

# AAHKS

## 2018 ANNUAL MEETING

November 1-4 | Dallas, Texas

### Exhibitor Rules and Regulations

Companies exhibiting at the 2018 AAHKS Annual Meeting, agree to fully comply with the following Exhibitor Rules and Regulations:

#### Exhibit Space

##### **Wait-List to Exhibit**

Companies that wish to purchase exhibit space after all exhibit space is sold will be notified that they have been placed on the waitlist. As exhibit space becomes available, companies will be notified of space availability. Booth selections are not confirmed until full payment is received.

##### **Multiple Divisions**

Companies with several divisions sharing the same booth may not contract separately or be listed by division online, in the meeting app, Final Program or any other print or online material. All divisions must be listed under one company name.

Badges will not be split between divisions. The allotted number of badges for the booth can be shared among different division representatives but will only be listed with the contracted company name.

##### **Sharing/Subletting Space**

Exhibitors may not sublet or transfer the exhibit privilege or space in whole or in part. Sharing of exhibit space is permitted only for divisions of the same company.

##### **Distribution of Printed Materials**

Distribution of printed materials by an exhibitor or its agents is limited to the boundaries of the exhibitor's allotted exhibit or meeting space. Such materials are not permitted to be distributed in the aisles of the Learning Center, lobbies, registration, publication bins, on counters and/or tables, in or near education rooms, parking lots and/or in any hotel. AAHKS will address the noncompliance of this regulation with the company, and the violation will result in a loss of engagement privileges.

Approved AAHKS sponsorship opportunities may include distribution of materials on behalf of the sponsor by designated AAHKS representatives or through approved channels. Examples of approved distribution of materials include bag inserts, room drops and mailers sent to an attendee list.

## **Dismantle of Exhibits**

Dismantle or removal of exhibit or materials is prohibited before the official closing of the Exhibit Hall/Learning Center at 7:30 PM on Saturday, November 3, 2018. Companies in violation of this rule will be addressed by AAHKS to discuss penalties, which may result in the exhibitor not being permitted to exhibit at future annual meetings.

## **Exhibitor Staff**

### **Staffing of Exhibits**

It is preferred that exhibit booths be staffed during all exhibit hours. The mandatory times for booths to be staffed include breakfast, morning and afternoon breaks, lunch, and receptions. An exhibit company that fails to set up or properly staff its booth during the mandatory staffing times will forfeit all exhibit rights.

### **Temporary/Contract Staff**

Temporary/Contract Staff are considered company personnel and must be registered and wear exhibitor badges for entrance to the Exhibit Hall/Learning Center. These badges must be registered within the exhibiting company's allotment of badges or purchased if over the allotment.

### **Exhibitor Conduct**

It is the responsibility of the official exhibitor contact to ensure that all booth staff and vendors/contractors/agents are aware of and adhere to all AAHKS rules and regulations and conduct themselves in a professional manner.

During the Annual Meeting, all exhibitors, their vendors, contractors and agents must wear attire that is consistent with the professional atmosphere of the meeting.

No exhibitors, including vendors/contractors/agents hired to work a booth, may solicit attendees or other exhibitors from outside of their booth or elsewhere in the meeting venue.

Exhibitor personnel may not enter another exhibitor's booth space without obtaining permission, nor should personnel block access to another booth. At no time may anyone enter an unstaffed booth of another exhibitor.

Any questionable exhibit or activity that exceeds the bounds of good taste as interpreted by AAHKS will be required to be curtailed.

## Fees and Terms of Payment

All exhibit space rental fees are as follows:

### 2018 Booth Size & Price

| Booth Size | Price    |
|------------|----------|
| 30' x 20'  | \$41,000 |
| 20' x 20'  | \$28,000 |
| 10'x 30'   | \$18,000 |
| 10' x 20'  | \$12,000 |
| 10' x 10'  | \$6,000  |

### 2018 Deadlines

| Date                              | Payment Requirements  |
|-----------------------------------|---|
| January 19, 2018                  | A 50% deposit is due by January 19, 2018.                                   |
| March 9, 2018                     | Remaining balance is due March 9, 2018.                                     |
| March 9, 2018 and after this date | Payment for booths selected on or after March 9, 2018 must be paid in full. |

**Note:** Booth selections received without the required payment (deposit or full payment) will not be processed until the appropriate fee is received, and booth selections cannot be held.

### Invoices

- Invoices for remaining booth fees due, if any, will be sent by February 9, 2018.
- The balance of required fees must be received by March 9, 2018. If a balance is still outstanding after this date, the space assigned may be reassigned after notification; however, refund policy applies as cancellation is implied.
- No company will be allowed to exhibit unless full payment for exhibit space is received. Late payment may impact booth selection priority the 2019 Annual Meeting.

### Cancellation/Refunds

All cancellations or changes in exhibit space must be received by the dates listed below to receive a refund:

- Full refund of booth fees if cancellation received by **March 9, 2018**
- 50% refund of booth fees if cancellation received **March 10 – May 31, 2018**
- No refund of booth fees for cancellations made on or after **June 1, 2018**

A company's cancellation of exhibit space will result in the release of all assigned hotel sleeping rooms and hotel public space previously assigned to the company, and company representatives will not be allowed to attend the Annual Meeting.

For companies reducing exhibit space, sleeping rooms and badges will be decreased to coordinate with the reduction in booth space.

### **Invoice and Refund Deadlines**

| <b>Date</b>           | <b>Invoices &amp; Refund Policy</b>  |
|-----------------------|--|
| February 9, 2018      | Invoices sent for booth with balance due                                     |
| March 9, 2018         | Balance due for booth fees   |
| March 9, 2018         | Full refund of booth fees paid if cancellation received by close of business |
| March 10-May 31, 2018 | 50% refund of booth fees paid if cancellation received by close of business  |
| June 1, 2018          | No refund of booth fees paid for cancellations made on or after this date    |

### **Canvassing by Non-Exhibitors**

The AAHKS Annual Meeting is limited to registered attendees as well as registered representatives of exhibiting companies who have contracted with AAHKS for exhibit space. No other persons or concerns will be permitted to demonstrate their products, distribute advertising materials, or conduct business development activities at any time during the Annual Meeting.

### **Photos and Videos**

Registered exhibitors are permitted to take photos and videos (live or recorded) of their booths and meeting spaces for internal or public use on websites, social media, etc. Only photos are allowed of the AAHKS General Session; live video is prohibited.

AAHKS takes photos and videos of Annual Meeting activities for use in online and print publications. By participating in the AAHKS Annual Meeting, exhibiting companies and their representatives agree to this use.