



# CONFERENCE & EXHIBITION POLICIES

**BOOTH REGISTRATION ACKNOWLEDGES YOUR ORGANIZATION'S ACCEPTANCE AND WILLINGNESS TO COMPLY WITH THE FOLLOWING CONFERENCE AND EXHIBITION POLICIES:**

## **Right of Refusal**

ACMA expressly reserves the right to refuse exhibit space, without notice or hearing to any applicant for exhibit space at any and all events sponsored by ACMA or at any and events occurring in conjunction with the ACMA. If applicable, ACMA will return paid exhibit fees at the time of refusal. Any expenses incurred prior to, during or after refusal by ACMA are the sole responsibility of the applicant.

## **Exhibitor Hospitality Events & Staff Meetings**

ACMA permits exhibiting companies to hold hospitality events and/or staff meetings in conjunction with the conference as long as the ancillary events do not occur during official conference hours as outlined on the conference schedule. Only exhibiting companies will be approved for ancillary events held in conjunction with the conference. Any company not exhibiting who attempts to conduct an ancillary event will be assessed a fee equal to the cost of an exhibit booth. The company may also be restricted from attending and/or exhibiting at future ACMA events. Space in the meeting facility and conference hotels is available on a first come, first served basis. Once the meeting request is approved, you will be provided with the appropriate contact information. Do not contact the meeting facility and conference hotels directly for space. They will not release space without approval from ACMA. All meeting space requests for exhibitor hospitality events and/or internal staff meetings must be approved in advance by ACMA. Send requests to [bnations@acmaweb.org](mailto:bnations@acmaweb.org).

## **Use of Space & Restrictions**

No exhibitor shall permit any other corporation or firm, or its representatives, to use the space allotted to them, nor shall display articles and/or marketing collateral not manufactured or sold normally by them.

- Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant may do so only with written permission from the ACMA, and shall be subject to additional charges.
- Solicitation of business by non-exhibiting firms is prohibited.
- No exhibitor may enter another exhibitor's booth without permission.
- Photographing or examining another exhibitor's material and/or equipment without permission is not allowed.
- Canvassing or distributing advertising material outside the exhibitor's own booth and exhibit hall is not permitted.

## **Direct Selling**

In the event that an exhibiting company engages in on-location transactions, the exhibitor will be responsible for complying with all federal, state, and local laws regarding sales taxes and laws that may pertain to such sales.

## **Display Guidelines & Requirements**

Exhibits must be staffed at all times when the exhibit hall is open. All exhibit personnel are expected to make travel arrangements in accordance with the official exhibit hall schedule.

A complete set of display guidelines and requirements is available on the ACMA 2018 website and will also be included in your exhibitor services manual, which will be sent to exhibitors in February 2018. The display guidelines may also be requested in advance via email to [bnations@acmaweb.org](mailto:bnations@acmaweb.org).

Booth carpeting, custom furniture, lighting, electric, Internet, phone, etc. are not included and must be purchased separately by the exhibitor through Freeman, the official general service contractor. Order forms will be included in the exhibitor services manual, which will be emailed by ACMA in February 2018.

## **Booth Selection & Assignment**

Platinum and gold booths contracted by February 15, 2018 will be afforded priority booth selection. Platinum booths are selected first, then gold booths. Once priority platinum and gold booths have been selected, the process of general booth assignments will begin. Platinum and gold booths contracted after February 15 will be allowed to select their booth location from the remaining stock on hand. Booth fees must be paid in full prior to booth selection/assignment.

It is the responsibility of the exhibiting company to indicate company classification during the registration process as the industry classification is what ACMA will use for booth assignments to ensure that competitors are not located within close proximity of each other. Exhibiting companies may request their preference for booth location (ie corner, near food, near main entrance, etc). Careful consideration will be given to all such requests but they are not guaranteed. ACMA reserves the right to assign, relocate or reassign exhibit booths at any time for the overall benefit of the event.



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## Staff Badges

Exhibitors receive (2), Gold receive (4) and Platinum receive (6) badges. Exhibiting companies may purchase extra badges for \$300/ea. Staff badges will admit exhibiting company reps to the exhibit hall during exhibit set-up and dismantling hours, to main conference educational sessions, and to the Closing Party. Only representatives who are employed directly by the exhibiting company and who will be working at the booth in the exhibit hall are eligible for staff badges.

## Attendance of Platinum Breakout Sessions by Exhibiting Companies

We ask that our Sponsors & Exhibitors exercise professional courtesy and not attend Platinum Breakout Sessions without an invitation to do so from the presenting Platinum company.

## Consumables & Alcoholic Beverages

- Exhibiting companies will not be permitted to sell, serve or give away alcoholic beverages in the exhibit hall without written permission from ACMA.
- All consumable items (with the exception of individually wrapped candies) must be approved through ACMA and the Meeting Facility.

## Exhibitor Access to Exhibit Hall During Conference Hours

Exhibitor personnel will be allowed access to the exhibit hall 60 minutes prior to scheduled opening and are required to be at their booth 30 minutes prior to scheduled opening. Exhibitor personnel will be allowed access to the exhibit hall up to 30 minutes after scheduled closing except. Request for access to the hall outside of these times must be made in advance by contacting Becky Nations via email at [bnations@acmaweb.org](mailto:bnations@acmaweb.org).

## Exhibition Set-Up & Tear Down

Exhibiting companies agree to comply with all ACMA policies and procedures including the instructed set-up and tear down times for exhibition area. Failure to set-up during the designated hours gives ACMA sole discretion to offer or not offer an alternate set-up time without refund.

## General Service Contractor

Freeman is the official General Service Contractor for ACMA 2018 and will provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the exhibitor services manual to be forwarded from ACMA in February 2018. An exhibitors' service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Exhibitors are responsible for all information provided in the exhibitor services manual.

## Security

Peripheral watchmen shall be furnished by ACMA to be on duty in the exhibit area when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. Neither ACMA nor the Meeting Facility and/or general service contractor will be held responsible for loss of any material by or for any reason. It is recommended that each exhibiting company carry appropriate insurance to protect them against loss through theft, fire, damage, etc.

## Care of Buildings & Meeting Facilities

Exhibiting companies and/or their agents shall not damage or deface the walls or floors of the buildings, the booths and/or the equipment or furnishings provided for the booth. The exhibiting company will be held liable for any such damage caused by him or his agent.

## Fire Regulations

All materials used in the exhibit booths must be made of flame-proof materials and conform to all fire department regulations.

## Notice of Disability

In compliance with the Americans with Disabilities Act of 1990, ACMA will make all reasonable efforts to accommodate persons with disabilities at the conference. Please email your request to [bnations@acmaweb.org](mailto:bnations@acmaweb.org).

## Cancellation Policy

All monies paid to ACMA for conference sponsorship/exhibition are non-refundable.

## Payment / Additional Fees / Release of Booth Space

Your company will not be assigned a booth, listed in conference materials, or receive the pre-conference attendee list until full payment has been received by ACMA. Full payment must be received no later than March 13, 2018 or your booth will be released unless prior arrangements have been made. Booth registrations made after March 13, 2018 must be accompanied by full payment at the time of registration.



# CONFERENCE & EXHIBITION POLICIES cont.

## **Terms of Registration / Statement of Liability Waiver**

Exhibiting companies are expected to comply with federal, state, and local laws.

ACMA expressly disclaims any liability arising from consumption of alcoholic beverages at the 2018 ACMA National Conference. Certain conference events, receptions and parties will serve alcoholic beverages, and conference participants are responsible for their own well-being. Persons under the age of 21 will be denied alcoholic beverages. ACMA expressly disclaims liability for any acts or omissions resulting from excessive drinking, recklessness or negligence on the part of any conference attendee, exhibitor, sponsor and/or guest.

Conference attendees, exhibitors, sponsors and guests at the 2018 ACMA National Conference agree to indemnify, defend and hold harmless ACMA and the officers, directors, and agents against all claims arising out of actions or omissions of conference attendees, exhibitors, sponsors and guests at or in connection with the 2018 ACMA National Conference except for ACMA's own gross negligence or willful misconduct. ACMA agrees to indemnify and hold harmless conference attendees, exhibitors, sponsors and guests against all claims arising out of the acts of omissions of ACMA, the officers, directors, and agents in connection with the 2018 ACMA Case Management Conference except for conference attendees, exhibitors, sponsors and guests gross negligence or willful misconduct.

In case the meeting facility shall be damaged or destroyed, or if the ACMA event fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, the contract may be terminated by ACMA. In the event of such termination, the exhibiting company waives any damages and/or claims for damages and agrees that the sole liability of ACMA shall be to return paid booth fees. Any incurred expenses will be the responsibility of the exhibiting company.

ACMA's conference policies may be updated at any time. policies have been formulated in the best interest of all concerned and become a part of the contract between the exhibiting company and ACMA. All matters/questions not covered by these policies are subject to the decisions of ACMA.