

# **Rules and Regulations For AABP Exhibits**

## **1. 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.

## **2. 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.

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

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

## **4. APPLICATIONS FOR COMMERCIAL SPACE**

- a)** Applicants must use the official online application and contract form.
- b)** A minimum deposit of \$800 USD per commercial booth must accompany the application and the contract must be signed electronically before the contract is deemed official. Full payment of \$1600 per booth is due by the announced deadline for the publishing of the Guide to Exhibitors.
- c)** Booth space can be pre-selected by the exhibitor at the Annual Conference for the following year's tradeshow. This pre-selection opportunity is based on a point system (Rule 9).
- d)** 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 lunch voucher for Thursday and Friday.
- e)** Information about the exhibiting company, not exceeding 50 words, will be published in the Guide to the Exhibitors, provided such information is furnished to AABP, before the announced deadline by the exhibits manager. The information about the exhibiting company is immediately posted to the AABP website when the online contract form is completed.
- f)** 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. APPLICATIONS FOR EDUCATIONAL SPACE

- a) Applicants must use the official online application and contract form.
- b) Booth payment of \$200 must accompany the contract.
- c) Booth space is assigned by the exhibits manager.
- d) One person may receive basic registration at no charge and will receive a lunch voucher for Thursday and Friday.
- e) Information about the exhibitor, not exceeding 50 words, will be published in the Guide to the Exhibitors, provided such information is furnished to AABP, no later than the announced deadline by the exhibits manager. The information about the exhibitor is immediately posted to the AABP website when the online contract form is completed.
- f) 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.

## 6. PAYMENTS & FEES

### Exhibit Rental Fees:

**Commercial Booth: 10' wide by 10' deep booth    \$1,600 USD**

**Educational Booth: 10' wide by 10' deep booth    \$200 USD**

Checks drawn on US banks, US money orders, American Express, VISA, MasterCard or PayPal are accepted methods of payment. Credit card payments can be made online at the AABP Exhibitor's website. A deposit fee of \$800 per commercial booth, or \$200 per educational booth, must accompany the online application. No application will be considered final without this deposit. The balance on commercial booths will be due no later than June 30. After this date, booth assignments carrying an outstanding balance are subject to cancellation by the AABP without refund of deposit.

## 7. CANCELLATION OF COMMERCIAL SPACE

- a.) Full refund available, less \$100 administrative fee, through May 15.
- b.) Partial refund available, less \$800 booth deposit, May 16 - June 30.
- c.) No refunds will be given or cancellations accepted after June 30.

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

## **8. CANCELLATION OF EDUCATIONAL SPACE**

- a) Full refund available, less \$50 administrative fee, through June 30.
- b) No refunds will be made after June 30.

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

## **9. 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 reserved.

Booth spaces remaining after the pre-sell event will be assigned as applications are completed and payments are made.

## **10. 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.

## **11. 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: kweldy@fernexpo.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.

## 12. NON-OFFICIAL SUPPLIERS

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

- a) Name and address of the Supplier and the contact person.
- b) 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 Exhibits and by the host facility. Violation of these rules may cause removal of the non-official supplier from the exhibit area. The decision of the Exhibits Manager is final.

## 13. EXHIBIT HOURS

**Exhibit Hours:** The exhibit hall will be open Thursday, 8:00am-7:00pm and Friday, from 8:00am-5:00pm.

## 14. INSTALLATION & DISMANTLING OF EXHIBIT

**Truck deliveries** to the Exhibit Area will be accepted between 8am-5pm, Tuesday and Wednesday. The Exhibit Area will be available for installing exhibits on Tuesday, 1:00-5:00pm and Wednesday, 8:00am-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, before 1:00pm (Tel: 317-635-9606) or (Fax: 317-634-0993) and (E-mail: kweldy@fernexpo.com). Exhibits must remain intact and attended until the Exhibit Area closes Friday at 5:00pm. Any exhibitor dismantling or ceasing to attend assigned booth space prior to closing at 5:00pm, is subject to loss of all accrued priority points. All exhibit material must be removed from the Exhibit Area by 12:00pm, Saturday.

## 15. 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.

## 16. HANGING BANNERS

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

## 17. FOOD AND BEVERAGE

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

## 18. FIRE DEPARTMENT REGULATIONS

All exhibits and materials must comply with the fire code requirements of the host city. 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.

## 19. 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.

## 20. LIABILITY & THEFT

The exhibitor agrees to hold the American Association of Bovine Practitioners, the host city 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, The tradeshow host convention center 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.

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

The host facility 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, the host facility, host city, 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.

## **22. 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.

## **23. 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:

### **American Veterinary Exhibitors Association**

**Attn: Teri Kado**

**712 North Broadway**

**Menomonee, WI 54751**

**Tel: 715-231-6312**

**Fax: 715-232-9936**

**Email: AVEA@wwt.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.

## **24. INSURANCE**

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

## **25. 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.

## **26. 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.

## **27. ADVERTISING MATTER**

The Exhibits Manager 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.

## **28. 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.