

## **2019 ALA Conference Rules and Regulations**

**Eligibility to Exhibit:** ALA events are an extension of the educational programs of the Association of Legal Administrators. In order for your application to be accepted by ALA, your products and services must be related to the legal profession and be in good financial standing with ALA.

**Contract for Space:** Your registration constitutes a contract for the right to use the space allocated. In the event of fire, strikes or other unavoidable occurrences rendering the exhibit space unfit for use, provisions will be made for the exposition to be held elsewhere. ALA shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made. Subletting or sharing of exhibit space is not permitted at ALA conferences.

**Exhibit Space Rental:** Events are tabletop exhibits only, and not all applicants are guaranteed exhibit space. Companies will be provided with one skirted 6-foot table and two chairs for display purposes. The footprint of your exhibit may not exceed the size of a table: 72-by-30 inches (height not to exceed 5 feet above the table with an 8-foot maximum from floor to the top of the tabletop exhibit). Anyone who brings a large booth that does not fit on a tabletop will be asked to dismantle, or should purchase enough space for their back drop. The tabletop display must be staffed during all the exhibit hours, and representatives staffing the tabletop display must be bona fide employees or distributors of the exhibitor or members of his/her family. A company may choose to substitute its table for a piece of machinery or furniture (copier, desk, etc.) in its place if that piece of machinery or furniture is manufactured or sold by the company. The substituted item must conform to the dimensions of the table as well as the footprint defined above, and be approved prior to the conference.

**Cancellation of Space:** : This agreement cannot be canceled or transferred. Exhibiting company is responsible for payment of the total amount due to ALA as represented in terms of this agreement, regardless of exhibitor attendance or lack of attendance at the events represented in this agreement. ALA reserves the right to restrict exhibits that for any reason become objectionable and to prohibit or evict any exhibit that may detract from the general character of the exposition. This reservation includes persons, materials, conduct, printed matter or anything of a character that may be objectionable for the exhibition as a whole. In the event of such restriction or eviction, ALA will not be liable for any refunds for rentals or other exhibit expenses.

**Exhibitor's Authorized Representatives:** The Exhibit Hall is limited to individuals, business firms and manufacturers that have contracted and paid for tabletop exhibits. Said representatives shall be authorized to enter into such service contracts as may be necessary on behalf of the exhibiting company, for which the exhibitor shall be responsible. The exhibitor and representatives (called "business partners") are required to wear ALA identification badges while in the Exhibit Hall and while attending all ALA Conference-related events. ALA reserves the right to withdraw the use of the badge used to gain admission to the Exhibit Hall by any person other than the one for whom it was issued. The exhibitor shall keep at least one attendant at its tabletop exhibit during the hours the Exhibit Hall is open. No one under the age of 18 will be allowed in the Exhibit Hall. No exceptions will be made. ALA reserves the right to refuse to admit and eject from the Exhibit Hall, or from any space therein, any objectionable or undesirable person or persons, and on the exercise of this authority the exhibitor, for itself, its employees and its agents, hereby waives any right and all claims for damages against ALA.

**Liability:** Exhibitor/Sponsor agrees to indemnify, hold and save ALA, ALA contractors and the hotel whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against ALA and its agents or the hotel on account of injury or damage that may be incident to, arise out of, or be caused either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of the exhibitor or any of its agents, employees, guests, patrons, invitees or any other person entering upon the premises leased with the expressed or implied invitation or permission of the exhibitor/sponsor. In addition, the exhibitor/sponsor covenants and agrees that in case ALA, ALA contractors or the hotel shall be made a party to any litigation against the exhibitor/sponsor, the exhibitor/sponsor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs and expenses incurred by or imposed by ALA or its agents, the hotel by virtue of such litigation. Exhibitors/Sponsors are required to carry and maintain liability insurance. The exhibitor understands that neither ALA nor the hotel maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

**Shipping and Receiving:** Exhibitors are responsible for any shipping/receiving and handling fees including those that the hotel may charge. Hotels may charge an exhibiting company to receive boxes via ground or air transport or via privately owned vehicle on the hotel dock, to deliver boxes to your display area or to ship freight out (in addition to shipping fees). Boxes may not arrive at the hotel more than 72 hours prior to the start of the exposition. Exhibitors based in Canada may need to satisfy Canadian customs requirements pertaining to the promotional materials and prizes they intend to use or give away at the conference.

**Security:** Every reasonable precaution will be taken to protect property during the conference. However, neither ALA nor the management of the hotel is responsible for the safety of the property of exhibitors/sponsors due to theft, damage by fire, vandalism or other causes.

**Individual Tabletop Display Security:** Individual tabletop display security is available for an additional fee to exhibitors/sponsors, and it is strongly advised that additional insurance be carried for theft or damage to their personal property while it is located at or is in transit to or from the site.

**Food and Beverage:** All food and beverage items that an exhibitor has at the table MUST receive prior approval from the hotel catering staff. All food and beverage must conform to the food and beverage service and safety guidelines set by the hotel and meeting facility. Please contact Brittany Parrotte at ALA headquarters by phone at 667-206-4266, ext. 3, or email at [bparrotte@alanet.org](mailto:bparrotte@alanet.org) for the hotel contact. No alcoholic beverages may be served from the tabletop exhibit.

**Helium Balloons/Confetti:** No helium balloons or confetti are allowed in the exhibit area.

**Exhibit Tabletop Display Dismantle:** Exhibitors may not dismantle prior to the designated time. If an exhibitor is found to be in violation, that exhibitor's future participation in ALA conferences may be denied.

**Business Partner Attendance:** Business partner attendance at any ALA Conference is not permitted unless a business partner has purchased an exhibit table.

**Legal Administrator Attendance:** Every legal administrator in attendance must qualify for ALA membership and be registered for the conference. There are no complimentary “Exhibits Only” passes at ALA Conferences for legal administrators.

**Selling of Products and Services:** The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. There are to be no retail sales on the show floor resulting in the exchange of currencies. No firm or organization, individual or company without an assigned tabletop exhibit or special ALA approval will be permitted to solicit business or distribute promotional materials within the Exhibit Hall. Any infringements of this rule will result in the prompt removal of the person(s) from the hall, and exhibitors waive any and all rights for claims against ALA arising out of the enforcement of this rule.

**Distribution of Printed Materials and Canvassing by Industry:** Canvassing in any part of the facilities used by ALA is strictly forbidden, and anyone doing so will be requested to leave. Distribution of advertising or printed material by the exhibitor outside of the exhibitor’s allotted space will not be permitted unless the distribution or advertising is pre-approved by ALA.

**Sponsorships:** Sponsorships are assigned on a first-come, first-served basis. All sponsorship payments are nonrefundable.