



Association of Environmental and Resource Economists

Exhibitor Rules & Regulations

1. **Contract:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and the Association of Environmental and Resource Economists (AERE), the show sponsor.
2. **Exhibit Space Description:** This year's AERE Exhibit Hall will be a tabletop format. Exhibit Fee includes: One (1) 6' draped and skirted table and two (2) chairs, tabletop booth sign showing your company name, exhibitor registration fee waived for one (1) representative (each additional representative \$100.00), breakfast and refreshment breaks, one (1) welcome reception ticket, and company listing in conference program. **THIS DOES NOT INCLUDE ELECTRICITY OR INTERNET.** As per AERE Rules, all additional charges, including, incurred including but not limited to electrical or internet services, shipping, and security fees are at the Exhibiting Company's expense.
3. **Space Assignment:** Booth locations will be assigned at the sole discretion of show management. Placement will be made based on receipt of payment in full, extent of support, order in which contracts were received, electrical needs and, if possible, separation of direct competitors. Management reserves the right to arrange the floor plan as necessary to facilitate a successful traffic flow.
4. **Adherence to Schedule:** Exhibitor understands that no move-ins or move-outs will be permitted other than in accordance with the schedule set forth in the schedule of events. In the event that AERE incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse AERE for any such additional expenses. It is imperative that booths be properly manned during the posted hours. Booths are subject to modification prior to the Conference to adapt to necessary changes in Conference session times; however, all Exhibitors will receive adequate notice should this be necessary.
5. **Exhibit Hours and Disclaimer:** Exhibit space must be occupied during all exhibit hours of the Conference as posted. This agreement is for the rental of the exhibit space only. AERE has not made and does not make any warranty of representation whatsoever, either expressed or implied, including but not limited to (1) the level of attendance at the Conference, (2) the number of meeting attendees who will visit any of the exhibits, or (3) whether any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited.
6. **Unoccupied Space:** AERE reserves the right, should any rented booths remain unoccupied after the first hour of the show's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space that shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and AERE shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of AERE.
7. **Payments and Refunds:** The total amount for exhibit space is due upon reserving of space and signing of the contract. In the event an Exhibitor cancels a contract, AERE must be notified in writing for refunds to be made. There will be an \$50.00 administration fee assessed for all cancellations received by **Wednesday, May 1, 2024.**
8. **Food Service:** AERE exhibit package includes tickets for one representative at all social events held during the Conference.
9. **Noisy and Obnoxious Equipment:** The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly displays will not be permitted. AERE reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in



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the judgment of AERE is detrimental to or distracts from the general order of the exhibits. If Exhibitor wishes to have music at his/her space, the Exhibitor must obtain a music license to do so.

10. Fire and Safety Regulations: In order to comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any booth. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times. Exhibitor agrees to comply with all Americans With Disabilities Act regulations in the design and set up of the exhibit.

11. Indemnification and Limitation of Liability: Exhibitor shall assume responsibility for damage to the Site and shall indemnify and hold harmless AERE, its employees, agents, officers, and directors and the Site for all liability ensuing from any cause whatsoever, including accidents or injuries to Exhibitor, its agents or employees. Exhibitor assumes full responsibility for any accident, injury or property damage to any person viewing its exhibit where such accident, injury or property damage is caused by negligence of exhibitor, agents or employees. All exhibit materials, equipment, and property of any kind that may be on licensed premises of the Site shall be the SOLE risk of the Exhibitor. In the event any Exhibitor's property is stolen, lost, destroyed or damaged, no part of such loss or damage is to be charged or borne by AERE or the Site. In addition, Exhibitor acknowledges that AERE and the Site do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damages insurance covering such losses by Exhibitor. Proof of insurance must be submitted with space agreement. Reasonable care should be exercised to protect all exhibits.

12. Damage to Property: Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard booth equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard booth equipment.

13. Public Policy: Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in this show. Compliance with such laws is mandatory for Exhibitors and the responsibility of the Exhibitor.

14. Use of Exhibit Space: Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during show hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of AERE.

15. Force Majeure: In the event of fire, strikes, or other uncontrollable circumstances, AERE shall determine the amount of exhibit fees to be refunded.

16. Pre-Shipping Materials: Items can be shipped to **Grand Hyatt Washington** for arrival no earlier than **Friday, May 24, 2024 (please keep in mind that Monday, May 27 is Memorial Day)**. Material shipped earlier than this date will incur storage fees. Please remember that AERE cannot be held liable for your shipment. Upon receipt of your completed Exhibitor Application, you will receive an email from AERE headquarters confirming your company's registration along with the necessary paperwork to order electrical/AV services.

17. AERE reserves the right to limit any company, organization or individual from exhibiting at the AERE Summer Conference for any reason whatsoever.