



EXHIBITOR INFORMATION

Refunds and Cancellations

Cancellations received in writing by June 23, 2017 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after June 23rd.

Conducting Exhibits

Drawings, raffles, or quiz-type contests will be permitted, but must be submitted to show management for final approval. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the Section. The right is reserved to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

Space Assignment *

Space assignment will be given to companies in the order in which applications are received. Following the June 23, 2017 deadline, exhibit assignments will be made on a space available basis. If space is filled by June 23, 2017, applications received will be placed on a waiting list and notified immediately. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate this on their application. Careful consideration will be given to such requests*.

**The New England Section, AUA reserves the right to alter the Exhibit Floor Plan at any time.*

Installation

The exhibit hall will be available for set-up from 2:00 p.m. - 5:00 p.m. on Thursday, September 7, 2017. All exhibits must be set by 4:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

Dismantling

All exhibits must remain intact until the official closing time of 11:00 a.m. on Saturday, September 9, 2017, and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all material must be removed no later than 3:00 pm. ***Dismantling prior to the conclusion of the morning coffee break may result in a company not being invited to exhibit in future years.***

Shipping Instructions

Please refer to the online exhibitor service kit available in June.

Hotel Reservation Information, Electrical, Telecommunications, Audio/Visual and Computer Equipment

Order Forms will be included in the online exhibitor service kit available in June.

Infringement

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own space will not be permitted.

Fire Protection

All materials used in the exhibit area must be flame-proofed and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flame-proofed or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fire-proof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

Special Needs

If you require special accommodations in order to fully participate in the meeting, please contact the New England Section, AUA office.

Security

Security shall be furnished by Management 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.

Exhibit Personnel

All exhibit personnel must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. Each company is allotted three (3) badges per exhibiting space purchased. Additional badges are \$100.

Protection of the Hotel

Exhibitors will be held liable for any damage caused to the hotel property. No material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the hotel buildings or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the General Manager of the Hotel will be the final judge thereof and his/her decision shall be binding on all parties concerned.

Hazardous Waste

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material. Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of any and all hazardous waste. Any and all costs incurred in the removal of hazardous waste from the exhibit facility will be the sole responsibility of the exhibitor.

Indemnification

The exhibitor, the Hotel and NE AUA agree to indemnify and hold each other and the other's officers, directors, agents and employees harmless against any and all claims, costs and expenses, including reasonable attorney's fees, arising out of or relating to the other's performance under this agreement.

Insurance

The exhibitor, the hotel and NE AUA agree to carry adequate liability insurance to protect against any claims arising from any activities conducted on the hotel premises during the convention, conference or meeting.

CONTACT INFORMATION

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