

## **American Orff-Schulwerk Association Regulations for Exhibitors**

These regulations are part of the contract between the exhibitor and the American Orff-Schulwerk Association (AOSA). Any points not specifically covered are subject to the discretion of the Industry Representative with appeal to the Executive Director whose decision is final. Any exhibitor who fails to rectify the situation immediately will be expelled and privileges canceled without refund.

- (1) **Inclusion** Exhibiting is limited to businesses providing services, products, or publications applicable to the field of education. No exhibitor is permitted to display goods other than those provided by their firm.
- (2) **Exclusions** No exhibitor will assign, sublet, or share space allotted without the consent of AOSA. Individuals, firms, or associations not contracting exhibit space are not permitted to display, distribute, or solicit business in any form, nor promote their products or services on the exhibit floor or elsewhere in the conference or convention center. Persons doing so relinquish rights to the conference and may be removed from the premises.
- (3) **Registration** Official representatives of exhibitors shall be registered without additional fees. Two personnel badges will be issued per booth rented. Badges are required during exhibit hours and provide access to professional development sessions. They are not transferable.
- (4) **Cancellation Policy** AOSA will provide a full refund if headquarters is notified in writing prior to July 15. Cancellations received after July 15 and before September 1 receive a 50% refund. No refunds will be provided after September 1.
- (5) **Booth Selection Procedure** Each exhibitor who returns the contract with deposit by May 15 will be entered in a drawing for each booth space rented. For example, if a company rents six booths, the exhibitor will be entered in the drawing six times. The company name drawn first will be placed in their first choice as listed on their contract. Following exhibitors will be assigned in their first available choice. Booth allocation will proceed in this fashion until all received contracts are assigned. Contracts received after the due date will be assigned to the remaining booths on a first-come, first-served basis. There are no extra charges for corner booths.
- (6) **Display Policy** No exhibitor will be allowed to set up until fees have been paid in full. All exhibitors must conform to the allocated booth space and stay within those limits, arranging their display so as not to obstruct the view of, nor interfere with other exhibits. No obstructions shall be placed in any aisles or exits, or near any fire extinguishing appliance.
- (7) **Staffing Policy** Hours for installation and dismantling displays are provided to all exhibitors in their contract. Each exhibitor expressly agrees to set up as promptly as possible and not dismantle before the final closing of the exhibits on Saturday. The exhibit floor will be accessible one hour prior to the posted opening. Booths must be staffed during the published exhibit hours and must close promptly each day. Exhibitors are required to keep displays open until closing time of the last day of the exposition. Any exhibitor who closes early may not be invited to exhibit the following year.

- (8) **Sound Restriction** The operation of musical instruments or any other sound device must be limited to a conversational level. Exhibitors are requested to use headphones whenever possible.
- (9) **Photography** Photographs may only be taken during exhibit hours.
- (10) **Security Policy** Security will be provided from the time of set up until the decorator/production company removes freight on Saturday. Exhibitors wishing to insure their goods must do so at their own expense. Every precaution will be taken to ensure the safety of exhibit materials, but neither the American Orff-Schulwerk Association nor the Fort Worth Convention Center will guarantee against loss of any kind.

**Liability Waiver** The exhibitor agrees to release, defend and hold harmless the American Orff-Schulwerk Association, the Fort Worth Convention Center and their agents and employees against any and all losses, liability or expense including attorney's fees arising out of or resulting from any accident, injury, property loss or damage or other occurrences to any person or persons including the exhibitor, their agents, employees and invitees, arising out of, or resulting from exhibitor's use and occupancy of the exhibit area at the Fort Worth Convention Center or any part thereof.