

# 2017 ASBC Annual Meeting Rules and Regulations

## 1. Admission

Entrance to the exhibit area is by ASBC 2017 name badge only. Each exhibiting organization is entitled to one (1) complimentary full registration. Additional registrations for that organization are available at the regular exhibitor rate.

## 2. Exhibit Shipping, Set-Up, and Staffing

All Exhibit shipments must go through the designated decorator and CANNOT be sent directly to the hotel. C.O.D. shipments will not be accepted anytime. Exhibitors must have their exhibit set up prior to the opening of the show during set-up hours. Move-in and move-out times for exhibitors and the decorating company will be strictly adhered to so that additional rental charges are avoided. Exhibitors must staff their exhibit at all times during the exhibit hours. Failure to adhere to the above will result in forfeiture of space. No refunds on space will be made, and ASBC will have the right to use the space for whatever purpose it deems appropriate. There will be only one company represented per exhibit booth (i.e., identification sign, program book exhibitor description, meeting signage, website current exhibitors, etc.). All on-site exhibit staffing, including those setting up, must be 21 years of age or over.

## 3. Fire and Safety

All exhibits, or portions thereof, must fully comply with applicable health, fire, and safety regulations. No combustible decorations, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All materials and fluids that are flammable must be approved by ASBC and, if approved, must be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not allowed without the permission of the Fire Prevention Bureau.

## 4. Conduct of Exhibits

The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc. must be made inside the exhibitor's area. Canvassing, solicitation of business, or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. The distribution by exhibitors of circulars, catalogs, or other advertising materials for firms that are not exhibitors is prohibited. ASBC reserves the right to decline or prohibit any display or portion thereof that ASBC deems as not in keeping with the character of the exhibition. ASBC may restrict displays that, because of noise, acts, odors, costumes, gimmicks, method of operation, materials, or for any reason, become objectionable to the exhibition. In the event of such restriction or eviction, ASBC is not liable for any refunds or rentals or other exhibit expense.

## 5. Care of Building and Equipment

Nothing shall be posted, tacked, nailed or screwed, or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor. Exhibitors will be responsible for any damage to persons or property caused by reason of their exhibits, employees, agents, or servants. Balloons and confetti are not permitted.

## 6. Character of the Exhibit

Displays may consist of equipment, services, materials, and products (within limitations stated elsewhere on this form, in the exhibitor prospectus, and in the booth package) of interest to the ASBC membership. Recorded or live music is prohibited in the exhibit hall.

## 7. Display Guidelines

If an exhibitor plans to install a display (custom, pop-up, or tabletop), no part of the display may project out of the booth space so as to obstruct the view of adjacent exhibit booths. No exhibit, or its contents, may exceed a back wall height of eight feet (8'). Side wall height restrictions are as follows: the exhibit cannot exceed a height of eight feet (8') within three feet (3') from the back wall. The remaining exhibit height cannot exceed the height of three feet (3'). Raw wood, cardboard, or similar materials for "wings" to displays must be covered or painted if they are visible to the adjacent exhibit booth. Please be advised that these restrictions apply to all exhibits.

## 8. Contests, Games, Raffles, and Lotteries

Exhibitors may not offer or give attendees door or other similar prizes in the exhibit hall. Contests, lotteries, raffles, and games of chance are prohibited unless given prior approval by the ASBC meeting manager. All "giveaways" shall be of a nominal monetary value and in keeping with the nature of a technical and professional meeting.

## 9. Cancellations, Indemnifications, and Subletting

This application shall become a binding contract between the parties hereto upon its acceptance by the American Society of Brewing Chemists (ASBC). It is understood and agreed that in the event of the cancellation of ASBC or in the event the space assigned to the exhibitor is, in the opinion of ASBC staff, rendered unusable by any cause, casualty, or occurrence, then and thereupon this Agreement shall terminate, and the exhibitor shall pay for said space only up to the time of said termination, pro rata, and the exhibitor hereby waives any claims for damages or compensation should this Agreement be so terminated. The exhibitor agrees to protect, indemnify, and hold harmless ASBC from any and all liability, loss, damage, or expense resulting from the exhibitor's use of the exhibition space. This Agreement and the rights herein granted to the exhibitor may not be assigned or otherwise disposed of or encumbered by the exhibitor without the written consent of the ASBC.

## 10. Insurance and Liability

Insurance, must be obtained by exhibitors at their own cost and expense. If an exhibitor will be using an Exhibitor Appointed Contractor (EAC), ASBC must be notified in writing (or via the EAC form) and the EAC must provide a certificate of insurance by May 1, 2017. ASBC and its agents and employees assume no risk, and by the acceptance of this agreement, the exhibitor expressly releases them of and from any and all liability for any damage, injury, or loss to any person or goods, from any cause whatsoever. All property shipped to and from the exhibit hall, hotel, and/or drayage firm by the exhibitor for installation or display is the sole responsibility of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

## 11. Union Clearance

In order to conform to union contract rules and regulations, it may be necessary that all exhibitors use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the show.

## 12. General

ASBC reserves the right to rearrange the floor plan and/or relocate any exhibit display. ASBC has the right to enforce any and all portions of these rules and policies. In interpreting these rules and policies, particular attention will be given to preserving the professional and educational nature of the exhibit.