

Association for Asian Studies 2024 Annual Conference

Exhibit Hall Rules & Regulations

ELIGIBILITY TO EXHIBIT

All display materials and their contents must be consistent with teaching and research in the Asian studies discipline, and the professional development of scholars, professionals, educators, and students. The reassignment, sublet, or sharing of booth space is prohibited without written consent from AAS. AAS reserves the right to refuse any application for exhibition or advertisement space, as well as curtail or cancel any exhibit or advertisement that, at the discretion of AAS, is inconsistent with the teaching, research, professional goals of the discipline and the Association, or that are in violation of AAS rules and regulations. This policy also applies to displays, product sales, giveaways (including novelties and souvenirs), and the behavior of exhibitors or their employees. Exhibitors are limited to firms, organizations, and agencies whose exhibits are in harmony with the intended purpose of this AAS Book exhibition.

LOCATION OF EXHIBITION: The AAS Book Exhibition will take place in Ballroom ABC in the Seattle Convention Center.

ASSIGNMENT OF SPACE

Booths are assigned on a first-come, first-served basis. Full payment is required to reserve a booth. Exhibitors have the option to submit a secure payment via credit card online or to place a booth on hold by requesting an invoice and pay by check, wire transfer or credit card. Booth assignments are not confirmed until full payment is received. The AAS reserves the right to re-assign booth locations as deemed necessary.

REUND/CANCELLATION POLICY

Exhibiting companies requesting a refund before on or before December 1, 2023 will be refunded the booth amount less 10% administration fee. Exhibit cancellations received between December 2, 2023-January 12, 2024 will be refunded less 50% of the total costs. Cancellations received after January 13, 2024 are not eligible for a refund.

EARLY DEPARTURE

Exhibitors **MUST** exhibit for the full length of the conference (Friday – Sunday). Exhibitor **MAY NOT** break down and pack up their booths prior to 12:00pm on Sunday. Exhibitors closing and abandoning booths prior to the official end of the conference **will jeopardize their invitation to exhibit and/or may receive a fine, booth re-assignment and/delay in reserving booth locations at future conferences. There are no exceptions.** The AAS prides itself on providing a full exhibit hall for all conference attendees. Empty booth locations reflect badly on the AAS and its ability to present dedicated exhibitors. Please make sure to note the Exhibiting hours of the AAS and schedule travel accordingly.

OCCUPANCY DEFAULT

Any exhibitor failing to occupy space contracted for shall not be relieved of rental fees nor entitled to a refund. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by AAS, and re-allocated or reassigned for such purposes or for any use AAS may see fit.

BOOTH RESERVATIONS

Any organization may reserve up to three contiguous booths under a single name, giving up to 10 x 30 feet of exhibit space to arrange internally as you wish.

BOOTH SHARING

Any two separate organizations may share a booth, but only one of the organizations may submit an application and payment on behalf of both organizations. The AAS will only deal and contract with the first organization listed on the application. We do not provide extra tables, chairs or registrations for shared booths. In the event that one exhibitor withdraws from the exhibition, the company or organization with which they are sharing a booth will be responsible for the full amount of the booth fee. AAS does not match companies for booth sharing, nor does it allow more than two companies to share one booth.

BOOTH PACKAGE

The following is included in your booth rental fee:

One (1) 10' x 8' booth with an 8' high background drape and 3' high side drapes

One (1) 6' skirted table and one wastebasket.

One (1) 7"x44" publisher identification sign.

Two (2) chairs.

Complimentary registration for three (3) attendees per booth.

Listing in the Convention Program.

Security monitoring during hours when the exhibit hall is closed to the public.

EXHIBITOR/BOOTH PERSONNEL

Booth fees include three (3) complimentary exhibitor registrations per 8'x10' booth purchased and can only be used by employees of the exhibiting organization(s). **Companies with more than three booth representatives can purchase additional exhibitor badges at the special exhibit rate of \$185.** Each exhibitor is required to have at least one (1) person monitoring its booth at all times during the AAS Conference show hours. **Exhibitor badges must be worn at all times for admission to the Exhibition Hall.** Booth personnel must **pre-register via the Application and Contract or Booth Personnel Registration Form.** Badges may be picked up at the Exhibitor Registration desk during published registration hours.

INSTALL AND TEAR DOWN (subject to change)

Thursday, March 14, 2024 9:00am – 6:00pm (Exhibitor Install)
Sunday, March 17, 2024, 12:00(Noon) - 3:00PM (Exhibitor Dismantle)

All booth installations must be completed by 8:30am – Friday, March 14, 2023.

All booth teardowns must be completed by 3:00 PM, Sunday, March 17, 2023. Persons under the age of 18 are prohibited from entering the Exhibit Hall during install and tear down.

Booth dismantling is not permitted until Sunday, March 17 at 12:00 PM.

DAMAGE TO PROPERTY

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees, or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive, or other coatings to building columns, floors, or walls, or to standard booth equipment.

SECURITY

AAS is not responsible for any loss or theft of exhibitors' materials. Although AAS will provide security during exhibitor's install, tear down and when the exhibit hall is closed to the public, exhibitors agree to retain sole

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responsibility at all times for the security of all exhibit materials. **Please do not leave your booth unattended. Exhibitors are strongly encouraged not to leave items of value unattended in booths.** AAS is not liable for harm or damage to exhibitor property, employees, or agents due to theft, fire, accident, or other causes.

BOOTH RECEPTIONS/FOOD IN THE EXHIBIT HALL

Please contact the AAS to inquire about hosting a reception in your booth. In general, receptions are allowed however please make sure to follow the general rules (1) receptions are not allowed to flow into the aisle where it may impede traffic flow (2) please be considerate of your neighbors.

The Seattle Convention Center is the exclusive provider of food and beverage. The Seattle Convention Center prohibits any food or beverages from being brought into the meeting space and exhibit hall, Pro-Chef is the exclusive food, and beverage service provider. The distribution of food and beverages, regardless of the type and/or quality, is the sole responsibility of the Convention Center.

If a party distributes unauthorized food and/or beverage at the Seattle Convention Center, the party must immediately remove the authorized item(s) from the exhibit or meeting space.

ALCOHOLIC BEVERAGES

The dispensing, distribution or use of alcoholic beverages in the Exhibition hall is prohibited without the express prior approval of AAS.

FLAMMABLE MATERIALS

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

NOISE & ODORS

Noisy or obstructive work will not be permitted during open hours of the Exhibition, nor will noisily operating displays, nor exhibits producing objectionable odors. AAS shall have sole discretion in determining what is noisy, obstructive or objectionable.

MUSIC

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AAS is not responsible for any licensing fees for music played in the exhibitor's booth.

Noise Levels in Displays

Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitor and their patrons, nor cause the aisles to be blocked. **Operators of noisemaking exhibits must secure approval of operating methods before the exhibits open.** Noise levels must be held to an 80-decibel maximum at all times. Show Management will monitor the 80-decibel regulation on-site. If an exhibitor is in violation of the 80-decibel regulation, they will receive one warning. If the exhibitor continues to operate noisemaking exhibits in excess of 80-decibels after the first warning, Show Management reserves the right to cut the power of the offending mechanism, or otherwise ensure the noisemaking mechanism is shut off. Any expenses incurred in this instance will be the sole responsibility of the exhibitor.

OBSTRUCTION OF AISLES AND BOOTHS

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by AAS.

FIRE CODE AND SAFETY REGULATIONS

Exhibitors must comply with all fire, health, and safety regulations at the Seattle Convention Center. Flame-proof booth decorations are required. Excess exhibition materials must be properly stored with the official Decorator and shall not be placed under booth tables, in aisles, or behind the drapery. The exhibitor will be responsible for all fines associated with noncompliance with fire codes enforced by Seattle, Washington.

ORAL MODIFICATION CLAUSE

Exhibitor and advertiser applications and contracts may not be orally modified by any member of AAS or its agents. All contract modifications and exemptions must be in writing and authorized by the appropriate AAS representative.

TERMINATION OF MEETING AND EXHIBIT

In the event that the premises in which the Exhibition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AAS or its agents, the Exhibition may be canceled or moved to another appropriate location, at the sole discretion of AAS. AAS shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of AAS. Causes for such action beyond the control of AAS shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Seattle Convention Center, municipal, state or federal laws, or act of God. Should AAS terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising there from. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of AAS and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by AAS through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

INDEMNIFICATION AND WAIVER

The Exhibitor assumes the entire responsibility and agrees to indemnify and defend the Association for Asian Studies, Inc., the Seattle Convention Center, and their respective employees and agents against any claims or expenses for loss, injury or damage arising out of the use of the exhibition premises. The Exhibitor understands that neither the Association for Asian Studies nor the Seattle Convention Center maintains insurance covering the Exhibitor's property and understands that it is the sole responsibility of the Exhibitor to obtain such insurance. If AAS shall be held liable for any event or act, the such exhibitor shall reimburse and hold harmless AAS against any liability resulting there from.

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AAS will provide security services during the official hours of installation, dismantle and exhibition when the exhibit hall is closed to the public. Furnishing such service is not to be interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

AMENDMENT TO CONTRACT REGULATIONS

Any and all points not covered specifically are subject to the decision of AAS. AAS may, in its sole discretion, make reasonable changes, amendments, or additions to Contract Regulations. Any such changes shall be binding on the exhibitor equally with the other regulations contained herein.

LABOR JURISDICTION: Seattle, Washington: Show management and all exhibitors are expected to comply with the fire and safety requirements in effect. In the interest of safety, continuity, security, and control, the following are understood as exclusive services if provided by the official decorator: material handling, receipt/unloading of inbound Federal Express and UPS shipments, audio visual, rigging, and electrical, plumbing and custom cleaning. Should the facility provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, and cleaning of certain areas and phones, their work rules and union jurisdictional issues would apply for these services.

EXHIBIT LABOR

Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor or personnel from their own companies to install and dismantle displays. Full-time employees of exhibiting companies may set their own exhibits. Any full-time company personnel involved should have visible identification of their company status when engaged in these activities

FREIGHT HANDLING

All work involved in the loading and unloading of all trucks, trailers and common and contract carriers from the facility docks, including empty crates, and the operation of material handling equipment, is under the jurisdiction of the official decorator. Full-time employees of exhibiting companies may 'hand carry' what one person can carry in one trip, provided they do not use material handling equipment. When exhibitors do choose to 'hand carry' material, they may not be permitted access to the loading dock/freight door areas. Freeman Exhibition Services will not be responsible for any material we do not handle.

All exhibitors are expected to comply with any union requirements in effect and as outlined in the "SHOW SITE WORK RULES" section of the Exhibitor kit.