transferred, or canceled except upon written request and with the written approval of Show Management. Booth space will not be held without receipt of payment. Booth space will be assigned on a first-come, first-served basis.

Complimentary Conference Registration for Booth Personnel:

Exhibitor receives one free conference registration, issued to a designated representative, with each exhibit booth. This registration allows the designated representative(s) access to all sessions and events included with conference registration. This designation is not automatic, and representatives must register separately from their booth purchase prior to the conference. Representatives must check in at ATA's on-site registration desk, with all other attendees, to receive their badges. Booth staff passes (up to 6) are complimentary to Exhibitors and provided to unregistered staff who will remain in the Exhibit Hall during the event. Each booth comes with up to, but no more than, six free booth staff passes. Booth staff passes do not provide entry to any sessions or events outside of the Exhibit Hall.

Exhibitor Service Manual from Alliance Nationwide Exposition:

In-person Exhibitors will receive an Exhibitor Service Manual with additional information and order forms for all services and equipment.

General Rules and Exhibitor Conduct:

These rules and regulations are part of the contract between the Exhibitor and Show Management and have been formulated in the mutual interest of the Exhibitor and Show Management.

Displays must be staffed during all regular exhibit hours. Adherence to set up and dismantling hours is required. All points not covered are subject to the decision of Show Management, who reserves the right to make any changes necessary in the best interest of the exhibition and rearrange the floor plan and/or relocate any exhibit. Show Management reserves the right to curtail exhibits or parts of exhibits that reflect unfavorably on the character and purpose of the conference.

Exhibitors may not dismantle or disturb their exhibits until after the official closing noted on the final schedule. Exhibitors who fail to comply with this rule may incur a penalty of \$500 in addition to losing priority booth registration for next year's conference.

Liability and Insurance:

The care, custody, and control of the Exhibitor's materials will be the Exhibitor's responsibility at all times. Neither Show Management (American Translators Association), Show Decorator (Alliance Nationwide Exposition), their employees, nor agents will be responsible for any injury, loss, or damage that may occur to the Exhibitor, the Exhibitor's employees, or its property, prior, during, or subsequent to the period covered by the exhibit contract.

The Exhibitor on submitting the completed exhibit space application expressly releases the Show Management (American Translators Association), Show Decorator (Alliance Nationwide Exposition), their employees, or agents from any agreement to indemnify same against any

and all claims for such loss, damage, or injury. The Exhibitor understands that Show Management does not carry business interruption and property damage insurance coverage for loss or damage of the Exhibitor's property. Exhibitors are advised to carry their own insurance. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

Direct Selling:

In the event that an Exhibitor engages in on-location transactions, the Exhibitor will be responsible for complying with all federal, state, and local laws regarding any sales tax and laws that may pertain to such sales.

Termination of Events:

In the event, the premises where the exhibition is to be held, by the sole determination of Show Management, becomes unfit for occupancy or is substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of God, emergency declared by any government agency, or by virtue of any ordinance of law of any municipal, state, or federal governmental agency, or any other act beyond the control of Show Management, this agreement may be terminated by Show Management. In the event of such termination, the Exhibitor waives any and all damages and agrees that Show Management may, after deducting all costs and expenses (including a reserve for claims), refund to the Exhibitor the prorated amount of all funds paid by the Exhibitor.

Objectionable Devices:

Loudspeakers and/or microphones are not permitted. Audiovisual equipment may not be operated in a manner that Show Management determines will disturb other Exhibitors.

Third-Party Setup:

Third-party setup companies must notify Show Management and the Show Decorator and provide both with an insurance certificate 30 days in advance of the opening of the exhibit.

Exhibitor-Sponsored Events:

Any function, event, or meeting sponsored by an exhibiting company or in which an exhibiting company participates must be scheduled in advance through Show Management and must not conflict with any exhibit or conference activities, and must be approved in writing by Show Management at least 45 days in advance of the exhibit.

Exhibitor Advertising Material:

Printed advertising may be distributed by Exhibitors from within the confines of their exhibit booth only. No promotional material may be displayed or distributed outside of the Exhibit Hall.

Freight:

Freight **must be** shipped in advance to the Show Decorator's warehouse address listed in the Alliance Nationwide Exposition Exhibitor Service Manual.

Copyrighted Music:

Exhibitors are responsible for obtaining their own licenses if they intend to use copyrighted music at their booths.

Cancellation Policy for All Exhibitors:

No refunds on deposits and full payment will be given for cancellations. This space may be resold, reassigned, or used by Show Management without benefit or refund to the Exhibitor.

For Additional Information Contact:

Kim Munroe

exhibit-sponsor@atanet.org

American Translators Association

211 N. Union Street, Suite 100
Alexandria, VA 22314