



## EXHIBIT HALL RULES AND REGULATIONS

These rules and regulations constitute a bona fide part of the contract for space. The Association of School Business Officials International (ASBO) reserves the right to render all interpretations and decisions should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the show. ASBO International's decisions and interpretations shall be accepted as final in all cases. ASBO International reserves the right to deny exhibit space for any reason.

### Space Contracts

Applicants for exhibit space are required to execute and forward to ASBO International, the formal Application/Contract provided. To be valid, each Application/Contract must be accompanied by a 50% payment deposit of the total amount of the total booth(s) costs, and must specify products or services scheduled for exhibition.

Any exhibitor who fails to make remaining payments when due expressly waives all rights to and use of assigned space, and ASBO International shall have full right to consider this contract terminated and to retain as liquidated damages all monies paid and to lease that space so reserved to another exhibitor.

Any exhibiting firm that notifies ASBO International that the firm will not be exhibiting, for any reason, shall forfeit 50% of the amount paid as liquidated damages until July 19, 2024.

Any exhibitor who has made payment in full for exhibit space and notifies ASBO International after July 19, 2024 that the company will be unable to exhibit, for any reason, shall forfeit all money paid.

### Display Space

ASBO International will provide display space as indicated on this agreement and official floor plan insofar as possible but reserves the right to make any changes necessary in case of emergency and in the interest of any exhibitor. ASBO International reserves the right to decline or prohibit any exhibit that in its sole judgment is out of keeping with the character of the exhibition, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

Exhibitors engaging in objectionable practices shall be subject to eviction without refund.

### Exclusive Use of Space

No exhibitor may assign, sublet, or apportion his/her space in whole or part, nor exhibit any products or services other than those manufactured or handled in the normal course of his/her business, nor permit any agent of any nonexhibiting firm to solicit business or take orders in his/her space. ASBO International will not permit non-exhibitors to canvass, solicit, hold conferences, or distribute literature or other promotional devices at the show.

### Exhibit Contractors

ASBO International will specify the official exhibit contractor who will issue exhibit instructions, provide shipping labels, maintain a service desk in the exhibit area, and be available to exhibitors at all times. Exhibitors should direct all shipments to the address provided by the official exhibit contractor. Any use of independent contractors must have prior approval of ASBO International and must adhere to the rules provided by the official exhibit contractors.

### Arrangement of Exhibits

ASBO International will provide standard booth background drapes and side rails. Each booth will be furnished 6' table, two chairs, waste basket, and a standard identification sign. Exhibitors are required to carpet their booth.

### **Height Limitation for Displays**

Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving, or other construction that extends more than 8 feet above the floor or more than 5 feet forward from the back wall of the booth, with the exception of specially designated school bus booths. All display fixtures over 4 feet in height must be confined to that area of the booth that is at least 5 feet from the aisle line.

All exhibit fixtures, components, and identification signs will comply with this height regulation.

### **Installation and Dismantling**

Unless approved otherwise by ASBO International,

- 1) Materials can be accepted or placed in the Convention Center only during the exhibitor move-in hours or the open exhibit hall hours.
- 2) All exhibit installations must be complete for final inspection 15 minutes before the hall opens.
- 3) Dismantling of displays must not begin before the exhibit hall closes. Exhibitors disobeying dismantling rules will be charged \$500 and will lose their priority standing for the following year.
- 4) The entire building must be vacated by 8:00 p.m. on September 20, 2024. Any unattended exhibits or materials remaining in the building after 8:00 p.m. on September 20, 2024, will be returned to the exhibitor by truck freight at the exhibitor's sole risk and expense. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during exhibit hours.

### **Union Regulations**

Work in connection with electrical hookups, erection, or dismantling is to be performed by union personnel, where applicable, in compliance with local union regulations. Necessary labor will be provided upon request through the official exhibit contractor appointed by ASBO International, unless a request for other arrangements is made in writing to ASBO International and said request is approved by ASBO International. Please contact ASBO International for clarification of local union rules, if unclear.

### **Special Services**

Following space assignment, each exhibitor will be furnished information pertaining to special signs, decorating, furniture rentals, carpentry, electrical and other work, shipping, express, drayage, etc. All empty crates and containers will be removed to a storage area, stored, and returned at the close of the exhibition for a nominal service charge.

### **Exhibitor Admission Credentials**

Exhibitors shall furnish ASBO International with an advance list of their representatives in the manner requested by ASBO International. Representatives not registered in advance must register upon arrival at registration, and at all times wear identification badges, which will provide entrance to the exhibit hall. Exhibitors will be admitted to the exhibit hall two hours prior to opening hours and power and lights will be turned on at that time. Any special arrangements must be made with ASBO International.

### **Sale or Distribution of Merchandise**

Exhibitors may show, display, discuss, explain, or demonstrate items or services in their exhibit space during the Annual Conference & Expo. Sales of merchandise and services as well as the taking and placing of orders are also permitted.

### **Prohibited Activities**

No interviews, demonstrations, or distributions of literature will be permitted except in the exhibitor's space. No sideshows, raffles, or lotteries that distract from the dignity of the exposition may be held. Drawings for prizes may be conducted by the exhibitors within their exhibit area if done in a dignified manner. Exhibitors engaging in objectionable practices may be evicted without refund of any monies deposited or paid to ASBO International.

Exhibitors are prohibited, as a condition of their participation, from hosting conflicting events. Conflicting

events include educational or social meetings of interest and relevance to attendees that are scheduled during the same time frame encompassed by the ASBO Annual Conference & Expo. Exhibitors should review the meeting program for potential conflicts before scheduling their events.

### **General Regulations**

No part of the convention center shall be defaced in any manner, nor shall signs, decals, stickers, or other articles be posted, nailed, or otherwise affixed to any pillars, walls, doors, floors, or other parts of the building. Combustible materials, gasoline, kerosene, acetylene, and other flammable or explosive substances are forbidden. Aisles must be kept clear of exhibit materials and debris, which must be disposed of in building trash containers. Gasoline-powered units displayed must meet local fire prevention regulations. Please refer to the local regulations included in the exhibitor's kit. Cloth or other decorating materials must meet flame-proofing and fire codes and ordinances prevailing in National Harbor. All packing containers, wadding, wrapping, and such materials must be removed from the immediate exhibit area and may not be stored under tables or behind displays.

### **Noise and Sound**

Musical instruments, radios, sound motion picture equipment, video recorders, record players, or any noise-creating devices or amplifying systems shall be operated only at a level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience, and their operation must conform to ASBO International's requirements. Prevailing union regulations, if any, regarding use of union operators must be observed.

### **Non-Liability**

It is expressly understood and agreed by each and every contracting exhibitor and his/her agents that neither ASBO International, nor its employees, nor its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times, such goods and properties remain in the sole possession and custody of each exhibitor. The exhibitor agrees to defend and indemnify ASBO International, its managers, officers, members, sponsors, employees, and agents, and to hold them harmless from all claims, demands, actions, complaints, suits, or liability for any property damage, personal injury, or other damages that may be sustained by any individual or entity, including the exhibitor and his/her agents or employees, on or about the exhibitor's display space, or otherwise arising out of the exhibitor's participation in the exposition, including such injury or damage of any nature that may result, in whole or in part, from the negligence of any of the employees or agents of the exhibitor.

### **Insurance**

Each exhibitor will, if requested by ASBO International, furnish a certificate of comprehensive general liability insurance coverage, including protective and contractual liability coverage of \$200,000/\$500,000 for bodily injury and \$50,000 property damage; and Workmen's Compensation with Employer's Liability coverage of \$100,000. ASBO International reserves the right to make such additional conditions, rules, and regulations as it deems necessary to enhance the success of the exhibition.

### **Event Code of Conduct**

ASBO International is dedicated to ensuring that our conferences are inclusive, respectful, productive, and harassment-free experiences for everyone. To support an environment that builds community and positive connections, all participants are expected to abide by ASBO International's code of conduct.

### **Acknowledgment**

Through the registration process, all participants will be required to complete an event acknowledgment, indicating that they have read and accepted the safety protocols and other terms outlined and will comply. Instructions on how to sign the acknowledgment will be provided in each participant's registration confirmation. ASBO International will provide protocols insofar as possible but reserves the right to make any changes necessary in case of emergency and in the interest of any exhibitor and attendee. Exhibitors not following protocols shall be subject to eviction without refund.