



# AAfPE 41st National Conference

SHERATON LAKE BUENA VISTA  
ORLANDO, FL  
OCTOBER 12-15, 2022

## **EXHIBITOR RULES & REGULATIONS**

1. **Contract:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and AAfPE, the show sponsor.

2. **Exhibit Space Description:** Packages include a 6' draped and skirted table, two chairs, a wastebasket, a name placard, and one representative name badge. All additional Exhibitor representatives will be charged \$75.00 each to attend. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. If additional space is needed for display purposes, additional fees will apply. As per AAfPE rules, all additional charges incurred, including but not limited to electrical and shipping, are at the Exhibiting Company's expense.

3. **Space Assignment:** Table locations will be assigned at the sole discretion of show management. Placement will be made based on receipt of payment in full, exhibit package level, order in which contracts were received, electrical needs and, if possible, separation of direct competitors. Management reserves the right to rearrange the floor plan without notice when necessary to facilitate a successful traffic flow.

4. **Adherence to Schedule:** Exhibitor understands that no move-ins or move-outs will be permitted other than in accordance with the schedule set forth in the schedule of events. In the event that AAfPE incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse AAfPE for any such additional expenses. It is imperative that exhibits be properly manned during the posted hours. Exhibit space is subject to modification prior to the Conference to adapt to necessary changes in Conference session times; however, all exhibitors will receive adequate notice should this be necessary.

5. **Exhibit Hours and Disclaimer:** The Exhibit Hall is currently scheduled to be open Wednesday, October 12: 5:30 pm - 7:30 pm; Thursday, October 14: 9:15 am - 5:00 pm; and Saturday, October 15: 8:00 am - 9:00 am. Exhibit space must be occupied during all exhibit hours of the Conference. This agreement is for the rental of the exhibit space

only. AAfPE has not made and does not make any warranty of representation whatsoever, either expressed or implied, including but not limited to (1) the level of attendance at the Conference, (2) the number of meeting attendees who will visit any of the exhibits, or (3) whether any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited. Final hours to be sent prior to show.

6. Unoccupied Space: AAfPE reserves the right, should any rented space remain unoccupied after the first hour of the show's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and AAfPE shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of AAfPE.

7. Payments and Refunds: Cancellation or reductions in space and refund are subject to the following conditions: Exhibitors shall give written notice of cancellation. If written notice is received more than 60 days prior to show opening, total money less a 50% cancellation fee will be refunded to Exhibitor; no refunds will be allowed for any cancellation less than 60 days prior to the opening of the Show and SHOW MANAGEMENT reserves the right to re-sell space.

8. Food Service: AAfPE reserves the right to provide food and beverage service during certain hours in the exhibit area. Exhibitor fees include the continental breakfasts, and refreshment breaks. Tickets must be purchased for all other events.

9. Noisy and Obnoxious Equipment: The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly work will not be permitted. AAfPE reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of AAfPE is detrimental to or distracts from the general order of the exhibits.

10. Fire and Safety Regulations: In order to comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used at any table. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times.

11. Indemnification and Limitation of Liability: Exhibitor shall assume responsibility for damage to the Site caused by exhibitor and shall indemnify and hold harmless AAfPE, its employees, agents, officers, and directors and the Site for all liability ensuing from any cause whatsoever, that directly or indirectly involved exhibitor including accidents or injuries to Exhibitor, its agents or employees. Exhibitor assumes full responsibility for any accident, injury or property damage to any person viewing its exhibit where such accident, injury or property damage is caused by negligence of exhibitor, its agents or employees. All exhibit materials, equipment, and property of any kind belonging to or under the control of the exhibitors that may be on licensed premises of the Site shall

be the SOLE risk of the Exhibitor. In the event that any Exhibitor's property is stolen, lost, destroyed or damaged, no part of such loss or damage is to be charged or borne by AAFPE or the Site unless AAFPE or site had direct involvement in such loss or damage. In addition, exhibitor acknowledges that AAFPE and the Site do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor. Proof of liability insurance must be submitted with space agreement. Reasonable care should be exercised to protect all exhibits.

12. Damage to Property: Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard exhibit space equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard exhibit space equipment.

13. Public Policy: Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in this show. Compliance with such laws is mandatory for Exhibitors and is the responsibility of the Exhibitor.

14. Use of Exhibit Space: Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during show hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of AAFPE.

15. Pre-Shipping Materials: Items can be shipped to Sheraton Lake Buena Vista for arrival no earlier than Monday, October 10, 2022. Material shipped earlier than this date will incur storage fees. Please remember that AAFPE cannot be held liable for your shipment. Upon receipt of your completed Exhibitor Application, you will receive an email from AAFPE headquarters confirming your company's registration along with the necessary paperwork to order electrical/AV services.

16. AAFPE reserves the right to limit any company, organization or individual from exhibiting at the AAFPE 41st National Conference for any reason whatsoever.

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