

# **2010 Rules and Regulations AABP Exhibits Albuquerque, New Mexico**

## **1. TRADE SHOW LOCATION**

The trade show will be located at:

**Albuquerque Convention Center  
401 2<sup>nd</sup> Street NW  
Albuquerque, NM 87102**

## **2. COMMERCIAL EXHIBITS**

Products, materials, equipment, data, and services must be applicable to veterinary medicine. United States biological products require a USDA license. Canadian biological products require a CFIA license. Information contained in the exhibit and in the advertising literature or pamphlets that are distributed must conform to approved labeling. The AABP reserves the right to determine the eligibility of any company, product, or service for inclusion in the exhibit and to bar any exhibit, promotion, or part thereof, which in its opinion, is not in keeping with the character and purpose of the exposition.

## **3. EDUCATIONAL EXHIBITS**

Educational exhibits are limited to educational institutions, organizations, associations, government agencies, and municipalities. Educational exhibits may sell association memberships, but no other material from the booth may be sold without permission from the Exhibits Manager. The Exhibits Manager's decision to accept or reject educational exhibits is final. Publications are not provided to educational exhibitors.

## **4. NON-EXHIBITING COMMERCIAL COMPANIES**

Non-exhibiting commercial companies may send representatives of their firm for a fee of \$500 (US Funds) per person. Single day registration is \$325 for Thursday, August 19, and \$250 for Friday, August 20. Representatives must register on-site.

## **5. APPLICATIONS FOR COMMERCIAL SPACE**

- 1.) Applicants must use the official online application and contract form.
- 2.) A minimum deposit of \$750 (US Funds) per commercial booth must accompany the application and the contract must be signed electronically before the contract is deemed official. Full payment of \$1500 per booth is due by June 30, 2010.
- 3.) Booth space can be pre-selected by the exhibitor at the 2010 Annual Conference for the 2011 tradeshow. This pre-selection opportunity is based on a point system (Rule 10).
- 4.) The rental price of space includes:
  - Booth of fireproof draperies on chrome tubing
  - 7' x 44" exhibit identification sign with booth number
  - General overhead lighting
  - Services of a night watchman

Booths are 10' wide and 10' deep. Booth equipment consists of 8' high teal and white back panels and 3' high teal side panels. The exhibit floor is gray concrete and teal carpet will be placed in the aisles.

- 5.) Four persons may receive basic registration at no charge per 100 sq. ft. of exhibit space (one 10' x 10' booth) and each person will receive a \$12 lunch voucher for Thursday and Friday (Rule 31).
- 6.) Information about the exhibitor, not exceeding 50 words, will be published in the Guide to the Exhibitors, provided such information is furnished no later than July 30. The information about the exhibitor is immediately posted to the AABP website when the online contract form is completed.

## 6. APPLICATIONS FOR EDUCATIONAL SPACE

- 1.) Applicants must use the official online application and contract form. Telephone requests for space will not be accepted.
- 2.) Booth payment of \$125 must accompany the contract.
- 3.) Booth space is assigned by the exhibits manager on approximately July 30, 2010.
- 4.) The rental price of space includes:
  - Booth of fireproof draperies on chrome tubing
  - 7' x 44" exhibit identification sign with booth number
  - General overhead lighting
  - Services of a night watchman

Booths are 10' wide and 10' deep. Booth equipment consists of 8' high teal and white back panels, 3' high teal side panels, an eight foot table draped in white, and a chair. The exhibit floor is gray concrete and teal carpet will be placed in the aisles.

- 5.) One person may receive basic registration at no charge and will receive a \$12 lunch voucher for Thursday and Friday (Rule 31).
- 6.) Information about the exhibitor, not exceeding 50 words, will be published in the Guide to the Exhibitors, provided such information is furnished no later than July 30. The information about the exhibitor is immediately posted to the AABP website when the online contract form is completed.

## 7. PAYMENTS & FEES

### Exhibit Rental Fees

<b>Commercial</b>	10' wide by 10' deep booth	\$1,500 (U.S. Funds)
<b>Educational</b>	10' wide by 10' deep booth	\$125 (U.S. Funds)

Checks drawn on US banks, US money orders, AMEX, VISA, MasterCard or PayPal are accepted methods of payment. A deposit fee of \$750 per commercial booth, or \$125 per educational booth, must accompany the application. No application will be processed without this payment. The balance on commercial booths will be due no later than June 30, 2010. After this date, booth assignments carrying an outstanding balance are subject to cancellation by the AABP without refund of deposit.

## 8. CANCELLATION OF COMMERCIAL SPACE

- A.) Full refund available, less \$100 administrative fee, through May 15, 2010.
- B.) Partial Refund available, less \$750 booth deposit, May 16 - June 30, 2010.
- C.) No refunds will be given or cancellations accepted after June 30, 2010.

**All requests for space cancellation and refunds must be in writing and sent to the Exhibits Manager.**

## **9. CANCELLATION OF EDUCATIONAL SPACE**

A.) Full refund available, less \$50 administrative fee, through June 30, 2010.

B.) No refunds will be made after June 30, 2010.

**All requests for space cancellation and refunds must be in writing and sent to the Exhibits Manager.**

## **10. ASSIGNMENT OF COMMERCIAL SPACE**

Booth spaces can be selected at the pre-sell event held at every annual tradeshow for the following year's tradeshow. Selection times are based on accumulated vendor points. The AABP reserves the right to make such allocation of space as may be necessary for the benefit of all concerned.

**A point system will be used to establish priority for the assignment of booth space at the pre-sell event:**

A.) One (1) point for each year of participation in AABP exhibits.

B.) One (1) point for each 10x10 booth space.

C.) One (1) point for at least a 50% deposit of the total due for booth space paid at the time of pre-sell at the tradeshow or by October 15<sup>th</sup>.

D.) One (1) point for booth fee balance paid in full by the end of the calendar year.

Booth spaces remaining after the pre-sell event will be assigned as application is completed and payment is made.

## **11. SUB-LETTING THE SPACE**

Exhibitors shall not assign or sublet any space allotted and shall not advertise goods other than those manufactured or sold in the regular course of business. No sign or courtesy card is to be displayed for any equipment for demonstration purposes unless the supplier of such equipment is also an exhibitor in the exposition.

## **12. OFFICIAL SUPPLIER**

The official convention supplier is:

**George Fern Company**  
**1147 S. White River Pkwy East Drive**  
**Indianapolis, IN 46225-1482**  
**Tel: (317) 635-9606**  
**Fax: (317) 634-0993**  
**E-mail: [tglass@georgefern.com](mailto:tglass@georgefern.com)**

**NOTE:** The acceptance of exhibit space by the exhibitor will constitute agreement and consent to employ only official suppliers, unless a special request to use other suppliers is made to the Exhibits Manager.

## **13. NON-OFFICIAL SUPPLIERS**

**Exhibitors using non-official suppliers must provide the following to the Exhibits Manager by July 16, 2010:**

1.) Name and address of the Supplier and the contact person.

2.) Copy of the Supplier's liability insurance policy listing the AABP as co-insured.

**Identification is required:** All individuals working in the center must wear a badge clearly identifying the wearer and the company they represent. A list of employees and supervisors on-site must be at the George Fern Co. service desk.

**Removal of bulk trash:** Non-official suppliers must make arrangements at the George Fern Co. service desk for removal of bulk trash defined as boxes or packing materials that cannot readily be removed by a standard push-broom.

**Rules:** Non-official suppliers must abide by the rules and regulations of the AABP and the Albuquerque Convention Center as published in the 2010 *Rules, Regulations and Information for Exhibitors*. Violation of these rules may cause removal of the non-official supplier from the exhibit area. The decision of the Exhibits Manager is final.

## **14. SERVICES**

All services customarily required by exhibitors are available.

The Exhibitors' Service Kit will include order forms or information for:

- 1.) Information and Shipping Form for Official Carrier, Roadway Express Lines
- 2.) Labor
- 3.) Signs
- 4.) Hanging Banners
- 5.) Furniture Rental
- 6.) Special Cleaning & Porter Services
- 7.) Electrical
- 8.) Telephone
- 9.) Internet Access
- 10.) Television/ Audiovisual Equipment
- 11.) Floral
- 12.) Map to the Loading Docks
- 13.) Parking Information
- 14.) Exhibitor Safety and Security Information
- 15.) Early Placement of Onsite Promotion

*After February 1, 2010, the Exhibitor's Service Kit will be available by direct link from the AABP Exhibitor's Homepage and will be mailed on request to exhibitors by George Fern Co. A link will also be available at [www.georgefern.com](http://www.georgefern.com).*

## **15. EXHIBIT HOURS & LOCATIONS**

The professional exhibits will be located in the Albuquerque Convention Center, here-in-after referred to as the Exhibit Area.

**Exhibit Hours:** The exhibits will be open Thursday, August 19 from 8:00am-7:00pm and Friday, August 20 from 8:00am-4:00pm.

## **16. SHIPPING ADDRESS FOR EXHIBIT MATERIAL**

Roadway Express Lines has been appointed the Official Ground Carrier. Consign all Common Carrier or Truck Freight to the advance warehouse as follows:

### **Exhibitor Name / Booth #**

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## **17. INSTALLATION & DISMANTLING OF EXHIBIT**

The Exhibit Area is Exhibition Hall Fran Hill SE/NE of the Albuquerque Convention Center.

**Truck deliveries** to the Exhibit Area will be accepted between 8am-5pm, Tuesday, August 17 and Wednesday August 18. The Exhibit Area will be available for installing exhibits on Tuesday, August 17 from 1:00-5:00pm and Wednesday, August 18 from 8:00am until 6:00pm. Multiple booth exhibitors needing extra time for exhibit set-up should contact George Fern Co. to make arrangements to begin exhibit set-up on Tuesday, August 17 before 1:00pm (Tel: 317-635-9606 or Fax: 317-634-0993 and Email: jbuchanan@fernexpo.com. Exhibits must remain intact and attended until the Exhibit Area closes Friday, August 20, 2010 at 4:00pm. Any exhibitor dismantling or ceasing to attend assigned booth space, prior to closing at 4:00pm, is subject to loss of all accrued priority points. All exhibit material must be removed from the Exhibit Area by 12:00pm, Saturday, August 21, 2010.

## **18. LABOR**

The George Fern Co. will provide set-up and dismantle labor. Set-up and dismantling of the exhibit and display of merchandise may be performed by the exhibitor. All other work in connection with the exhibits requiring hired labor must be performed by qualified personnel available from the George Fern Co., unless permission has been granted by the Exhibits Manager for the use of a non-official supplier (Rule 12). Forms for labor are included in the Exhibitor's Service Kit.

## **19. HANGING BANNERS**

Requests for hanging banners must be made to the George Fern Company by August 1, 2010. Please contact George Fern Company with any related questions at 317-635-9606.

## **20. ELECTRICITY**

Standard electrical service is available for 115 volt and 208 volt requirements. Order forms are included in the George Fern Co. Exhibitor Service Kit. The deadline for advance order rates is August 1, 2010.

## **21. TELEPHONE**

Telephone service is available including ISDN lines. Order forms are included in the George Fern Co. Exhibitor Service Kit. The deadline for advance order rates is August 1, 2010.

## **22. INTERNET ACCESS**

High-speed Internet access is available. Order forms are included in the George Fern Co. Exhibitor Service Kit. The deadline for advance order rates is August 1, 2010.

### **23. TELEVISION/AUDIO VISUAL**

Television/Audio Visual are available. Order forms are included in the George Fern Co. Exhibitor Service Kit. Special requests should be directed to the provider, George Fern Co., at 317-635-9606 or fax 317-634-0993. The deadline for advance order rates is August 1, 2010.

### **24. FOOD AND BEVERAGE**

Food and beverage sampling has to be pre-approved by the exhibits manager, convention center and caterer.

### **25. FIRE DEPARTMENT REGULATIONS**

All exhibits and materials must comply with the fire code requirements of the city of Albuquerque, New Mexico. All decorations, draperies, table covers, etc. must stand a flame proof test as prescribed by said ordinance. No combustible decorations, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All materials and fluids which are flammable are to be kept in safety containers. All packing, excelsior, wrapping paper (which must be flame proof) is to be removed from the floor and must not be stored under tables or behind displays.

**Hazardous Materials:** Hazardous materials, flammable/combustible liquids and compressed flammable gases are prohibited inside the building. Hazardous materials are any substances or materials that have been determined by any state, federal or local government authority to be capable of posing risk or injury to health, safety, or property. Hazardous materials include, but are not limited to, pesticides, acids, alkalis, poisons, corrosives, toxins, pool chemicals and aerosols. Only empty containers can be used for display.

**Prohibited Materials:** The following materials are strictly prohibited: fireworks, pyrotechnics, explosives, gas operated equipment, and portable heating equipment.

**Trucks:** The gas tank gauge must register less than 1/4 of a tank. The gas tank must be equipped with lock-on type gasoline tank cap. When the vehicle is in the display position, the batteries must be disconnected and the terminals taped, and a drip mat placed under the truck.

### **26. DANGEROUS WEAPONS**

A "dangerous weapon" is any object or device designed or intended to be used to inflict injury upon persons or property.

The possession of a dangerous weapon is prohibited except as provided below:

- a.) Firearms that are used to deliver pharmaceuticals, vaccines, and restraint control drugs, and have been approved by the exhibits manager.
- b.) The exhibitor must be in compliance with all federal, state, and local laws governing the possession and/or sale of firearms.
- c.) The firearms must be deactivated by removal of the firing pin, the bolt, or otherwise altered so that they are incapable of being fired (e.g. by a metal lock through the trigger mechanism, a plastic strap securing the trigger or hammer mechanism, a plastic strap securing the firearm's "action" mechanism in an "open" state, or otherwise").
- d.) No ammunition, powder or primer may be brought into the Convention Center.
- e.) The firearms will be inspected by an authorized safety inspector during move-in.
- f.) Sale of firearms is prohibited, although exhibitors may take orders for future delivery subject to applicable law.

### **27. LIABILITY & THEFT**

A security person will be on duty from Tuesday, August 17, 2010 at noon, until Saturday, August 21, 2010 at 2:00pm. The exhibitor agrees to hold the American Association of Bovine

Practitioners, Albuquerque Convention Center, the City of Albuquerque and the George Fern Co. harmless from any and all claims, judgments, and expenses of litigation arising out of any property loss or damage, or personal injury or death caused by, or arising out of, the use of the leased space. The American Association of Bovine Practitioners, Albuquerque Convention Center, the City of Albuquerque and the George Fern Co. will take all reasonable precautions against damage or loss by fire, water, storm, theft, strikes, other emergencies, or other causes over which the American Association of Bovine Practitioners has no control, but do not guarantee or insure the exhibitor against loss by reason thereof. Under government order of emergency or other fair reasons beyond its control, the American Association of Bovine Practitioners reserves the right to cancel the exhibit with no further liability to the exhibitor than full refund of space rental payments.

### **28. AMERICANS WITH DISABILITIES ACT (ADA)**

The Albuquerque Convention Center is accessible to disabled patrons as required by the ADA and applicable regulations. Exhibitors must insure that their exhibit will reasonably accommodate disabled patrons. The exhibitor agrees to hold the American Association of Bovine Practitioners, Albuquerque Convention Center, the City of Albuquerque and the George Fern Co. harmless from any and all claims, judgments, and expenses of litigation arising from failure of the exhibitor to comply with the ADA and applicable regulations.

### **29. CARE OF BUILDINGS**

Acceptance of the exhibit space makes it obligatory on the part of the exhibitor and their employees that they shall not deface, injure, nor mar the Exhibit Area. Nothing shall be pasted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Any damage done shall be made good by the exhibitor to the AABP or the owners of the building, as their interest may appear.

### **30. CONDUCT OF EXHIBITORS**

Exhibitors will be expected to comply with the rules and ethics of the American Veterinary Exhibitors Association. A copy of these rules may be obtained from:

**AVEA**  
**Attn: Teri Kado**  
**712 North Broadway**  
**Menomonee, WI 54751**  
**Tel: 715-231-6312**  
**Fax: 715-232-9936**  
**Email: [AVEA@wvt.net](mailto:AVEA@wvt.net)**

Any undignified solicitation on the part of an exhibitor should be promptly reported. The AABP reserves the right to close any exhibit which conducts its solicitation in an objectionable manner or infringes upon the rights and privileges of other exhibitors. Cattle chutes and operating tables must be muffled so that their operation will not cause annoyance to other exhibitors. No sound-making or other equipment may be set up in the exhibit booths which may cause annoyance to other exhibitors. Prize contests, drawings, lotteries, and the dispensing of foods or beverages by individual exhibitors must be approved by the Exhibits Manager. Exhibitors are requested to bring promptly to the attention of conference management any irregularities observed in the exhibit areas such as unauthorized solicitation or other objectionable activity. No company or individual will be permitted to exhibit in any of the hotels designated as part of the convention housing complex.

### **31. REGISTRATION OF EXHIBITOR REPRESENTATIVES**

For the proper identification of exhibitor personnel attending the Trade Show, a badge will be used for each representative listed on the “Exhibitor’s Representatives” form prepared and signed by the authorized representative. Exhibitors listed on this form do not have access to educational programs offered at the AABP Conference. This form is available to fill out and submit on the website, [aabp.org](http://aabp.org). Click on “Convention”, and then click on “Exhibiting”.

#### **Basic Exhibitor Registration for commercial exhibitors provides:**

- Access to the Exhibit Area; access to the Reception in the Exhibit Area Thursday from 5:15-6:45pm
- Access to refreshment breaks
- One \$12 luncheon voucher per person for Thursday and Friday
- One copy of the “Proceedings” (mailed to the company)

**Basic Exhibitor Pre-Registration:** Four registrations are provided at no charge for each 100 sq. ft. of exhibit space (one 10’x10’ booth) if the information is provided to the Exhibits Manager by July 23, 2010. Additional employees may be registered for a fee of \$100 (US Funds). Management will honor additions to the pre-registration list only when an authorized representative makes such request. Badges will not be transferable and management reserves the right to limit the quantity and to confiscate badges used by any person other than the one for whom it was issued

**Basic Exhibitor On-site Registration:** Business card or company identification required. An appropriately identified employee may replace any registered employees or pay a fee of \$125.00 (US Funds).

#### **Basic Exhibitor Registration for educational exhibitors provides:**

- Access to the Exhibit Area
- Access to the Reception in the Exhibit Area Thursday from 5:15-6:45pm
- Access to refreshment breaks
- One luncheon voucher (of at least a \$12 value) for Thursday and Friday

**Basic Exhibitor Pre-Registration:** One person may register at no charge for each booth if the information is provided to the Exhibits Manager by July 23, 2010. Additional employees may be registered for a fee of \$65 each (US Funds). Badges will not be transferable and management reserves the right to limit the quantity and to confiscate badges used by any person other than the one for whom it was issued. Basic Exhibitor Pre-Registration must be returned by July 23, 2010. Register on the website, [www.aabp.org](http://www.aabp.org) or e-mail, [exhibits@aabp.org](mailto:exhibits@aabp.org).

**Basic Exhibitor On-site Registration:** Business card or company identification required. An appropriately identified employee may replace any registered employee or pay a fee of \$65 (US Funds) on Thursday or \$15 (US Funds) on Friday.

#### **For access to educational programs, use Regular Attendee Pre-Registration (available to both veterinarians and non-veterinarians) that provides:**

- Access to the Exhibit Area and all Conference educational activities, except seminars and clinical forums (for AABP members only)
- One luncheon voucher for Thursday and Friday
- Access to the Reception in the Exhibit Area Thursday from 5:15-6:45pm
- Access to refreshment breaks
- Identification as an exhibitor and as a “regular registrant”
- One copy of the “Proceedings” is supplied to all AABP members and each registered non-AABP member.



**Regular Attendee Pre-Registration:** Published pre-registration fees and rules apply. Regular attendee pre-registration must be submitted by July 19, 2010 to the AABP Office at [aabp.org](http://aabp.org). Click on “Conference”, and then click on “Registration”.

**AABP**  
**PO Box 3610**  
**Auburn, AL 36831-3610**  
**Fax 334-269-2227**

**2. Regular Attendee On-site Registration:** On-site published registration fees and rules apply. Accompanying persons (non-veterinarians) of exhibitor personnel who will not work in the booth may register on-site for an accompanying person’s badge for a fee. Accompanying persons that work in the booth will be part of the booth-badge allocation.

### **32. INSURANCE**

Any exhibitor desiring to insure himself against property loss, damage, or liability for personal injury must do so at his own expense.

### **33. ARRANGEMENT OF EXHIBITS**

In-line booths must not obstruct the view of adjacent booths. Any construction above 48” in height must begin four feet from the aisle. No partitions other than the side dividers provided by the Association will be allowed, unless approved by the Exhibits Manager. Maximum height of any display booth is 12 feet, or as approved by the Exhibits Manager. Signs or other promotional material external to the booth may extend an additional 3 feet in height provided there is no motion or appearance of motion. Exceptions for walk through exhibits and special needs may be granted by the Exhibits Manager.

### **34. MUSIC LICENSING**

Any exhibitor using live or recorded music via any medium in the exhibit space must have a license for such use by ASCAP, SESAC or BMI.

### **35. MAILING LABELS**

The AABP sells mailing lists of members (about 4500 veterinarians) for \$700 (US Funds) (\$600 for exhibitors) subject to approval of the Executive Vice President. Exhibitors may obtain one list of Annual Conference registrants at no charge (additional lists are \$.25/name, \$100 minimum). The number of registrants varies depending on the time of the request. Request may be made by telephone (334-821-0442), fax (334-821-9532), or e-mail [aabphq@aabp.org](mailto:aabphq@aabp.org).

### **36. ADVERTISING MATTER**

The management reserves the right to refuse to permit distribution of souvenirs, advertising, printed matter, or anything else which it may consider objectionable. Distribution other than from within an exhibitor’s space is forbidden.

### **37. TRAVEL AGENT**

**Travel Matters  
1821 Walden Office Sq. #107  
Schaumburg, IL. 60173  
Tel: 800-733-4180  
847-397-4488  
Fax: 847-397-8930  
Email: [travel@travelmatters.net](mailto:travel@travelmatters.net)**

### **38. HOTEL ACCOMMODATIONS FOR EXHIBITORS**

All information for exhibitors can be accessed through [aabp.org](http://aabp.org). Click on "Housing" on the Exhibitor's homepage for hotel accommodations. The AABP Housing Bureau will open around May 1, 2010 and close on July 25, 2010. Companies reserving a block of 10 or more rooms will be required to contract directly with the hotel. The AABP strongly recommends companies requesting a block of ten or more rooms to discuss the room block with our meeting management partner, Experient. Hotel assignments of 5 or more rooms will be required.

### **39. GENERAL**

THESE RULES AND REGULATIONS ARE TO BE CONSTRUED AS A PART OF ALL SPACE CONTRACTS. THE AABP RESERVES THE RIGHT TO INTERPRET THEM AS WELL AS MAKE FINAL DECISIONS ON ALL POINTS THE RULES AND REGULATIONS DO NOT COVER