

# 2025 ASAE Annual Meeting & Exposition

## Exhibitor Rules & Regulations

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**1. Rules and Regulations.** The term “Event” refers to the in-person 2025 ASAE Annual Meeting & Exposition, to be held August 9-12, 2025, at the Los Angeles Convention Center (LACC) (“the Facility Venue”) in Los Angeles, CA (“the Event”). The Event is owned, produced, and managed by the American Society of Association Executives (“ASAE”). The term “Exhibitor” refers to the company or authorized individual that applied for and has been granted exhibit space rental and such applicant’s officers, directors, shareholders, employees, contractors, agents, and representatives.

**2. Application to Exhibit.** The receipt by ASAE of a signed electronic Application for Exhibit Space will constitute a binding contract (the “Agreement”). ASAE reserves the right to reject any application for space for any reason. If any Exhibitor changes management or is purchased by another company/organization, this Agreement becomes binding on such company/ organization.

**3. Exhibit Space Specifications.** Standard booths are 10’ deep and 10’ wide. Each exhibiting company shall receive 8’ high pipe and drape back wall, 3’ high pipe and drape side wall; 7” x 44” identification sign; 25-word standard company listing online, and in the conference app; pre- and post-show attendee lists of opted-in registrants; and one (1) full-access registration per 100 sq. feet of space purchased. Each company in a shared booth shall receive a 25-word standard company listing online, and in the conference app; pre- and post-show attendee lists of opted-in registrants; and one (1) full-meeting registration. Any use of the provided attendee lists, including the use of such list for promotional and other mailings, is subject to the prior written approval of ASAE. Pre- and post-show attendee lists are for one-time use for promotion and follow-up of your participation in this ASAE event only. The post-show list will no longer be distributed one (1) month after the show.

**4. Exhibit Space Assignments.** After all official ASAE Alliance Partners have selected their preferred spaces, all other exhibit space is assigned through randomly assigned appointment times for online space selection lottery on February 19-20, 2025. Post lottery, all space is assigned on a first-come, first-served basis using the online application. ASAE shall act in good faith to assign the Exhibitor’s booth in the location indicated by Exhibitor. Notwithstanding the above, ASAE reserves the right to change the floor plan or to change the location assigned to the Exhibitor at any time as it may, in its sole discretion, deem necessary in the best interest of the Event. Exhibitor shall not sublet or permit the use of all or any part of the booth or any equipment provided by ASAE, nor shall Exhibitor assign this Agreement in whole or in part, without written notice to and approval from ASAE.

**5. Exhibitor Service Kit.** The online Exhibitor Service Kit will include pertinent information regarding the Event including, but not limited to, Official Drayer and Vendors rules and regulations, display rules, installation/dismantle schedules, Official Drayer & Vendor order forms and pricing including, shipping and drayage services, LACC building utilities and services, audio/visual, and additional booth visibility options.

**6. Exhibitor Representation.** Exhibiting companies are limited to registering a total of four (4) persons per 10x10 booth space; each company in a shared booth is limited to registering a total of two (2) persons. Once all available badges have been used, no additional personnel with the Exhibitor shall be permitted to register or attend the meeting in any capacity. One full-meeting registration per 10x10 booth space, or one per company in a shared booth, is included in booth fees, as noted above. Additional registrations, if desired, must be purchased for \$899 each. All Exhibitor representatives must be registered to participate in the Event.

**7. Cancellation/Downsizing of Booth Space Policy:** All requests for cancellation or reduction of exhibit space must be made in writing and shall become effective upon receipt by ASAE. Due to the difficulty of determining and detailing the losses which would result from cancellation of exhibit space, the Exhibitor agrees to pay the following as liquidated damages (and not as a penalty) if the Exhibitor cancels its exhibit space: If written notice of cancellation is received by ASAE on or before March 31, 2025, ASAE will retain or shall be owed a cancellation fee of \$150; if written notice of cancellation is received by ASAE on or after April 1, 2025 but before May 9, 2025, ASAE will retain or shall be owed a cancellation fee equal to 50% of the total exhibit fees (not just the deposit) + a \$150 processing fee; if written notice of cancellation is received by ASAE after May 9, 2025, ASAE will retain or shall be owed a cancellation fee equal to 100% of the total exhibit fee. The above cancellation fee terms shall apply regardless of the execution date of this Agreement and regardless of any re-sale of booth space cancelled by Exhibitor.

**If exhibit booth space is reduced,** a fee equal to 20% of the difference in the cost between the originally assigned exhibit space and the cost of the reduced exhibit space requested will be charged if written notice is received by ASAE on or before March 31, 2025; if written notice is received on or before April 1, 2025 but before May 9, 2025, a fee equal to 50% of the difference in cost between the originally assigned exhibit space and the cost of the reduced exhibit space requested will be charged. After May 9, 2025, exhibitors requesting reductions in space will receive no refund for any difference in cost. Furthermore, ASAE has full authority to relocate any Exhibitor after downsizing of space.

**8. Cancellation or Postponement of Event.** It is mutually agreed that, if this Event is cancelled for any reason, then and thereupon this Agreement will be automatically terminated and ASAE management will determine an equitable basis for the refund of a portion or all the exhibit fees, after due consideration of expenditures and commitments already made. Any refund will be limited to a maximum of the amount paid by Exhibitor to ASAE.

**9. Payment of debts.** Exhibitors must make the required payments for exhibit space as outlined under payment information on page one or listed online. Exhibitors are further responsible for ensuring that there are no outstanding amounts owed by them to ASAE. **Full payment is due within 45 days of contract submission until March 31, 2025. Thereafter all payments must be received at the time of contract submission. Onsite payments will not be accepted. If all payments and outstanding amounts are not paid in full within 45 days of invoice receipt, ASAE retains the right to cancel the Exhibitor's space without further notice and without obligation to refund previously paid amounts.** Any re-sale of exhibit space shall not result in a refund to the Exhibitor. Exhibitors may not move-in to their exhibit space until payment in full is received. If payment is not received prior to load-in onsite, ASAE will not allow for the release of the exhibitor's shipped items, printing of the exhibitor's badges or access to the expo floor.

**10. Exhibit Space Occupancy.** Any Exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during Event hours, or begins dismantling of exhibit space prior to the close of the Event by ASAE, may forfeit its right to the exhibit space and its eligibility to exhibit at future ASAE events.

**11. Arrangements of Exhibits.** Exhibitor agrees to abide by all exhibit display guidelines published in the Exhibitor Service Kit and/or Show Management communications. **All booths must be carpeted; carpeting and furniture are not included in the exhibit fee.** In the area five feet forward from the rear of the booth, display material may be placed up to a height not exceeding eight feet from the floor. All Exhibitors must remain within the confines of their own exhibit space, and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other Exhibitors. ASAE shall have the right to demand modification of the appearance of dress of persons or mannequins used in conjunction with displays or demonstrations. Exhibits not conforming to these specifications, or which in design, operation, or otherwise, are deemed objectionable by ASAE in its sole discretion, will be prohibited.

**12. Handling and Storage.** Neither ASAE nor the owners or managers of the Event facility will accept or store display materials or empty crates; Exhibitor shall make its own arrangements for shipment, delivery, receipt, and storage of such materials and empty crates. Such arrangements may be made through the Official Drayer, and the Exhibitor shall in any event provide the Official Drayer with copies of all bills of lading. All shipments and deliveries to the Event shall be prepaid. The exhibitor shall not incur any obligation to the Official Drayer merely by reason of providing copies of any bills of lading hereunder.

**13. Exhibitor Operation and Conduct/Right of Entry and Inspection.** (A) Exhibitors may not schedule private functions or events which conflict with officially scheduled ASAE events; (B) All activities must be carried on in the Exhibitor's contracted exhibit booth space; (C) The use of live animals must be approved by show management and the official Event facility for the Event; (D) The use of objectionable amplifying or lighting equipment is prohibited; (E) Exhibitors may not use strolling entertainment, nor distribute samples, magazines, or advertising materials in any area outside their exhibit booth without approval from Show Management; (F) The use of helium-filled balloons is prohibited in the Event; (G) The use of Segway's or other similar equipment is prohibited, unless used as a disability aid; (H) It is the Exhibitor's responsibility to ensure that models' and/or artisans' appearance and dress will not be offensive to modest tastes. Furthermore, artisans and models are not permitted to perform or appear outside of the contracted exhibit booth space during Event hours; (I) Food and beverage may be dispensed from Exhibitor's booth within the following guidelines: (i) Distribution area must be kept clean and attractive; (ii) All attendees must have the opportunity to receive samples; and (iii) Any food and beverage distributed must be arranged through the facility where the Event is held. Promotional activities are restricted to the exhibitor's assigned space as designated by ASAE. Engaging in solicitation, marketing, or distributing materials in the aisles, common areas, or spaces allocated to other exhibitors is strictly prohibited. If Exhibitors engage in any conduct in violation of the rules and or applicable laws, ASAE reserves the right to cancel the Exhibitor's space without further notice and without obligation to refund monies previously paid and to re-sell exhibit space assigned. ASAE further reserves the right to reject Exhibitor's application to exhibit in future shows of ASAE. Further, ASAE in its absolute discretion shall have the right at any time to enter and inspect the area occupied by the Exhibitor. Exhibitors and their representatives shall always conduct themselves in a professional manner and shall not disparage or defame fellow exhibiting companies, member companies/individuals, ASAE, ASAE Research Foundation, ASAE Business Services Inc., or the employees of organizations, or engage in other activities detrimental to the Event.

**14. Exhibiting Codes and Agreements.** The Exhibitor hereby agrees to be bound by all exhibition rules and regulations outlined here and in the official Exhibitor Service Kit, and any additional rules, regulations, and information as may be adopted by ASAE or the Facility Venue. The Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations of the Facility Venue where the exposition is held; (ii) any rules or regulations of said Facility Venue; (iii) the terms of all leases and agreements between ASAE and the managers or owners of said Facility Venue; (iv) the terms of any and all leases and agreements between ASAE and any other party relating to the Event; and (v) all Federal, State, and local laws, codes, ordinances and rules; without limiting the foregoing, the Exhibitor shall construct its displays to comply with the Americans with Disabilities Act. The Exhibitor shall not, nor shall the Exhibitor permit others to, do anything to its exhibit space or do anything in the Facility Venue which would cause a difference in conditions from those previously approved by the insurance carriers of ASAE, or the owners or managers of said Facility Venue, which will in any way increase premiums payable by any of said parties, and the Exhibitor shall be responsible for any such increase resulting from violation of this section.

**15. Listing and Promotional Materials.** By exhibiting at the Event, the Exhibitor grants ASAE a fully paid, perpetual, non-exclusive license to use, display, and reproduce the name of the Exhibitor in any directory or listing of the Event exhibitors and to use such names in promotional materials. ASAE shall not be liable for any errors in any listing or for omitting any Exhibitor from any directory or listing pertaining to the Event.

**16. Books/Book Signings.** Exhibitors agree not to distribute books or have a book signing event in their booth without receiving advance written permission from ASAE.

**17. Liability and Insurance.** This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between ASAE and Exhibitor. The Exhibitor hereby agrees to and does indemnify, hold harmless, and defend ASAE, its officers, directors, employees, agents, affiliates, and subsidiaries (collectively, "Indemnified Party"), from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including but not limited to cost, interest, and attorney's fees) which any Indemnified Party may incur, suffer, be put to, pay, or be required to pay, incident to or arising directly or indirectly from any act or omission by the Exhibitor or any of its employees, servants, or agents. The Exhibitor further agrees that the Indemnified Party shall not be responsible in any way for damage, loss, or destruction of any property of the Exhibitor or injury to the Exhibitor or its representatives, agents, employees, licensees, or invitees. The Exhibitor must obtain insurance policies covering exhibit materials at the ASAE Event. The Exhibitor must also have public liability, bodily injury, and property damage insurance. Such insurance shall name the Facility Venue, ASAE, and the Official Drayer as additional insureds. Upon request, the Exhibitor shall provide a certificate of insurance to ASAE.

**18. Limitation of Damages.** In no event will an Indemnified Party be liable to the Exhibitor, whether in contract or tort, for any amount more than the exhibit space rental fee in relation to any damages, including lost profits, arising out of or relating to the ASAE Event, the rental of exhibit space, the conduct of ASAE, any breach of this Agreement, or any other act, omission, or occurrence.

**19. Protection of Exhibit Facility.** The Exhibitor is expressly bound, at its expense, to promptly pay for or repair all damage to the Facility Venue, booth equipment, or the property of others caused by the Exhibitor or any of its employees, agents, contractors, or representatives.

**20. Interpretation and Enforcement.** ASAE has full power to interpret and enforce all regulations for the Event and the power to make amendments and/or further regulations that are considered necessary for the proper conduct of the Event. Such decisions shall be binding on all Event exhibitors. Failure to comply with any rule or regulation may be sufficient cause for ASAE to require the immediate removal of the offending exhibitor and may result in forfeiture of all further rights to exhibit at future events sponsored by ASAE, together with all fees paid. ASAE may lease any space so forfeited to another exhibitor.