



**Insurance:**

While all possible care will be exercised by Global Experience Specialists (GES) and their agents, you are responsible for insuring the safety of your personnel and exhibit materials from theft, damage, accident, fire, and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody, and control in transit to and from the confines of the exhibit hall as well as when it is on the floor.

**AES, Corcoran Expositions, Inc., Global Experience Specialists, and the Walter E. Washington Convention Center assume no responsibility for product left unattended at the end of the Annual Meeting.**

**Exhibitor Appointed Contractors:**

Exhibitors using “Exhibitor Appointed Contractors” must notify GES of the name, address and telephone number of the firm. **A certificate of insurance and the Notice of Intent to Use Exhibitor Appointed Contractor form** (included with the GES forms) must be supplied to GES no later than **Tuesday, November 5, 2013. AES, Corcoran Expositions, and GES must be named as additional insureds on the certificate of insurance.**

**Rules and Regulations:**

Exhibitors should read and be familiar with the rules and regulations noted on the reverse side of their Exhibit Space Application. It is the exhibitor’s responsibility to ensure their personnel and agents are familiar with these rules and regulations. Independent contractors must conform to IAEE, ESCA and ED&PA display guidelines and must be signatory to a current local collective bargaining agreement.

**Security:**

AES will provide security around the perimeters of the exhibit hall. Please review the Exhibitor Rules and Regulations. Information about individual booth security will be available upon request. **Please note**, any additional security service will be at your own expense.

**Exhibitor Evaluations:**

Exhibitor feedback is important to us -- future AES Annual Meetings depend on it. After the exposition we will email you a link to an online Exhibitor Evaluation. To assist us in planning for the 2014 AES Annual Meeting, we encourage you to take a few minutes to complete the Exhibitor Evaluation. Your comments are most helpful in planning future successful meetings.