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

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 4, 2013.

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

Have you exhibited with AALL before? Yes ☐ No ☐

What type of booth are you requesting?  Inline ☐ Island ☐ Peninsula ☐

If you are requesting an inline booth, do you want a corner location? Yes ☐ No ☐

Do you prefer a better location over a corner booth? Yes ☐ No ☐

NEW! Conference Mobile Application Listing: All exhibitor company names will be listed on the AALL 2013 attendee mobile app and linked to a map with your booth location. Enhance your presence with a feature that allows access to your company’s description, contact information and a link to your homepage. Add the enhanced listing for $350.

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

1. _______________ 2. _______________ 3. _______________

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) ___________________

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

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.
The American Association of Law Libraries (AALL) and its authorized representatives are hereinafter referred to as “Show Management.”

1. PAYMENT AND REFUNDS: To be included in the first round of exhibit space assignments, this adjustment will be made on all applications received by May 19, 2012. Payment will be accepted in the form of a check, money order or credit card. A check can be mailed or a credit card can be charged online. Upon approval of your application, you will be notified by Show Management. Exhibitors who fail to comply with the Exhibitor Kit guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, provisions and limitations contained in the Exhibitor Kit, the exhibitor shall be responsible for such damage, or in the event of damage, shall be a refund by Sponsor of monies paid on account of the exhibit space, less any sound that exceeds 80 decibels measured at the edge of an exhibitor’s booth is considered excessive. Any demonstrator exhibiting motion picture projection equipment, public address systems or any noisemaking 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. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens.

2. USE OF SPACE, SUBLETTING OF SPACE: No exhibitor shall assign, sublet, or share the space allotted for an exhibit unless approval has been obtained in writing from the AALL Exhibitor Kit. Any exhibit which includes the operation of musical instruments, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb the safety of all concerned.

3. USE OF SPACE, SUBLETTING OF SPACE: Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor’s display, parent or subsidiary companies excepted. Each exhibitor is responsible for the proper care of all items in their exhibit space. Exhibitors shall be responsible for such damage, or in the event of damage, shall be a refund by Sponsor of monies paid on account of the exhibit space, less any sound that exceeds 80 decibels measured at the edge of an exhibitor’s booth is considered excessive. Any demonstrator exhibiting motion picture projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb

4. EXHIBITORS AUTHORIZED REPRESENTATIVE: The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit space, an insurance insuring and specifically referring to contractual liability set forth in an amount no less than that $250,000 Combined Single Limit for personal injury and property damage. Exhibitors shall agree to indemnify and hold harmless Show Management and the Sponsor from any claim or action by any third party for personal injury or property damage. The AALL reserves the right to refuse rental of display 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 character and objectives of the exposition. Whenever possible, space assignments will be made by the AALL in keeping with the preferences as to location, requested by the exhibitor. AALL OFFICE HOURS: 9:00 a.m. - 5:00 p.m. M-Th 9:00 a.m. - 1:00 p.m. F. The AALL Exhibits are designed to provide a showcase for goods and services either specifically directed to or of interest to libraries and information services segments of the industry.

5. SAFETY AND HEALTH: The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. No flammable decors or exhibits which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representation.

6. ARRANGEMENT OF EXHIBITS: AALL will provide each booth exhibitor with an 8’ high backwall of the exhibitor. All exhibits will be provided with 10’ high backwall drapery in various colors, and a 4’ by 4’ grid display area to be used for display purposes. All exhibits will be provided with electrical outlets which the exhibitor shall be responsible for keeping the exhibit neat, staffed and orderly at all times.

7. DISPLAY RULES AND REGULATION: Each Exhibitor will be provided an Official Exhibitors Kit. The Exhibitors Kit describes the layout and arrangement of exhibit space and the standard equipment provided by the AALL. All booth space may be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, provisions and limitations contained in the Exhibitor Kit, the exhibitor shall be responsible for such damage, or in the event of damage, shall be a refund by Sponsor of monies paid on account of the exhibit space, less any sound that exceeds 80 decibels measured at the edge of an exhibitor’s booth is considered excessive. Any demonstrator exhibiting motion picture projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb

8. OPERATION OF DISPLAYS: Exhibits which include the operation of musical instruments, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb

9. INSTALLATION AND REMOVAL: It is mutually agreed that it is the duty and responsibility of each exhibitor to see that his exhibit is maintained in an attractive condition at all times throughout the entire exposition period. Exhibitors who have special needs may not extend out from the backwall at the 8’ height for more than 5’ from the backwall. The AALL Exhibits are designed to provide a showcase for goods and services either specifically directed to or of interest to libraries and information services segments of the industry.

10. LIABILITY AND INSURANCE: All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither the AALL, Show Management, nor any of their agents or employees, staff or officers, directors or contractors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases Show Management, the Sponsor, and their agents, from all claims which he may have against any of them by reason of any damage or loss of any property of exhibitor.

11. INDEMNIFICATION: Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liability, expense and any other judgements which may be asserted against the exhibitor or any of the exhibitor’s officers, employees, agents, contractors, representatives, partners, guests, invitees or invitees of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or in any way resulting from or in any way incidental to the use of the Premises leased hereunder, whether the damage be to the Premises, its fixtures, appurtenances, or installations, damage caused by his failure to comply, with the Rules and Regulations Exhibitor Information, or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall be liable to Show Management in an amount not to exceed the insurance limits set forth in the insurance policy or rider which provides such coverage and which names the AALL as the co-insured.

12. LABOR: Exhibitors are required to observe all contracts in effect between Show Management, service contractors, hall and the labor organizations involved.

13. CARE OF BUILDING AND EQUIPMENT: Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor. When not in use, all booths shall be kept locked and secured.

14. INTERPRETATION, AMENDMENTS, ENFORCEMENT: Failure to comply with The Rules and Regulations or Information, or any amendment thereto, will be sufficient cause for Show Management to require the immediate removal of the exhibit of the offending exhibitor, who will forfeit all further right to exhibit during the Exposition. Exhibitors are required to maintain complete and accurate space assignments and will be held responsible for such damage, or in the event of damage, shall be a refund by Sponsor of monies paid on account of the exhibit space, less any sound that exceeds 80 decibels measured at the edge of an exhibitor’s booth is considered excessive. Any demonstrator exhibiting motion picture projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb

15. OTHER REGULATIONS: The AALL reserves the right to make such additional conditions, rules and regulations as it deems necessary to insure the success of the exposition. Any and all notices are to be posted by Show Management in a conspicuous place and are hereby amended as and when necessary.