

# 2023 AARST Exhibitor Rules and Guidelines

**1. LOCATION / DATES / HOURS:** The Indoor Environments 2023™ Radon and Vapor Intrusion Symposium will take place at Renaissance Nashville Hotel 611 Commerce St, Nashville, TN 37203. The exhibit hall is open free of charge to registrants: **HOURS Sunday, Oct. 29th, 6-8 PM (Opening Reception), Monday, Oct. 30th, 8 AM – 5 PM, and Tuesday, Oct. 31st, 8 AM – 5 PM. Hours are subject to change.**

**2. INSTALLATION / DISMANTLING:** Set-up Saturday, Oct. 28th, 12 PM – 6 PM and Sunday, Oct. 29th, 8 AM – 1 PM. Booths must be ready and staffed for Sunday's Opening Reception at 6 PM. Decorator/drayage company is Freeman. **Freeman will be on site for Saturday hours and Wednesday 8 AM – 12 PM ONLY. Exhibitors shipping with Freeman must be onsite for Saturday setup.** Sunday setup is intended for Exhibitors bringing tabletop and pop-up displays only. Breakdown is Tuesday October 31st, following the end of sessions at 5:00 – 10:00 PM through Wednesday morning till noon. **EARLY DISMANTLING IS NOT ALLOWED. All booths must be vacated by noon on Wednesday.**

**3. BOOTH PACKET EQUIPMENT:** Standard Booths are 8 Feet DEEP x 10 Feet WIDE with **3 high side wall and 8' high back draperies**, hotel carpeting, one 6' draped table (White), 2 chairs, wastebasket and a sign. Islands have no draping, and include 2-4 tables with chairs, wastebasket, a sign. End Caps include 2 tables with chairs, wastebasket, a sign, will have a Half centered back drape (8 Feet WIDE CENTERED to keep sightlines clear). Booth Fees include registration for 1 (2, 4 or 6) Booth Attendee(s) access to all sessions, meals and AARST activities. A decorator's/service kit will be provided beginning June. All independent service companies performing work at the show site are required to submit certificates of insurance for both workers' comprehensive and general liability insurance, at amounts established by the state of Tennessee. Deadline for receipt of these materials is three weeks prior to the start of the show. Exhibitors must register all company representatives working in the exhibit area and must adhere to all exhibitor move-in and move-out hours and regulations with the Symposium Manager.

**4. ASSIGNED SPACE MAY BE TRANSFERRED** by the Symposium Manager to affect balance against congestion, to avoid confusion in firm names, to solve competitive conditions, or similar reasons. No such transfer will be made without notice to Exhibitor in writing. An Exhibitor may not share or sublet space to another party. One Exhibitor may not exhibit the named "end product" of another Exhibitor without permission of that Exhibitor and notifying the Symposium Manager.

**5. GENERAL REGULATIONS:** Displays and signage may exceed 8 feet in height but not exceed 12 feet in overall height. Loud sound displays are prohibited. AARST reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind. Serving food and beverages at booths is allowed with advance permission and is not to interfere with, AARST F&B arrangements for Breaks. **Sightline Rules apply: tall signage must not be displayed in the front 4' feet depth of the booth.**

**6. PHOTOGRAPHY / FILM:** AARST reserves the right to photograph/film for promotional needs. All attempts shall be made to not disrupt visitor traffic to and in booths.

**7. FLAME RESISTANT / PROOFING:** Exhibit and booth materials must comply with Federal, State and City Fire Laws, Insurance Underwriter and Hotel/ Conference Center Safety Regulations, and must be flame-proof. All electrical work and electrical wiring must be approved and installed in accordance with State and Local Regulations.

**8. SECURITY:** Exhibitors shall keep an attendant in their booth during exhibit hours. The Hall will be locked during evening hours.

**9. INSURANCE:** Neither the Hotel, its employees, or representatives, nor any representative of AARST or its subcontractors will be responsible for any injury, loss or damage to the Exhibitor, his employees or property, however caused. In addition, the Exhibitor must assume responsibility for damages to the Hotel/Conference Center property and indemnify and hold harmless the Hotel/Conference Center from liability which might ensue from any cause whatsoever, including accidents or injuries to Exhibitors, their agents or employees. Exhibitors also assume responsibility for any accident, injury or property damage to any person viewing his exhibit where such accident, injury or property damage is caused by the negligence of the Exhibitor, his agents or employees. Exhibitors are urged to place "extraterritorial" and other coverage on equipment and exhibits and arrange for extended public liability insurance with their regular insurance carrier, particularly if they are conducting experiments or demonstrations using heat or high voltage.

**10. DAMAGE:** AARST will cooperate fully; but cannot assume responsibility for damage to Exhibitor's property or lost shipments either coming in or going out of the premises or for moving costs. Any damage due to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, while the Exhibitor will remain responsible for booth rent and no refund will be made, AARST will make every attempt to assist with a solution. Exhibitors should carry insurance against such risks.

**11. RIGHTS OF REFUSAL / REMOVAL:** AARST reserves the right to remove or require modification to any exhibits, sponsorships, advertising, or activities AARST determines not in keeping with AARST Show standards, policies and principles. Unethical conduct or infraction of rules on the part of the Exhibitor or his representatives will subject the Exhibitor or his representatives to dismissal from the exhibit area. In that event, no refund shall be made, and the Exhibitor and his representatives agree to make no demand for redress.

**12. LABOR AND TRADE:** The Exhibitor will engage at his expense, through the Hotel/Conference Center where the Hotel/Conference Center so requires, all necessary labor and trade performing functions related to the exhibit.

**13. CANCELLATION:** Refund Schedule: 100% through Aug 1st, 50% Aug 2nd – Sept 15th. After Sept 15th No Refund.

**14. DIRECT SALES:** Sales of, and order placement for merchandise and services are welcomed in the Hall. AARST reserves the right to restrict sales activities it deems inappropriate or unprofessional. The exhibitor is responsible for compliance with all applicable tax laws.

**15. AMERICANS WITH DISABILITIES ACT:** Compliance with the Americans with Disabilities Act (ADA) is a legal requirement for public facilities and requires access for disabled persons at convention centers including floor exhibits. It is the responsibility of the Exhibitor to be aware of, and follow the rules set forth in this Act. Exhibitors are encouraged to provide exhibits that are accessible to all and barriers to none. In the absence of accessibility, each Exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities.

**16. FORCE MAJEURE:** If for any reason beyond Management's control (e.g. Act of God, fire, hurricane) the conference is materially curtailed, Exhibitor shall receive a pro-rated refund of fees.

**INTERPRETATION AND APPLICATION OF RULES /REGULATIONS:** All matters not specifically covered by these Rules and Guidelines, including booth assignments, are subject to the discretion of Nicole Chazaud, AARST Symposium Manager, and Diane Swecker, AARST Executive Director. AARST is a member of the American Society for Association Executives (ASAE)

I Agree to the above Terms

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_