

Rules and Regulations

1. **EXHIBIT INSTALLATION AND BREAK DOWN.** Installation of exhibits will take place on Monday, January 16, during the hours specified in the exhibitor documentation. Late exhibits will not be allowed to set up during exhibit hours. All exhibits must be dismantled and removed from the building by 6:00 p.m. Wednesday, January 18. Only exhibitors and show staff will be allowed in the exhibit hall while the show is not officially open. Exhibitors may sell materials from their booth, but all material must remain in the booth until the close of the show!
2. **BOOTHS.** Booths are 10' wide x 10' deep with 8' high back drape, 3' side rail drapes, an exhibitor name sign, 1 table, and 2 chairs. Any additional equipment such as tables or carpets can be secured from the official decorator at exhibitor's expense.
3. **CONTRACT FOR SPACE.** The application for space and the formal notice of assignment constitutes a contract for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding. That ATA reserves the right to cancel with any exhibitor any time prior to or during the conference.
4. **USE OF SPACE.** All demonstrations, interviews, distribution of advertising materials, or other activities must be confined to the limits of the exhibit booths. No exhibitors shall assign, sublet, or share the whole or any part of the space allocated without the knowledge and approval of ATA/AGIA.
5. **INSURANCE AND FIRE PROTECTION.** The ATA and Hot Springs Convention Center will exercise all reasonable care for the protection of exhibitor's materials and displays. A security officer will be on duty in the exhibit area during the set up period and the break down period, and the exhibit area will be secured during the closed hours of the exhibit. Exhibitors wishing to insure their goods must do so at their own expense.
6. **CANCELLATION.** Deposits (which are ½ of payment due) are non-refundable. The remaining balance is refundable through November 30. Payments are non-refundable after that date. In the event that a natural disaster such as but not limited to acts of terrorism, airport closures, etc. occurs which cause the show to be cancelled, exhibit fees are non refundable.
7. **LIABILITY.** The exhibitors agree to make no claim against the ATA/AGIA, its members, employees, or the Hot Springs Convention Center or their representatives for loss, theft, damage or destruction of goods , nor injury to oneself or employees prior, during, subsequent to the period covered by the exhibit contract; nor any damage of any nature whatsoever including any damage to one's business by reason of failure to hold the conference as scheduled. The exhibitor, upon signing the contract for exhibit space, expressly releases the previously named sponsoring Association and individual from any and all claims of such loss, damage, or injury.
8. **RESTRICTIONS.** The ATA reserves the right to restrict exhibitors' (because of noise) method of operation, or any objectionable reason, and also to prohibit or evict any exhibit which, in the opinion of the Executive Committee of the ATA, may detract from the general character of the show. This restriction includes conduct, printed materials, or anything of a character which may be objectionable to the exhibit as a whole. In the event of such restrictions or eviction, the ATA is not liable for any refunds or rentals or other exhibit expenses. All giveaways must be available to everyone in attendance. Any person or persons who fails to reserve an exhibit space and who persists in soliciting in any manner during the show and related activities may be ejected from the premises.
9. **CARE OF BUILDING AND BOOTH.** Exhibitors or their agents shall not injure or deface the walls or floors of the building or booths. No signs or any other materials or articles shall be nailed, screwed, taped, stapled, or otherwise attached to the walls or floor. Heavy equipment must be placed on skids with all bolts or fastenings countersunk to avoid floor damage. Also: no spray painting, no taping to walls, no double faced tape, no helium balloons, no propane. Gas tanks must be lowered to ½ gallon and taped. Battery leads must be disconnected. When any damage appears, the exhibitor is liable to that ATA/AGIA and Hot Springs Convention Center.
10. **REGULATIONS.** These regulations become a part of the contract between the exhibitor and the ATA. They have been formulated for the best interest of both parties. The ATA asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Executive Committee. The Executive Committee reserves the right to make changes necessary to the best interest of the meeting.
11. **SHOW MANAGEMENT.** The show manager reserves the right to increase or decrease the size of the layout based on exhibitor participation. In the event of a change in the layout, the vendor will be notified immediately.
12. **SHIPPING INFORMATION.** Sunbelt Convention and Exhibit Service, Inc., the decorator for the trade show, offers drayage service and will receive materials up to 30 days in advance of the show date.