

# AOC RULES AND REGULATIONS

Exhibitor will abide by other provisions of the said Rules and Regulations, and with the fire regulations, local union jurisdictions, as well as all other regulations of governmental agencies and the Auditorium, Convention Center, Official General Contractor, Exhibition Hall or Hotel.

In the event of any conflicts or inconsistencies between the provisions of this Exhibitor's Contract and the terms of the Convention Center lease, law, or contracts with hotels, etc., the terms of the Convention Center lease, hotel contracts and/or applicable law shall take precedence and govern.

The Rules and Regulations, with later amendments, if any, that may be issued, are intended to be for the best interest of exhibitors and the EW/EMSO industry and are a part of the contract with each Exhibitor. AOC respectfully requests the full cooperation of Exhibitors in observance of these rules. Any points not covered are subject to final decision by AOC.

## OFFICIAL CONTRACTOR AND EXHIBITOR SERVICES KIT

Audie Expo is the official general contractor for AOC. Audie Expo will provide an Exhibitor Service Kit to all Exhibitors, including information on show services, labor rates, drayage/freight handling rates, and furniture rentals approximately 90 days prior to Exhibitor setup.

## USE OF BOOTHS

Exhibits shall be of a nature which promotes the common business interests of our industry, including products or services which are used by members of our industry for business purposes or which are otherwise directly related to those interests. The judgment of the AOC as to whether an Exhibitor or an exhibit satisfies this requirement, and in other respects hereinafter referred to, shall be final.

All exhibits, demonstrations, and other activities by an Exhibitor shall be confined to its exhibit booth(s). No Exhibitor shall assign, sublet or share the whole or any part of the booth space allotted. Only one company name shall be listed per booth.

Any exhibit, device, material or activity, including sounds, fumes or odors, which, in the judgment of the AOC, is unethical, in bad taste, annoying or otherwise offensive to Exhibitors, the Convention-Exhibition or the industry, is prohibited. Compressed Gas Cylinders, open flames and helium balloons are specifically forbidden. Pictures may not be taken in the exhibit hall without prior AOC approval.

## SPACE ASSIGNMENTS

Onsite booth sales will be done in the following manner with priority given to the AOC convention sponsors in descending order. Each sponsor level will have time set aside to select the next convention booth location on a first come, first serve basis during their time slot. The schedule will be published prior to arrival to all exhibitors of record "Open booth sales" to all exhibitors who are not sponsors will be on a first come, first serve basis after sponsors have had an opportunity to review the floorplan and select their location.

Although the Exhibitor may apply for three choices, the AOC Exhibits Manager will assign space according to AOC's procedure for space allocation.

The AOC Exhibits Manager reserves the right to shift space assignment after the contract has been signed if we find it necessary to do so. The AOC retains the right to place AOC areas adjacent to, in the aisles, or behind exhibitor's booths in the exhibition hall. AOC items include, but are not limited to: food and beverage areas, promotional and literature displays, education stages, membership areas, and video monitors.

## PAYMENTS, CANCELLATIONS & REFUNDS

**For Exhibitors** - A 50% nonrefundable deposit is required, with a completed contract, to reserve exhibit space. 100% of the booth cost is required by 9/13/2019. Failure to pay the balance of the assigned space by the payment deadline will result in forfeiture of the space and AOC will have the right to cancel the contract. Any company cancelling booth space after assigned but before 9/13/2019 will forfeit the 50% deposit. Cancellations made 9/13/2019 or later will be responsible for the full booth rental amount. In either case, the AOC shall have the right to rent the cancelled space to another exhibitor. All exhibit space contracted 30 days prior to set up must pay the booth fee in full via credit card.

**For Sponsors** - 100% of sponsor fee is due at time of contracting. In the event that Sponsor cancels or wishes to withdraw the Sponsorship on or after April 29, 2019 (within six (6) months of the event), AOC reserves the right to retain 100% of the Fee. If cancellation prior to April 29, 2019 (six (6) months of the event), AOC will refund the sponsor 75% of the fee and retain 25% for administrative costs.

## SHIPPING AND MATERIAL HANDLING

All shipments should be shipped in the Exhibitor's Name, to address specified in AOC Exhibitor Service Kit, and identified for AOC Convention. Please include your booth number(s).

Shipments must be prepaid. Collect shipments will not be accepted. Shipments should be scheduled to arrive according to the directions in the exhibitor kit. If you have any questions or problems, contact Audie Expo. Audie Expo will maintain a service desk in the Exhibit Area during installation of the show, during the show and during the move-out for convenience of Exhibitors.

Registered Exhibitors, who are full-time employees of the exhibiting company, may hand-carry their own materials into the exhibit facility, if the material can be handled by one person, in one trip, without the use of any wheeled instruments. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Audie Expo will control access to the loading docks in order to provide for a safe and orderly move-in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Audie Expo.

The Hotel/Convention Center will not accept or store exhibit materials or empty crates other than by arrangement with the official exhibit service contractor, Audie Expo. The Exhibitor will make its own arrangements for delivery and receipt of shipments and storage of crates, which may be made with Audie Expo, at its own expense and responsibility.

## INSTALLATION & SHOWING OF EXHIBITS

The Exhibit Area will be available for setting up exhibits at 8:00 am on Saturday, October 26, 2019. Exhibits must be ready at 5:00 pm on Sunday, October 27, 2019 for inspection by the AOC Convention Committee. Exhibits once installed, must not be disturbed, dismantled or removed before 1:00 pm on Wednesday, October 30, 2019, and must be completely removed from Exhibit Area by 7:00 pm, Wednesday, October 30, 2019.

## BOOTHS

Booths have 10' width and 10' depth. Dimensions are believed, but not warranted to be accurate. With each booth, without additional charge, AOC will provide (through the Official Contractor) a 10' x 10' booth with drapery background 8' high and 3' high side rails with aluminum framework, and one 7" x 44" sign with company name, and booth number(s) as specified in Application for Booth space. All other furnishings, equipment, facilities, etc., will be provided by an Exhibitor at its own expense and responsibility. They may at Exhibitor's discretion be obtained through the exhibit service contractor.

All Exhibitors shall arrange displays using only the booth area contracted for, and in such a manner which recognizes the rights of other Exhibitors and conforms to the overall pattern developed.

Please note: all booth spaces must have floor coverings such as carpet. Exhibitors may provide their own floor coverings or rent some from the service contractor, Audie Expo. If a booth is set up without carpet or an acceptable floor covering, AOC will instruct the general service contractor to install carpet at the Exhibitor's expense.

Booths located at the end of an aisle or cross aisle must have finished side panels. Masking drape must be either ordered or provided by the exhibitor to cover any unsightly areas behind the booth structures. Masking drape can be ordered from the Audie Expo onsite service desk. Prior to show opening Show Management will do a walk through and if, in their sole discretion, find areas that need to be draped will order Audie Expo to provide said drape and cost will be charged to Exhibitor's invoice. In order to control costs, AOC has negotiated with Audie Expo a flat fee of \$50 per 3' wide x 8' high drape.

Double deck or two-story booths are not allowed.

## HEIGHTS

**Standard Back-To-Back Inline Booths:** Definition - One or more 10' booths in a straight line. Display materials in an Exhibitor's inline booth may be used to a height no greater than 8' in the rear one-half of the booth and no higher than 4' in the forward one-half. The AOC Convention Department will consider approving exceptions to the 8' height for some special piece of display unit. Requests for exceptions must be submitted to Show Management by September 30, 2019. Company name, sign, insignia, etc. shall not exceed the backwall height of 8'.

# AOC RULES AND REGULATIONS

A 6' x 3' triangular hanging sign can be exclusively ordered through Audie Expo to be hung over your booth to increase visibility. Audie Expo will produce, install and dismantle the sign. Exhibitor is not permitted to bring in similar signage on their own.

**Perimeter Booths:** Definition – Booths that are located on the outer perimeter of the floor plan. Inline booth restrictions will apply to perimeter booths with the exception of a 10' 6" backwall. Company name, sign, insignia, etc. shall not exceed the backwall height of 10' 6".

**Island Booths:** Definition – Booths that have aisles on all four sides. For island booths the cubic content of the booth can be utilized to an unlimited height where space permits, however, the maximum allowable booth height in the Walter E. Washington Convention Center will be 25'. AOC adheres to the guidelines in the IAEE, in particular island booths are required to be 75% open area in order to not block other exhibitor booths. Island spaces utilizing a hanging booth sign must ship to Audie Expo for installation prior to exhibitor set up as outlined in the hanging sign order form. In order to maintain continuity and the overall appearance of the tradeshow floor, all hanging signs over island booths will be hung with the top of the sign at 25' from the exhibit hall floor, unless otherwise specified by the Exhibitor and still is contained to the 25' height restriction. All signs will be centered above contracted island booth space. Island booth space design must be submitted to the AOC Exhibit Manager 45 days, September 11, 2019, prior to setup for review and approval.

## MACHINES/EQUIPMENT

The maximum limitation will not apply to booths displaying standard equipment which is an item for sale or which, due to size, must have a greater height. Name signs on this type of equipment must be kept within the height limitation outlined for displays.

All Exhibitors whose equipment is an item for sale (an item for sale is a floor display that is sold to a customer as it is on display in the Exhibit Area) or which, due to size, must have a greater height must submit a floor plan for the approval by AOC by September 30, 2019.

## USE OF EQUIPMENT

Unless otherwise authorized in writing by AOC, equipment not manufactured or distributed by an Exhibitor may only be placed in a booth if the equipment is integral to the presentation of the product being promoted by the Exhibitor and is not being specifically promoted on its own. Such promotion includes but is not limited to the presence of sales representatives, technical materials, or any promotional literature whatsoever for said equipment. No equipment can be removed during the Convention without written permission from the AOC Convention Department.

## DRONES/UNMANNED AERIAL VEHICLES

Drones/Unmanned Aerial Vehicles (UAVs) are permitted; however, the following guidelines must be strictly adhered to: Must have clearance from show management before flying any device; Must provide UAV manufacturers guidelines for the specific aircraft to show management; Must adhere to all U.S. Federal Aviation Administration (FAA) and U.S. Department of Homeland Security guidelines; UAVs carrying weapons are prohibited; May not be flown in lobbies, meeting rooms, and/or other common areas of the convention center; Must weigh less than 55 pounds; Indoor UAVs are only allowed to fly in defined exhibit booth space; who provide a 4-sided safety fence/cage with top; Public must be protected from UAVs with the use of netting, plastic or another approved safety feature; UAVs are prohibited from flying over populated areas; UAVs are prohibited from flying within 18" of any building structure including sprinklers.

## ELECTRICAL

The official electrical contractor will provide all Electrical and Exhibit Lighting Services. Order form to be included in the Exhibitor Service Kit.

## UTILITIES

Compressed air, water, drainage, telephone and gas connections will be provided by the official utilities contractor. Order form to be included in Exhibitor Service Kit.

As to fireproofing, Exhibitors shall be sure that any materials used in booth decorations, etc. are fireproofed before installation and have onsite certification of fireproofing. They must be treated so that they will not flame when tested. The Fire Department may actually test all materials; certificates will not necessarily be honored.

## SECURITY

AOC will provide one or more security guards, to be on duty in the exhibit area during the prescribed time from installation to removal of exhibits. AOC will not be responsible for the security of exhibits, presentation materials, or other personal property of the Exhibitors. All property of the Exhibitor is understood to remain under its custody and control in transit to, within, and in transit from the confines of the Hotel/Convention Center. Insurance covering theft of supplies and/or equipment or damage to same, will be the responsibility of the Exhibitor.

## REGISTRATION AND HOUSING

AOC registration and housing will open approximately 4 months prior to event dates. AOC has negotiated special, discounted rates with the Renaissance Washington DC. Booking through the AOC block will help AOC meet our commitments to the hotel and the Convention Center. In order to book within the AOC block and avoid fraudulent "convention service" companies soliciting hotel reservations, attendees are encouraged to reserve rooms directly through the AOC registration and hotel portal.

## ADMISSIONS

AOC will have sole control over all admissions of persons. Four gratis booth personnel badges per 10' booth will be given with each booth rented. Additional booth personnel badges may be purchased for \$50 each. All persons visiting the exhibit area are required to display proper event credentials at all times. Attendees may be asked, at any time for proof of identification to compare to their registration credentials.

Exhibitors and their employees and agents will be admitted to the Exhibit Area prior to the opening of the Convention upon displaying authorized badges. No admission will be allowed starting Sunday, October 27, 2019 without registration badges. No children under 18 are allowed in the exhibit hall at any time, with the exception of students participating in the official STEM Outreach Program.

## COPYRIGHTS AND TRADEMARKS

It shall be the Exhibitor's sole responsibility to obtain permission and any necessary licenses to use any copyrighted materials in its booth, particularly music. The Exhibitor hereby agrees to indemnify and defend AOC against any claims or damages whatsoever for copyright or trademark infringements.

Use of AOC Logo or Convention Logo by exhibitors must first be approved by AOC.

## LIABILITIES

The Exhibitor agrees that the AOC, and their officers, directors, committees, agents and employees: (a) will not be responsible for any damage to or for the loss or destruction of the Exhibitor's property, or injuries to the Exhibitor, his representatives, agents or employees, all claims for such loss, damage, destruction, or injury being expressly waived by the Exhibitor; (b) will be indemnified and held harmless by the Exhibitor for any claims of injury to any of the Exhibitor's representatives, agents, or employees and for any claims by other persons for injury, loss or damages caused in whole or in part by the Exhibitor or its representatives, agents or employees. Exhibitor should place its own insurance to cover all contingencies.

AOC, and their officers, directors, committees, agents and employees, will not be liable for failure to hold the Convention-Exhibition as scheduled. Payments for booth space will be returned in that event except that any actual expenses incurred in connection with the Exhibition will be deducted if the Exhibition is called off before the time specified in the AOC Rules and Regulations, because of fire, or any act of God, or the public enemy, or strike, or epidemic, or any law or regulation of public authority, which makes it impossible or impracticable to hold the Exhibition.

## FAILURE TO HOLD CONVENTION-EXHIBITION

Should any contingency prevent the holding of the Convention, AOC will retain only such part of Exhibitor's rental as required for expenses incurred up to the time such contingency shall have occurred. The Exhibitor waives all claims for damages or recovery of payments made, if, for any reason, the Convention shall be cancelled or deferred any time during the period of September 6, 2019 to October 28, 2019.