



## EXHIBIT RULES AND REGULATIONS

### EXHIBIT MOVE IN/MOVE OUT

Move in:

Wednesday, November 5: 12:00 – 5:00 pm

Thursday, November 6: 8:00 – 10:00 am

Move out:

Saturday, November 8: 2:30 – 6:00 pm, all move out must be completed by 6:00 pm

All exhibitors will be required to be moved in, all refuse and shipping materials removed from the booth and setup must be completed by 10:00 am Thursday, November 6.

Any exhibitors that will be exhibiting at both the APPAM and NASPAA events will be granted move in time on Thursday, November 6, from 4:00 – 6:00 pm.

### EXHIBIT HOURS

Thursday, November 6: 10:00 am – 4:30 pm

Friday, November 7: 8:00 am – 4:45 pm

Saturday, November 8: 8:00 am – 2:30 pm

The doors to the exhibit hall will be locked during non-exhibit hours.

### SPACE ASSIGNMENT

Space assignments will be made when exhibit contracts are accepted and confirmed. The exhibitor will be offered their choice of booth location, on a first come, first served basis. Exhibitors shall not exhibit or market their products or services outside of the assigned exhibit space. APPAM reserves the right to assign or reassign space after the contract is signed, if it is necessary.

### PAYMENT OF SPACE

Applications for exhibit space will be accepted on a first come, first served basis. Applications will not be accepted without a check or credit card number to hold the reservation. Final payment for all exhibit space is due by October 31, unless alternate payment options have been discussed, noted and mutually agreed to prior to contract signing.

### CANCELLATION

Any cancellations or space changes, in whole or in part, must be submitted to the APPAM office no later than July 30. Any cancellations made after this date will result in a forfeiture of all exhibit costs. No refunds or credit will be extended to any

organization cancelling exhibit space after July 30.

Organizations that receive exhibit space as part of a purchased sponsorship package will not be entitled to a refund or discount in the event that they do not exhibit at the conference.

### SHARING OF SPACE

No exhibitor may assign, sublet, apportion or share his space in whole or in part, nor exhibit any products or services other than those produced or provided by the contracted exhibitor.

### EXHIBITOR REGISTRATION AND BADGES

All exhibiting personnel must be registered for the conference and must display their conference badge at all times when on the conference floor. All exhibit packages include registration for one person, additional booth personnel (up to 4) may be registered at the discounted rate of \$250. No unregistered personnel may assist with exhibit activities beyond move in and move out, during the hours specified above.

### EXHIBIT DÉCOR LIMITATIONS

All exhibit booth packages include organization name sign, 2 chairs, 1 6' black skirted table, waste paper basket and black and gray back and side drape. Additional furniture, carpeting, electronics or additional services can be purchased directly through Freeman Decorating Company. APPAM will provide wireless internet access in the exhibit hall to all exhibitors at no additional charge.

Exhibitors may not use any of the following: bunting, tissue paper, crepe paper, open flame, confetti or glitter and/or helium balloons. No smoke or excessive light, heat, smell or other pollutant shall be permitted.

No part of any exhibit booth may block or prevent easy access to fire exits. No décor or furnishings may extend beyond the perimeter of the 10'x10' booth. No décor or signage may extend beyond a height of 10'.

APPAM shall have full discretion and authority over the placing, arrangements, and appearance of all items displayed by exhibitor, and may require the replacing, rearrangement, or redecorating of any item, and no liability shall attach APPAM for costs that may devolve upon the exhibitor thereby.



ASSOCIATION FOR  
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### **SECURITY**

Please note that APPAM does not require booths to be manned during exhibit hours. However, exhibiting companies are responsible for the security of the booth and all materials related to the booth. All APPAM exhibit booths will be contained in an enclosed space that will be locked during off hours.. APPAM shall not be responsible for and loss or theft of any exhibit materials or products.

### **PHOTOGRAPHY/DISCLOSURE**

The photographic rights for the exhibit hall and events held in the exhibit hall are reserved to APPAM. By submitting the exhibit contract, the exhibiting company agrees to liberal discretion of APPAM to utilize photography of the exhibit hall and events as APPAM sees fit.

### **EXHIBITOR CONDUCT**

The exhibitor shall conduct and operate its booth so as not to annoy, endanger or interfere with the rights of other exhibitors and attendees. Any practice resulting in complaints from any other exhibitor, or any attendee, who in the opinion of APPAM interferes with the rights others or exposes them to annoyance or danger, may be prohibited by APPAM.

### **DAMAGE TO PROPERTY**

The exhibitor is liable for any damage caused to building floors, walls or columns or to other sponsors and or APPAM's property.

### **LIMITATION ON LIABILITY**

The exhibitor agrees to indemnify, defend and hold harmless APPAM, the event facility, the owner of such facility, and the city in which this event is being held, and their respective officers, agents and employees, from and against all bodily and personal injury, loss, claims, or damage to any person or any property arising in any way from the sponsoring company, its employees, agents, licensees, contractors or customers. APPAM shall not be responsible for loss or damage to displays or goods belonging to exhibitors, whether resulting from fire, storms, acts of god, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or other causes.

### **AGREEMENT TO RULES**

The exhibitor, for itself and its employees, agents and representatives, agrees to abide by the foregoing rules and by any amendments that may be put into effect by APPAM.