

## **AER Exhibit Rules and Regulations 2010**

1. The Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) limits exhibiting to those firms who provide services, products, or publications that are applicable to the field of blindness and visual impairment. AER's Exhibit Manager, in the sole judgment of AER, may restrict, prohibit, or evict any Exhibitor whose exhibit: does not comply with the rules and regulations; is misleading or deceptive; is in poor taste or unsuitable to exhibit; or whose exhibit, because of noise, method of operation, materials, or otherwise, may detract from the general character of the convention. In such event, Exhibitor shall restrict its exhibit or forfeit the exhibit space and immediately dismantle, remove, and vacate the exhibit space upon demand as ordered by the Exhibit Manager.
2. Direct over-the-counter cash sales will be permitted. If applicable, exhibitor is responsible for collecting and remitting taxes in accordance with federal, state, local, and provincial requirements. AER will advise exhibitors about the need for appropriate temporary license and sales tax procedures for the City of Little Rock and the state of Arkansas.
3. AER acts for exhibitors and their representatives in the capacity of agents, not as principal. AER assumes no liability for any act of omission or commission in connection with this agency. Exhibitors and their representatives shall indemnify and hold harmless AER, the conference facility, and their affiliated agents and employees from any and all liabilities for loss, damage, or injury ensuing from any cause whatsoever.
4. All exhibiting companies shall be responsible for making their exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold AER harmless for any consequences of exhibiting company's failure in this regard. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from its Web site [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).
5. The Exhibitor will name ONE individual as its duly authorized representative, to have charge of the exhibit, and hereby accepts and assumes responsibility for such representative, or alternates, being in attendance at its exhibit throughout exhibit periods.
6. Preference of space assignment will be given to event sponsors. All others will be assigned in the order of receipt of application with consideration given to exhibitors wishing to avoid assignment of space adjacent to competitors.
7. Exhibit space reservations must be accompanied by payment. If making reservations via printed form, make checks payable to AER. Early exhibit space registration fees are available through 11:59 pm June 1, 2010. Higher fees apply on or after June 2, 2010.
8. All space cancellations must be in writing. If a cancellation is received on or before June 1, 2010, 50% of the total booth cost will be forfeited. AER will issue no refunds for exhibit space cancelled after June 2, 2010.

9. AER reserves the right to assign labor to set up any exhibit that is not in the process of being erected at least one hour prior to the official opening of the exhibit hall. The exhibitor will pay the charge for this labor at the published rates. Union labor, depending on the site, building, and contractor requirements, may be required. If required, the Exhibitor shall comply with all labor union rules and regulations.
10. AER cannot guarantee against loss or damage of any kind, but will endeavor to protect exhibitors during the time exhibits are closed. Exhibitors wishing to insure their exhibit materials against theft, damage, fire, accident or loss of any kind must do so at their own expense.
11. A standard booth is considered to be one linear 10' x 10' booth. Exhibits should be constructed so that no copy appears higher than 8 feet from the floor and should not project beyond the space allotted. They should not obstruct the view of, or interfere with, traffic to the other exhibits. Nothing shall be suspended from the ceiling. The wings of an exhibit should not come out more than 4 feet from the back wall.
12. Subletting space is not permitted. Two or more companies may exhibit in a single space if approved by AER.
13. Interviews, demonstrations, distribution of literature, samples, and detailing should take place inside the company's booth in order to avoid infringement of the rights and privileges of other exhibitors. This will be monitored closely by the AER staff.
14. AER may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable.
15. In general exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
16. All exhibit materials, including decorations, exhibit display, motion picture projectors and apparatus must conform to fire regulations and electrical codes of the exhibit hall.
17. A service kit will be sent to the Point of Contact approximately 90 days prior to the opening of the show by the official decorator for the AER International Conference 2010.
18. Exhibitors are required to have their exhibit space neat and orderly at all times.
19. No booth may be dismantled until closing of the AER Exhibit Hall at 2 p.m. on July 24, 2010.

20. Exhibitors must be aware that attendees may photograph products on display in the Exhibit Hall.
21. No educational or social programs, including hospitality suites, may be scheduled during the AER conference program, social functions or exhibit hours unless approved by AER. Exhibitors must notify AER of all functions scheduled to ensure minimal conflict.
22. Exhibitors or their representatives who fail to observe these conditions of contract, or who, in AER's opinion, conduct themselves unethically, may be dismissed from the AER Exhibit Hall without refund or appeal for redress.
23. AER reserves the right to request a Certificate of Liability from any exhibiting organization.