

DURING THE EXHIBITION

ACCESS TO EXHIBITS

Exhibitors will have access to the hall prior to opening each day in accordance with the below:

Saturday–Monday, 2 hours before the hall opens (7 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 is required to contact the exhibits manager directly. Security and the SDCCC public safety officers are not permitted to grant any early access.

BADGES REQUIRED

Everyone is required to have a badge on in order to gain access to the exhibit hall.

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.

CHILDREN IN THE EXHIBIT HALL

Due to safety considerations, under no circumstances are children allowed inside the exhibit hall during installation or dismantle.

Children under the age of 18 are required to be accompanied by an adult that has an attendee badge. Strollers are prohibited in the exhibit hall.

PROFESSIONAL BEHAVIOR

Exhibitors may not enter another exhibitor's booth. Professional behavior is expected by each company, its representatives, and exhibitor appointed contractors at all times during the ASCRS ASOA Annual Meeting.

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.

It is at the discretion of the exhibits manager to either penalize or prohibit the parties' attendance at any future meetings held by the association.

PHOTOGRAPHING AND VIDEOTAPING

Exhibitors may not take photos or videos of other booths.

An exhibitors may photograph or videotape only within the confines of their booth.

Exhibitors who designate any third party to provide this service will be required to submit an EAC form and the EAC must submit a/COI form by the noted deadline.

EACs are prohibited from videotaping outside of the assigned booth space without proper approval from the exhibits manager.

Exhibitors understand and agree that photographs of their exhibit will be taken by the official show photographer while documenting the Annual Meeting. Exhibitors agree that photos of their booth, possibly containing logos and trademarks may appear without restriction, in promotional and other documents produced by ASCRS ASOA.

SECURITY

ASCRS ASOA will hire security guards for the public areas of the convention center.

Should you have valuable items in your booth that need to be left overnight, it is recommended that you hire the official show security company to provide security detail services. An order form 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, however the 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

A seller's permit allows you to collect sales tax from customers and report those amounts to the state on a regular reporting period (either monthly, quarterly, or annual). There is no charge for a seller's permit, but security deposits are sometimes required by the state. It is the exhibitor responsibility to secure this permit if taxes are being collected on the show floor for the sale of any goods and services.

For further information, contact:

Customer Service

Representatives are available to assist you Monday through Friday, except State holidays, from 8:00 a.m. - 5:00 p.m.

Toll free number 1 (800) 400-7115

SOUND & PRESENTATIONS IN BOOTHS

Earphones are required for booth presentations.

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 and any audiovisual being displayed 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.