SHOW MANAGEMENT

The exhibition is organized and managed by AUSA. Any matters not covered in these Rules and Regulations are subject to the interpretation of the AUSA, and all exhibitors must abide by their decisions. Exhibitors must abide by the Walter E. Washington Convention Center (WEECC) rules and regulations, and the official exhibits schedule. The Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for himself and his employees and agents, agrees to abide by all rules and regulations and by any amendments or additions thereto in conformity with preceding sentence.

ASSIGNMENT OF BOOTH SPACE

Booths are awarded based on the company’s Order of Merit Listing. Applications without an authorized signature and non-refundable 10% deposit will not be processed. All exhibitors applying for exhibit space must be an active National Partner of AUSA. Exceptions will be made by a case by case basis at the discretion of the AUSA Meetings Department.

INSTALLATION AND DEMANTLE OF EXHIBITS

Show Management reserves the right to fix the time for the installation of a booth prior to the show opening and the time for dismantling and removal of the booth prior to the show closing. All booths must remain intact until the close of the show. Installation must occur only during the installation times designated in the Show Schedule. All booths and displays must be solidly constructed and show-ready according to the schedule published in the Exhibitor Services Manual for the final inspection of booth that by show management. Dismantle may not begin until the end of the show.

EXHIBIT STAFF REGISTRATION

Exhibits must be manned by company representatives who are qualified to discuss details of their company’s products or services. No one, except those persons granted permission by the exhibitor to comply with the public accommodation provisions of the Americans with Disabilities Act of 1990, will be allowed to enter the exhibit area. Exhibitors will be permitted to bring no more than two additional persons for an exhibit. Each Exhibitor - under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours. The full move in schedule will be provided in the Exhibitor Services Manual, provided 60 days before the start of the show.

FAILURE TO OCCUPY SPACE, CANCELLATION, AND REFUND POLICY

Space not occupied by 5:00 PM on the evening before the exhibit hall will be forfeited by the exhibitors and their space may be resold, reassigned or used by the exhibit management without relief.

PAYMENT FOR BOOTH SPACE

Exhibit space will be assigned by AUSA based on the company’s Order of Merit. Once AUSA receives your completed contract, exhibit space will be then assigned. A minimum 10% non-refundable deposit is due on the Exhibitor Services Manual. All deposits and final payments will be accepted. Any deposits not received by the deadline will be considered incomplete and booth space will not be booked until a deposit has been received by AUSA. Full payment is due by Friday, March 11, 2022. All taxes are due to be paid by exhibitors.

BOOTH CANCELLATION & REDUCTION POLICY

All exhibitors who cancel or downsize on or before February 22, 2022 will receive a refund minus a 10% non-refundable deduction. Any Exhibitors who cancel after February 22, 2022, and the published cancellation date will forfeit the 10% non-refundable deposit plus 50% of the cost of their booth and AUSA will retain all monies paid. After 29 April 2022, no refunds.

RESALE/SUBLEASING OF EXHIBIT SPACE

Exhibitors may not assign, sublease or otherwise share all or a portion of their exhibit space with any party except a wholly-owned subsidiary, a sister corporation or a company represented by an exhibitor and registered with AUSA, without the written express consent of AUSA. This prohibition will be strictly enforced.

ARRANGEMENT OF EXHIBITS

Any exhibit or display that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. Each exhibitor is responsible for keeping the aisles near its exhibit open and clear and for keeping its booth from creating any hazards. The Show Management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, the Show shall place unobtrusive unobtrusive signs, barriers to be placed to cover unsightly wiring, uninstalled back walls, etc. at the exhibitor’s expense.

BOOTH DESIGN

Each booth will be provided with an official Exhibitor Services Manual. The Exhibitor Services Manual content describes the show booth space and the standard items provided by Show Management. All booth space shall be assigned in accordance with the space designated in the official exhibit schedule. All booths must be booth for construction. All booths shall be constructed in accordance with the specifications, instructions provided in the Exhibitor Services Manual. All booths must, be solidly constructed, and show-ready according to the schedule published in the Exhibitor Services Manual. Each exhibitor’s space will be provided with 15 identification sign. Linear booths will include 2’ backdrops and 2’ wide displays. The size of linear space may contain items less than or equal to 8’ in height. Any props, signage, or combination thereof located in the front 5’ of the booth may not exceed 4’ in height, measured from the exhibit hall floor. Island booths are restricted to 2’ in height. Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to, photographing, or videotaping its exhibit. The taking of pictures, other than by the official photographer/videoographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Individual cameras will not be allowed on the exhibit floor. The use of a camera cell phone is prohibited during the above mentioned hours. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or the official photographer/videoographer to photograph or film the exhibit from outside the perimeter of the booth.

EXHIBIT AND AFFILIATE FACILITY USE

All public function space in The Walter E. Washington Convention Center is controlled by AUSA. No function space will be released to exhibiting firms or other commercial firms for functions concurrent with the AUSA Annual Meeting Symposium & Exposition without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Shoveling of equipment or product presentations to registered members or guests of AUSA by exhibiting firms other than on the exhibit floor during the stated hours is expressly prohibited.

VIOLATIONS

AUSA may at its discretion take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, the exhibitor (or any agent or person of any exhibitor or his or her employees or agents shall at the option of AUSA forfeit the exhibitor’s right to occupy space and such exhibitor shall forfeit to AUSA all monies paid or due. Upon evidence of violation, AUSA may take possession of any space or part of any space by any agent or person of any exhibitor and may remove all personal goods and equipment at the exhibitor’s risk. The exhibitor shall pay all expenses and damages that AUSA may incur thereby.

SEVERABILITY

All provisions and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such valid agreements or covenants were not contained herein.

EXHIBITOR SERVICES MANUAL

A full list of the display rules and regulations will be included in the Exhibitor Services Manual.

CONTACT

For more information or if you have questions, please email AnnualExhibits@ausa.org.

STORAGE

The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. AUSA assumes no responsibility for damage or loss of packing boxes or crates.

SOUND DEVICES AND LIGHTING & OTHER PRESENTATION DEVICES

Public address, sound producing, or amplification devices that project sound must be kept at a conversational level and must not interfere with exhibits. Any form of attention getting devices or presentations of any length must be conducted and contained within the limits of an exhibitor’s rented booth space. Such presentations will be terminated when crowds obstruct aisles or infringe upon another exhibitor’s space. AUSA reserves the right to restrict the use of glaring lights or objectionable lighting effects.

HANDOUT MATERIALS, GIVE-AWAYS AND PRIZE DRAWINGS

Promotional giveaways and exhibitor prize drawings will be permitted. All materials and prizes must have prior approval by AUSA. All hand-out materials are expected to be of professional nature. Distribution of advertising material and souvenirs must be confined to the exhibitor’s booth. Canvassers or distributors of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is strictly prohibited. AUSA reserves the right to disallow any material that it believes is inappropriate.

SOLICITATION

No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of AUSA.

FIRE, SAFETY AND HEALTH

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials must be located in accordance with the instructions provided in the Exhibitor Services Manual. Exhibit halls shall have exits at each end of the hall and at the far end of the hall, unless otherwise agreed to by show management. Pregnant and nursing mothers must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

LABOR

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable for the guidelines, protocols, and limitations contained herein.

GENERAL LIABILITY, SECURITY & INSURANCE

AUSA makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result loss or damage. Each exhibitor will make provisions for the safeguarding of his or her goods, materials, equipment and display at all times. AUSA will not be liable for loss or damage to property of exhibitors and their representatives or employees from theft, fire, flood, or other causes. AUSA assumes no liability for loss or damage to property in the exhibitor’s custody, owned or controlled by them, which claims for damages, injury, etc. may be incident to or arise from, or be in any way connected with the use or occupation of displays space, and exhibitors will indemnify and hold AUSA harmless against such claim. The exhibitor assumes all liability for any damage to the facility’s floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules and regulations of any government authority and of the contracted facility. The exhibitor will pay and hold AUSA, its Board, members, staff, and representatives, The Walter E. Washington Convention Center harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within The Walter E. Washington Convention Center or property adjacent thereto occupied by or used by the exhibitor or any of its officers, agents, representatives, guests or employees, invites or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect AUSA, The Walter E. Washington Convention Center against any and all such claims or demands.

TRADEMARKS

AUSA will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor. No exhibitor may use AUSA’s name or logo(s) without the written consent of AUSA.

PHOTOGRAPHING & FILMING OF EXHIBITS

Each exhibitor has control over the use of the space it has rented and may prevent those considered its competitors from gaining access to, photographing, or videotaping its exhibit. The taking of pictures, other than by the official photographer/videoographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Individual cameras will not be allowed on the exhibit floor. The use of a camera cell phone is prohibited during the above mentioned hours. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or the official photographer/videoographer to photograph or film the exhibit from outside the perimeter of the booth.

ANNULAR MEETING & EXHIBITION

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