

General Regulations for American Orff-Schulwerk Association Exhibitors

Please read carefully. This is part of your contract!

- (1) Exhibiting is limited to businesses providing services, products, or publications applicable to the field of education.
- (2) No exhibitor will be allowed to set up until final fees have been paid in full.
- (3) Each exhibitor who submits the contract and deposit by May 15 will be entered in the drawing once for every booth space. For example, if a company rents six booths, the exhibitor will be entered in the drawing six times. The company name is drawn first will be placed the first choice as listed on the contract. The next company drawn will be placed in its first available choice. Booth assignment will proceed in this fashion until all booths are assigned. If a contract is received after the due date, the exhibitor will NOT be included in the initial booth assignment process. Instead, these exhibitors will be assigned to the remaining booths on a first come, first serve basis.
- (4) If it is necessary to cancel, payment will be refunded, provided AOSA Headquarters is notified in writing prior to July 15; if cancellation occurs after July 15 and before September 1, a 50% refund will be given; no refund will be given if cancellation occurs after September 1.
- (5) All exhibitors must conform to the size of the booth space and stay within those limits, arranging their exhibit displays so as not to obstruct the view of or interfere with other exhibits.
- (6) AOSA shall circulate hours for installation and dismantling to all exhibitors. Each exhibitor expressly agrees to set up as promptly as possible and not to dismantle his/her exhibit or do any packing before the final closing of the exhibits. All exhibitors are required to keep exhibits open until the final closing time of the last day of the exposition. Any exhibitor who closes early will possibly **not** be invited to exhibit the following year.
- (7) No obstructions shall be placed in any aisles, passageways, lobby, or exit leading to any fire extinguishing appliance.
- (8) No exhibitor will assign, sublet, or share space allotted to him/her without the knowledge and consent of AOSA. Individuals, firms, or associations not having a reserved and assigned exhibit space are not permitted to display or distribute, solicit business in any form, or promote their product on the exhibit floor or elsewhere in the conference location or convention center. Persons doing so relinquish rights at the AOSA conference and may be removed from the premises.
- (9) Each booth must be staffed at all times during the published exhibit hours. Security will be provided from the time of set up until the exhibitor service company removes freight. To achieve maximum security, all exhibitors must close their exhibits promptly at closing time each day.

- (10) Exhibits which include the operation of musical instruments or any other sound device must keep the sound at conversational level. Exhibitors are requested to use headphones whenever possible.
- (11) No exhibitor is permitted to show goods other than those manufactured or dealt with by his/her firm in the regular course of business.
- (12) Every precaution will be taken to ensure the safety of exhibit materials. Neither the American Orff-Schulwerk Association nor the Atlantic City Convention Center will guarantee against loss of any kind.

Liability: The exhibitor agrees to release, defend and hold harmless AOSA, the Atlantic City Convention Center and their agents and employees from and against any and all losses, costs, damages, liability or expense including attorney's fees arising out of or resulting from any accident, bodily injury, property loss or damage or other occurrences to any person or persons including the exhibitor, its agents, employees and invitees, arising out of or resulting from exhibitor's use and occupancy of the exhibit area at the Atlantic City Convention Center or any part thereof.

- (13) The exhibit floor will be open to the exhibitors each day one hour prior to the official opening hour.
- (14) Photographs may be taken only during exhibit hours.
- (15) At the discretion of the Industry Representative and the AOSA National Board of Trustees, an exhibitor may be restrained from any action that in their sole opinion is objectionable and detracts from the quality and integrity of the exhibits as a whole.
- (16) Any exhibitor who, upon being warned by the Industry Representative, fails to rectify the situation immediately will be expelled and exhibit privileges canceled at once without refund.
- (17) Official representatives of the firms assigned exhibit space shall be registered without a fee and shall receive identification badges.
- (18) No more than 4 booth personnel badges per booth space will be issued to each exhibiting firm. Badges will be required during exhibit sessions and provide access to observe open professional development sessions and all non-ticketed conference events and concerts. They are not transferable. Additional badges may be purchased at \$25 per badge.
- (19) Exhibitors wishing to insure their goods must do so at their own expense.

These rules and regulations become a part of the contract between the exhibitor and AOSA. We respectfully request your full cooperation in their observance. Any points not specifically covered are subject to the decision of the Industry Representative with appeal to the AOSA Executive Director whose decision shall be final.