EXHIBIT SPACE APPLICATION AND CONTRACT

American Association of Law Libraries
Annual Meeting & Conference
Exhibit Dates: July 21–24, 2012
Hynes Convention Center ▪ Boston, MA

INSTRUCTIONS: Type this application completing all sections. Mail the application with a check (made payable to the American Association of Law Libraries) or credit card information to American Association of Law Libraries, 94340 Eagle Way, Chicago, IL 60678-9430. Applications received must include full payment.

Company Name

Key Contact Name

Title

Address

City/State/Zip

Phone

Fax

E-Mail

Web Site

1 Exhibit space rental is $29.00 per square foot. There is a $200 charge for each open corner. Full payment must be enclosed.

Cancellations MUST be made in writing. NO REFUNDS will be made after March 2, 2012.

Is your organization a member of AALL? Yes □ No □

Have you exhibited with AALL before? Yes □ No □

What type of booth are you requesting?

   □ In-Line
   □ Island
   □ Peninsula

Please specify booth numbers for your choices of exhibit space in order of preference.

1. _______________ 3. _______________ 5. _______________
2. _______________ 4. _______________ 6. _______________


3 Locate our exhibit AWAY from:


4 PAYMENT: □ Check (payable to AALL Convention Fund) in the amount of $ __________

   Credit Card:  □ MasterCard  □ Visa  □ American Express

   Card # □ Exp. Date □

   3 or 4 digit security code on front or back of card __________

   Name as it appears on card ____________________

   Cardholder’s Signature ____________________

5 WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION AS PRINTED ON THE REVERSE SIDE HEREOF AND WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY THE AMERICAN ASSOCIATION OF LAW LIBRARIES CONSTITUTES A CONTRACT.

Authorized Signature (Exhibitor) ____________________ Date __________

Authorized Signature (AALL) ____________________ Date __________

APPLICATIONS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE AND/OR PAYMENT WILL NOT BE PROCESSED.

6 Mail this application to:

American Association of Law Libraries
94340 Eagle Way, Chicago, IL 60678-9430

QUESTIONS? Call Hall-Erickson, Inc., Exhibits Management, 877-644-7054 or e-mail aall@heiexpo.com.

FOR OFFICE USE ONLY

Date Received ____________ Member □ Yes □ No

Deposit ____________ Ck/Chg __________________

Corners ____________ Space Assigned __________________

Total Due ____________ Balance Due __________________
1. PAYMENT AND REFUNDS: To be included in the first round of exhibit space assignments, this agreement must be executed and a 50% deposit must be received by Show Management. If the exhibitor is unable to complete the space assignment without such payment will not be processed nor will space assignment be made. Assignment of space shall be made by Show Management in accordance with the priority of dates of receipt of deposits. Payment due on execution of this agreement shall be credited in full to the exhibitor. Failure to complete payment by the due date shall make the exhibitor subject to the Association of exhibitors products or services, nor does rejection imply lack of merit of same. Can- cellation: In the event an exhibitor desires to cancel his reservation of exhibit space, a written request for such cancellation must be received by Show Management no later than March 2, 2012. If the request is accepted and approved by the Sponsor, the amount paid shall be refunded less a $500 administrative fee. In the event the Exposition and/or Annual Meeting is can- celled, or postponed by Show Management, no monies paid will be refunded. 10. LIABILITY AND INSURANCE: All property of the exhibitor remains under the exhibitor’s control and custody and the exhibitor shall be liable for loss of or damage to any of the exhibitor’s property, regardless of cause, which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such repre- sentative in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibitor booth, staffed and open for business.

2. SPACE RENTAL AND ASSIGNMENT OF LOCATION: The AALL Exhibits are designed to provide a showcase for goods and services either specifically designed for or customarily used by the library and/or information service industry.

The AALL reserves the right to refuse rental of space to any company whose display of goods or services is not, in the opinion of the AALL, likely to be compatible with the general char- acteristics and objectives of the exposition. Whenever possible, space assignments are here- by made by the AALL in keeping with the preferences as to location, requested by the exhibitor. AALL, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGN- MENTS IN THEIR DISCRETION.

3. USE OF SPACE, SUBLETTING OF SPACE: No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from the AALL. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufactur- ers, distributors, agents, brokers, exhibitor’s employees, agents, employees, or any individual. Exhibitors must show only goods manufactured or dealt in by them in the regular course of busi- ness. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor’s display, identification of the manufacturer’s name and address must be included. The height, width, and depth of all exhibit fixtures, components, and identification signs shall be permitted to a maximum height of 8’ (2.44m). Depth: All display fixtures over 4’ (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to the area of the exhibit floor space which is a least 5’ (1.52m) from the aisle line for those exhibits with 10’ (3.05m) depth or more. Perimeter Wall Booth: A standard booth located on the outer perimeter wall of the exhibit floor. Height: Exhibits, fixtures, and components and identification signs will be permitted to a maximum height of 10’ (3.05m) in perimeter wall booths. Depth: All displays fixtures over 4’ (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibit floor space which is at least 5’ (1.52m) from the aisle line for those exhibits with 10’ (3.05m) depth or more. Peninsula Booth: An exhibit which occupies both corners at the end of a row of standard booths with an aisle or walkway separating the booth on either side of the booth. Exhibition space permitted to a maximum height of 16’ (4.88m). Depth: All displays fixtures over 4’ (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5’ (1.52m) from the aisle line to block the sight line from the aisle to the adjoining booth. Any portion of the exhibit bordering another exhibit’s booth must have the back side of that portion finished and not carry identification signs or other copy that would detract from the adjoining exhibit. Island Booth: An exhibit with aisles on all four sides. Height: Exhibits, fixtures, components and identification signs will be permitted to a maximum height of 16’ (4.88m). Depth: Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, the length of the floor plan is permitted to a maximum height of 16’ (4.88m). Island booths may be shown only by exhibitors dealing in books, periodicals, or other similar goods or services. Island booths are not permitted to be used by exhibitors dealing in musical instruments, radios, sound projection equipment, public address systems or any nosemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operations of noisemaking machines must be approved by Show Management before the show.

Any sound that exceeds 80 decibels measured at the edge of an exhibitor’s booth is considered objectionable and will not be allowed. Sound should not be directed at the aisles or adjoining booths and should be directed into an exhibitors booth. Show Management reserves the right to re- mov e any noisemaking machines, or any operations which the Sponsor deems to be objectionable. Any exhibitor who fails to report to the Sponsor facetoface or in writing as to the operation of the exhibitor’s space will not be permitted to use the facilities of the Sponsor. Exhibitor, for himself/herself and his/her employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

10. LIABILITY AND INSURANCE: All property of the exhibitor remains under the exhibitor’s control and custody and the exhibitor shall be liable for loss of or damage to any of the exhibitor’s property, regardless of cause, which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such repre- sentative in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibitor booth, staffed and open for business.