

## BEFORE THE EXHIBITION

### Outstanding Balance/Payment Information

Companies that have a balance due from a previous show will not be permitted to exhibit in future shows until the balance due is paid in full.

**Final booth space payments are due December 5, 2016. Applications received by ASCRS•ASOA on or after this date must include 100% payment to be processed.**

ASCRS•ASOA reserves the right to reassign or cancel the booth space without notice that is not paid in full by December 5, 2016.

**If payment is not received on or before December 5, 2016 exhibitors will lose 10 Priority Points, per day, each day the balance is overdue.**

### Hanging Signs and Booth Blue Prints

All island booths must submit a blue print of the layout to include the dimensions of the booth to the ASCRS•ASOA Exhibits Manager by March 17, 2017.

Maximum allowable height for hanging signs is 25 feet from the top of the sign to the floor.

All island booths must submit blue prints including the dimensions of the hanging sign, as well as the booth layout dimensions to ASCRS•ASOA, [Jbarbera@ascrs.org](mailto:Jbarbera@ascrs.org).

Linear booths are not permitted to have hanging signs or Gobos.

### Submitting Blue Prints

Blue Prints as discussed above are required to be submitted no later than March 17, 2017

Blue Prints should be submitted via email to the below contact:

**ASCRS•ASOA Exhibits Manager**

Email: [Jbarbera@ascrs.org](mailto:Jbarbera@ascrs.org)

### Lasers & Other Potentially Hazardous Light Sources

Any exhibitor who will be utilizing or displaying lasers (inoperable or operable) or other hazardous optical sources will be required to review the ASCRS•ASOA Laser Safety Guidelines and submit the Laser Safety Use Form to ASCRS no later than March 24, 2017. This form will be in the service kit available in December online.

### Submitting the Laser Safety Use Form

**Laser Safety Use Form is required to be submitted no later than March 24, 2017**

Please submit this form via email to the contact below:

**ASCRS•ASOA Exhibits Manager**

Email: [Jbarbera@ascrs.org](mailto:Jbarbera@ascrs.org)

### Laser Safety Inspections

The exhibiting company utilizing or displaying lasers during the ASCRS Exhibit Hall will be subject to a laser safety inspection performed by an outside expert along with an ASCRS•ASOA staff member on Friday, May 5 from 4:00–6:00 p.m. Please plan your staffing accordingly.

The exhibiting company utilizing or displaying lasers during the ASCRS Glaucoma Day & Cornea Day Exhibit Hall will be subject to a laser safety inspection performed by an outside expert along with an ASCRS•ASOA staff member on Friday, May 5 from 7:00–7:30 a.m. Please plan your staffing accordingly.

Absolutely no lasers will be displayed without first being inspected and approved by the Laser Safety Inspector. Identification signs stating the Class of "Laser Inoperable" or "Not FDA Approved At This Time" are required to be displayed for such lasers. Signage must be displayed at all times during the show or equipment housing the laser will be removed immediately, at the expense of the exhibitor.

Exhibitors with lasers may also be subject to, without notice, an inspection by the State of California, Department of Health. Should the state feel that the laser(s) do not meet approval, the exhibitor will not be permitted to use the laser(s) during the show.

### Specialty Gases

If you will need to order specialty gases, please contact:

**Linde Electronics & Specialty Gases**

1-800-932-0624

[customerservice.esg.us.lg@Linde.com](mailto:customerservice.esg.us.lg@Linde.com)

### Biomedical Waste

Companies with exhibits that include the use of animal tissue, disposable needles, sharps, human blood, or products contaminated with blood must complete the ASCRS•ASOA Liability Waiver and the Hazardous Waste Removal Order Form and pay the corresponding fee for removal of the waste.

Additional information including the Liability Waiver and Hazardous Waste Removal Order Form can be found in the service kit available online in December.

**The ASCRS•ASOA Liability Waiver and Hazardous Waste Removal Order Form are required to be submitted no later than March 24, 2017**

### Submitting the Liability Waiver & Hazardous Waste Removal Order Form

Both documents may be submitted via email to the contact below:

**ASCRS•ASOA Exhibits Manager**

Email: [Jbarbera@ascrs.org](mailto:Jbarbera@ascrs.org)

Fax: (703) 547-8840

## BOOTH CONSTRUCTION

### Exhibitor Registration, Installation & Dismantle

#### Dates & Times

##### Exhibitor Registration:

Wednesday, May 3, 2017	8:00 a.m.–5:00 p.m.
Thursday, May 4, 2017	8:00 a.m.–5:00 p.m.
Friday, May 5, 2017	7:00 a.m.–5:00 p.m.
Saturday, May 6, 2017	7:00 a.m.–5:00 p.m.
Sunday, May 7, 2017	7:30 a.m.–5:00 p.m.
Monday, May 8, 2017	8:00 a.m.–4:00 p.m.

##### ASCRS Glaucoma Day & Cornea Day Exhibits Install:

Thursday, May 4, 2017	1:00–5:00 p.m.
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##### ASCRS Glaucoma Day & Cornea Day Exhibit Hours:

Friday, May 5, 2017	7:00 a.m.–4:00 p.m.
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##### ASCRS Glaucoma Day & Cornea Day Exhibits Dismantle:

Friday, May 6, 2017	4:00–6:00 p.m.
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##### ASCRS•ASOA Exhibit Install–South Hall:

Wednesday, May 3, 2017	8:00 a.m.–8:00 p.m.
Thursday, May 4, 2017	8:00 a.m.–8:00 p.m.
Friday, May 5, 2017	8:00 a.m.–10:00 p.m.

##### ASCRS•ASOA Exhibition Hours:

Saturday, May 6, 2017	9:00 a.m.–5:00 p.m.
Sunday, May 7, 2017	9:00 a.m.–5:00 p.m.
Monday, May 8, 2017	9:00 a.m.–5:00 p.m.

##### ASCRS•ASOA Exhibit Dismantle:

Monday, May 8, 2017	5:00–10:00 p.m.
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\*Empties will be returned by 12:00am.

All cardboard and fiber cases will be returned first with crates and skids to follow. Please schedule your staff and travel accordingly.

Tuesday, May 9, 2017	8:00 a.m.–11:00 p.m.
Wednesday, May 10, 2017	7:00 a.m.–12:00 p.m.

<b>Carrier Check In Deadline:</b>	<b>5/10/17</b>	<b>8:00 a.m.</b>
<b>Turn in outbound Bill of Lading by:</b>	<b>5/10/17</b>	<b>12:00 p.m.</b>

## INSTALLATION AND DISMANTLE OF EXHIBITS

### Installation

Should you require additional set-up time, please notify the Exhibits Manager jbarbera@ascrs.org with date and time you need the extension.

**All installation must be completed and be show ready by 5:00 p.m. on Friday, May 5, 2017.**

Display space not claimed and occupied by 5:00 p.m. on Friday, May 5, 2017 may be canceled or reassigned without notification or refund.

If the exhibit is on hand, ASCRS•ASOA reserves the right to assign labor to set up any display that is not in the process of being erected by 5:00 p.m. on Friday, May 5, 2017. The charge for labor to complete will be billed to the exhibitor and ASCRS•ASOA shall have no liability for such work.

**Under no circumstances are children allowed inside the exhibit hall during installation or dismantle due to safety considerations.**

### Crates

**All exhibit crates must be empty and tagged for storage no later than 2:00 p.m. on Friday, May 5, 2017.**

**All crates must be removed from the exhibit floor by 5:00 p.m. on Friday, May 5, 2017 in order for the GES to have access to install the aisle carpet.**

**ASCRS•ASOA reserves the right to order the removal of all display materials and crates not in the process of being set up by 5:00 p.m. on Friday, May 5, 2017. The charge for labor to complete will be billed to the exhibitor and ASCRS•ASOA shall have no liability for such work.**

\*For Move out, all empties will be returned by 12:00 a.m. on Monday, May 8th. All cardboard and fiber cases will be returned first with crates and skids to follow. Please schedule your staff and travel accordingly.

### Floor Covering

Individual exhibit spaces are not carpeted automatically. Exhibitors are required to have proper floor covering in their designated booth area. The floor covering is required to cover the full square footage of your exhibit booth space.

Booths not containing floor covering by 5:00 p.m. on Friday, May 5, 2017 will be the supplied standard carpet and the exhibitor will be charged accordingly by GES.

### Unfinished Sidewalls & Backwalls

**Exhibitors must mask all displays with unsightly back/side walls. If necessary, a drape will be installed to cover any unfinished parts of a display and the exhibitor will be charged accordingly by GES.**

## Dismantle

In no case will dismantling be allowed before 5:00 p.m. on Monday, May 8, 2017. The dismantling period is as follows:

Monday, May 8, 2017	5:00–10:00 p.m.
Tuesday, May 9, 2017	8:00 a.m.–11:00 p.m.
Wednesday, May 10, 2017	7:00 a.m.–12:00 p.m.

**\*On Monday, May 8, 2017 all empties will be returned by 12:00 a.m. All cardboard and fibercases will be returned first with crates and skids to follow. Please schedule your staff and travel accordingly.**

**All exhibitors displays or materials left in the hall after the above move out deadline will be packed and shipped at the discretion of show management and all applicable service charges will be applied to the exhibitor of record.**

**If an exhibitor begins to dismantle before 5:00 p.m. on Monday, May 8, 2017 the exhibitor will lose Priority Points equal to 50% of their accrued Priority Points total toward the next ASCRS•ASOA Annual Meeting or may be denied exhibit space in future trade expositions. Please book your travel arrangements accordingly.**

**CARRIER CHECK IN DEADLINE: 5/10/17 8:00 a.m.**  
**TURN IN OUTBOUND BILL OF LADING BY: 5/10/17 12:00 p.m.**

## Labor & Exhibitor Appointed Contractors (EAC)

Labor within the booth can be provided either through an exhibitor appointed contractor (EAC) you have hired or the official service contractor (GES). All individuals working in the hall must be badged at all times.

An EAC is any company other than one of the designated official contractors that provides to an exhibitor and/or exhibiting companies and will require access to the show during installation, show days, or dismantle.

EACs are **not** permitted to perform any of the following services:

- Rigging/Hanging Signs
- Telecommunications/Internet
- Material Handling
- Plumbing
- Electrical Services
- Catering

## Designating an EAC

**An exhibitor can designate an EAC for installation and dismantle of their booth, audio visual (A/V), photography, lead retrieval, or other specialty services, but the exhibiting company MUST submit the EAC Authorization Form and EAC Insurance Certificate by March 31, 2017. Forms will be in the service kit online in December.**

## Submitting the EAC and Certificate of Insurance Forms

Both documents may be submitted via email or fax to the contact below:

### ASCRS•ASOA Exhibits Manager

Jamie Barbera  
 Email: [Jbarbera@ascrs.org](mailto:Jbarbera@ascrs.org)  
 Fax: (703) 547-8840

Failure to submit forms by March 31, 2017 will result in the exhibiting company being required to use labor provided by the official service contractor for installation and dismantle and other ASCRS•ASOA selected contractors for other services.

## EAC Access to the Show Floor

EACs are not permitted on the show floor during show hours. Should access to the show floor be necessary during show hours, the exhibiting company must allocate the EAC a badge from their corporate allotment of exhibitor badges and proper professional attire is required.

Wristbands will be given to EACs at the check in desk in the back of the exhibit hall during move in and will only be given to EACs if ASCRS•ASOA has received the following forms no later than March 31, 2017:

- Notice of Intent to Use an EAC
- Valid Certificate of Insurance (COI) from EAC

Wristbands allow EACs access to the show floor from 8:00 a.m.–10:00 p.m. during move-in and move-out only. An EAC without the EAC Work Authorization Form or without a valid Certificate of Insurance (COI) on file must provide completed documentation or will NOT be permitted on the show floor.

## EAC Certificate of Insurance (COI)

Exhibitors are required to obtain from the EAC and send to ASCRS•ASOA, a public liability insurance policy acceptable to ASCRS•ASOA as to coverage limits (noted in the service kit in July) and agree to name ASCRS•ASOA, GES and the Los Angeles Convention Center as an additional insured on any such policy(ies) and agree to furnish ASCRS•ASOA proof of payment of the premium on any such policy(ies).

Policy(ies) shall expressly provide that the policy(ies) shall not be canceled or altered without at least 10 days prior written notice to ASCRS•ASOA from the insurance company.

The COI form must state GES as the certificate holder and include the exhibiting company's name in the comments.

Exhibitor expressly agrees to indemnify and hold harmless ASCRS•ASOA, its management, agents, and employees from any and all liability, claims, loss, damages or expenses, including counsel fees and costs resulting from injuries to any person, including other exhibitors, the agents, employees and attendees, or damage to any property, including property owned by other exhibitors, in connection with its use of the exhibit space.

Exhibitor agrees that the exhibition assumes no responsibility for the safety of the properties of the exhibitor, its officers, agents or employees from theft, damage by fire, accident or any other cause whatsoever.

The exhibition provides security guards; however, attention is called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from place of shipment to the exhibition, facility, return, and during exhibition.

## Submitting the COI

To submit the COI, simply email or fax to the contact below:

### ASCRS•ASOA Exhibits Manager

Email: [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org)

Fax: (703) 547-8840

**COIs must be submitted along with the EAC Notice of Intent form by March 31, 2017 and ASCRS•ASOA must be listed as a co-insured on the certificate.**

## Convention Center Rules/Insurance

Exhibitor expressly agrees to adhere to all convention rules and regulations published by the convention center. Exhibitor agrees to meet all convention center insurance requirements and accepts sole responsibility for securing required license/permits needed, for example, from ASCAP/BMI for the use of music in booth area. Please refer to the specific convention center website for further details.

## Union Information

To assist you in planning your participation in Los Angeles, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

## Exhibitor Personnel

Exhibitor personnel may perform the following functions as long as they are a full-time employee of the exhibiting company:

- Hand-carry small items and pop-up displays. No hand trucks or carts are permitted.
- Install and dismantle displays within a 100 square foot or less booth space if one person can accomplish the task in 30 minutes or less without the use of tools.

- Install graphics and small signs, and logos and graphics that are attached with pre-cut Velcro strips.
- Make technical electrical adjustments such as install light bulbs; plug in extension cords, etc.

## Decorators Union Jurisdiction

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise.

Any installation of exhibits or displays that requires the use of hand tools, more than one person, or longer than thirty minutes (including crating and uncrating) to install, or exceeds ten feet in any direction, shall be installed by employees covered by this agreement. One full-time company employee may supervise work with the union crew.

## Material Handling Union Jurisdictions

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers.

An exhibitor may move material that can be hand-carried by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

## Electricians Union Truss and Lighting

GES is responsible for supervision, assembly and removal of all truss assemblies for lighting, audio-visual equipment & special effects, whether hanging or floor standing.

All power, electrical labor orders, and additional requirements for such equipment must be placed through the GES. Your representative may be present during the assembly or the installation/removal of your truss or lighting.

## Plumbers

GES handles all plumbing work such as compressed air, water, drain or natural gas.

## Gratuities

Work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, products or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

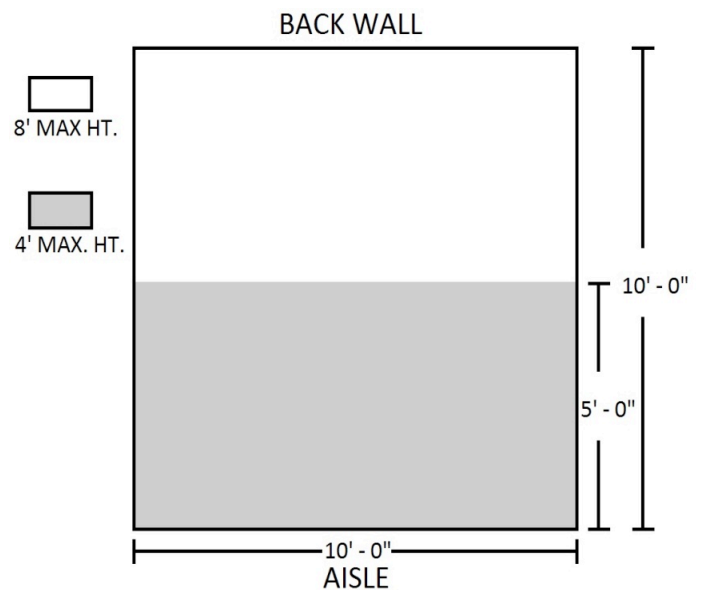
## BOOTH SPACE DESIGN GUIDELINES

All booths must have a floor covering. The full square footage of your exhibit booth space must be covered by 5:00 p.m. on Friday, May 5, 2017. Booths not containing floor covering will be supplied standard carpet and the exhibitor will be charged accordingly by the General Service Contractor.

No exhibitor shall assign/sublet any part of its assigned space without the written consent of ASCRS•ASOA.

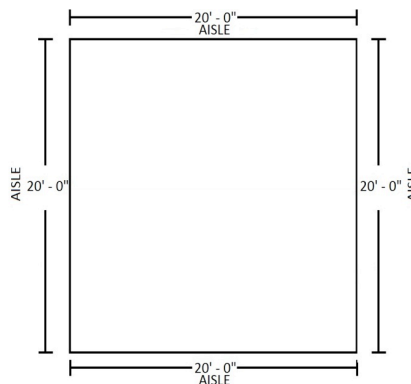
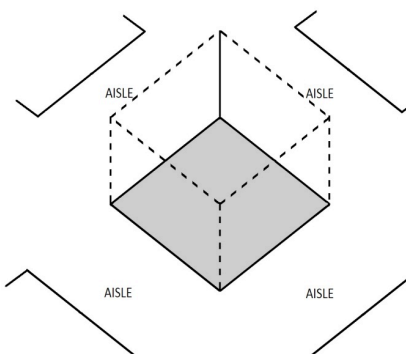
### Linear Booths

1. Linear Booths or "in-line" booths are comprised of one or more 10x10 booths. They are arranged in a straight line facing an aisle and have exhibiting neighbors on their immediate right and left. Only one side is exposed to the aisle.
2. A Corner Booth is a linear booth at the end of an aisle of in-line booths with exposure to intersecting aisles on two sides of the booth.  
(Two end cap booths cannot be combined as one)
3. The maximum back wall height is 8' and is allowed only in the rear half of the booth. There is a 4' height restriction on all items in the remaining booth space forward to the aisle.
4. Exhibitors must mask all displays with unsightly back/side walls. If necessary, a drape will be installed to cover any unfinished parts of a display and the exhibitor will be charged accordingly by the General Service Contractor.
5. ASCRS•ASOA does not permit Peninsula or End Cap Booths.



### Island Booths

1. An island booth is a minimum booth space of 20 ft. by 20 ft. and exposed to aisles on all four sides.
2. The entire cubic content of the booth space may be used up to the maximum allowable height, including signage.
3. The maximum allowable height for structures is 25 ft. in height.
4. Only island booths are permitted to have hanging signs.
5. The maximum allowable height for hanging signs is 25 ft. from the top of the sign to the floor.
6. The length of your hanging sign may not exceed 50 percent of your booth space.



**All island booths are required to submit booth blue prints to ASCRS•ASOA by March 17, 2017.**

## Hanging Signs

A hanging sign is defined as an exhibit component suspended above an island space exhibit for the purpose of displaying graphics or identification.

1. Hanging signs or banners are permitted in island booths only.
2. Hanging identification signs and graphics will be permitted to a maximum height of 25 feet where applicable.  
 Please note: The LACC has varying ceiling heights and columns in the exhibit hall and exhibitor's maximum hanging sign height will be subject to the maximum allowable height of their assigned booth space up to the 25 feet limit.
3. The height of the sign is measured from the top of the sign to the floor.
4. Hanging sign length may not exceed 50 percent of assigned booth space.

**All island booths are required to submit booth blue prints to ASCRS•ASOA by March 17, 2017. Your booth layout and hanging sign are not considered final until the ASCRS•ASOA Exhibits Manager has approved your blue prints.**

## Canopies, Ceilings, Towers, and Multi-Level Exhibits

**Canopies and Ceilings:** A canopy is defined as an exhibit component supported over an exhibitor's assigned booth space for decorative or functional purposes.

1. Canopies, false ceilings, umbrellas and canopy frames will comply with all line-of-sight requirements.
2. Canopies may not be lower than 7 ft. from the floor and within 5 ft. of any aisle.
3. Each facility has different Fire & Safety regulations that strictly govern the use of canopies, coverings, ceilings, or anything similar. Contact ASCRS•ASOA directly in order to determine specific exhibition rules for the current year's facility.

**Towers:** A tower is defined as a free-standing exhibit component separate from the main exhibit feature.

1. All towers are subject to the line-of-sight restrictions applicable to the type of exhibit space configuration being used.
2. Each facility has different Fire & Safety regulations that strictly govern the use of towers. Contact ASCRS•ASOA directly in order to determine specific exhibition rules for the current year's facility.

**Multi-Level Exhibit:** A multi-level exhibit is defined as an exhibit booth where the display feature includes two or more levels.

1. Blue prints are required to be stamped and approved for structural integrity by a licensed professional.
2. Each facility has different Fire & Safety regulations that strictly govern the build and use of multi-level exhibits. Contact ASCRS•ASOA directly in order to determine specific exhibition rules for the current year's facility.

**Stamped blue prints are required to be submitted to ASCRS•ASOA by March 17, 2017**

## Los Angeles Convention Center Requirements on Covered or Multi-Level Booths

Booths and displays containing structures, canopies, lighting truss, or suspended items that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an Automatic Fire Sprinkler System (AFSS).

Exhibits containing enclosed rooms, multi-level structures, dynamic or moving elements, display materials that may affect the manner in which persons can exit from inside the booth, or exhibits that are 400 square feet or larger are required to submit two (2) sets of the following types of plans/drawings: **Plan view, elevation views, perspective views (isometric), drawings detailing paths of egress from the booth, covered area plan, and structural drawings with the Architectural Stamp/Certification is required.**

## Flammable & Toxic Materials

All materials used in display, construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples are required to be available for testing. Materials that cannot be treated to meet the requirements are not permitted for use. A flame-proof certificate is required to be available on hand for inspection.

Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Cylinders of compressed gas, both combustible and non-combustible, shall be installed only by permit from the Fire Department, and shall be half-charged and firmly secured in an upright position.

Please contact the Exhibits Manager for further explanation and detail.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency & Facility.

## DURING THE EXHIBITION

### Access to Exhibits

Exhibitors may not enter another exhibitor's booth, take literature, or photographs without approval.

The ASCRS•ASOA exhibit hall will open at 9:00 a.m., Saturday–Monday. Exhibitors will have access to the hall prior to the hall opening each day in accordance with the below:

#### **Saturday, May 6, 2017**

2 Hours Before the Show Opens (7:00 a.m.)

#### **Sunday, May 7, 2017**

1.5 Hours Before the Show Opens (7:30 a.m.)

#### **Monday, May 8, 2017**

1.5 Hours Before the Show Opens (7:30 a.m.)

NO APPROVAL WILL BE GRANTED FOR ACCESS TO THE SHOW FLOOR PRIOR TO 7:00 A.M. EACH DAY.

If an exhibitor requires access to the show floor on any of these days prior to the above, the exhibitor MUST contact the Exhibits Manager.

The exhibit hall will close at 5:00 p.m. on all days. If an exhibitor requires to stay in the exhibit hall past 5:00 p.m. Saturday–Monday, the exhibitor must submit a request via email to the Exhibits Manager directly with the reasoning and how many people are staying. Requests will be reviewed on a case by case basis. No approval will be granted for access to the show floor past 5:30 p.m. on these days.

**This request must be submitted no later than Friday, May 5, 2017. Absolutely no access will be granted to the show floor outside of the documented hours without the approval of the Exhibits Manager.**

### Care of Facility

Protection of convention facility property:

Nothing shall be posted on, or tacked, nailed, screwed or otherwise attached to the columns, walls, floors, or other parts of the facility or convention hall exhibit area without permission from the proper building authority. Please ask the Exhibits Manager.

Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with the directions of the convention hall managers or their assistants.

### Professional Behavior

Professional behavior is expected by each company, its representatives, and exhibitor appointed contractors at all times during the ASCRS•ASOA

Symposium & Congress. Any provocation of another either verbally, physically, or by any other means will result in all parties involved surrendering their badges immediately and being escorted off the premises by security, and all parties being prohibited from attending the remainder of the meeting, exposition and functions.

If there is more than one offense, ASCRS•ASOA will prohibit the parties' attendance at ALL future shows.

### Security

ASCRS•ASOA will hire security guards for the public areas of the convention center and overall space of the exhibit hall.

Should you have valuable items in your booth that need to be left overnight, it is preferred that you hire the designated security company that the association has listed. An order form of these services will be provided in the exhibitor service kit available in December.

ASCRS•ASOA is not responsible for lost, stolen or damaged items.

### Selling

Selling or order taking is permitted, but exhibitor is expected to maintain proper decorum, follow ASCRS•ASOA's high standards, and be consistent with the educational purposes and integrity of the show and profession.

Exhibitors must obtain any/all permits/licenses required by the host state/city prior to selling/taking orders on-site. All taxes related to sales/orders on-site are the sole responsibility of the exhibitor.

### Seller's Permits / Sales Tax Information

Generally, the California State Board of Equalization requires that vendors who make sales or take order for sales at or during a convention, trade show or consumer hold either an ongoing or temporary seller's permit. Please visit [http://www.boe.ca.gov/info/temporary\\_sellers.htm](http://www.boe.ca.gov/info/temporary_sellers.htm) or call the California State Board of Equalization at 800.400.7115 for complete information.

### Sound & Presentations in Booths

Earphones are required for group presentations, both oral and audiovisual.

When conducting a presentation in your booth, it is the exhibitor's responsibility to keep overflow crowds clear of the aisles. ASCRS•ASOA reserves the right to determine whether or not sound presentations are the correct decibel level.

**Seating for presentation areas must be free and clear from the aisles and be monitored and controlled so that all aisles remain congestion free.**