

Details of the Contract

1. General Information

The 2023 meetings of the ALLIED SOCIAL SCIENCE ASSOCIATIONS (ASSA) will be held in New Orleans, LA, January 6-8, 2023. The headquarters hotel is the Hilton New Orleans Riverside. All exhibits will be in Churchill in the Hilton New Orleans Riverside in accordance with the enclosed floor plan.

An ASSA representative will be at the "Exhibitor Registration" booth, located near the exhibit hall entrance, beginning January 5 at 8:00 a.m. (see section 6). You must pick up your badge or register before entering the exhibit area. Badges must be worn at all times to gain access to the hall – NO EXCEPTIONS.

2. COVID 19 Requirement

To provide an environment that is as safe as possible, the AEA and ASSA are requiring COVID-19 vaccinations (including booster) for all participants at the 2023 ASSA Annual Meeting. All exhibitors will be required to show proof of vaccination when picking up their badges. No one will be allowed to participate without showing proof of vaccination. Thank you for your understanding as we move back to in-person meetings

3. Booths and Equipment

All Booths are 10' x 10' with following standard equipment.

- (a) An 8-foot-high curtain backwall when possible and 36-inch-high curtain side dividers.
- (b) A 7-inch by 44-inch two-line identification sign indicating the exhibitor's company name and assigned booth number.

To maintain uniformity and to prevent obstruction of the view of the adjoining booths, displays must not be higher than 8 feet. No walls, partitions, paintings, decorations, or other obstructions may be erected which in any way interfere with the view of any other exhibitor.

4. Special Equipment and Services

A packet containing detailed information and order forms for all special services and equipment will be forwarded to exhibitors in early October.

- (a) Material handling is provided by Freeman.
- (b) Freeman will have a service desk in the Exhibit Hall during setup, dismantling, until 5:00 p.m. on Thursday and Friday, and 6:00 p.m. on Saturday.
- (c) Carpenter & Decorator booth labor can be arranged at established rates. Arrangements should be made in advance with Freeman.
- (d) Cleaning service of booths will be supplied by Freeman and must be ordered on the appropriate form.
- (e) Setup and dismantling of all displays must be done by the appropriate union. For more information, see the union jurisdictions form provided in the service kit.
- (f) Telephone services may be ordered through Hilton New Orleans Riverside using the order form provided in the service kit.
- (g) Audio visual, internet and electrical services may be ordered through the official A/V company, Encore.

In general, all services and equipment, except for internet service, audio visual, electric and computer rental are provided by Freeman. Note: The Exhibit Hall is **carpeted**.

5. Assignment and Payment of Space

Exhibit space will be available for purchase online from the "Annual Meeting" webpage on the AEA website conf.aeaweb.org/exhibitors/ starting on July 28th (**note: pay before September 15, 2022 and receive a discount; see form or online site for pricing**). This is done on a first come first serve basis. You may still pay by check, if necessary, by sending the exhibit application and check to the address below. No space will be assigned if the application is not accompanied by the check. Booths can be purchased online or by check (with application) up until December 20, 2022, **OR** as long as space is still available. Applications with checks can take up to 3 business days to process. The Association reserves the right to add or remove booths as necessary.

Make checks payable to: **Allied Social Science Associations**

Applications and checks mailed to:

Exhibit Manager

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ASSA
2014 Broadway--Suite 305
Nashville, TN 37203

6. Certificate of Insurance

By November 1, 2022, each Exhibitor must provide a certificate of insurance providing General Liability coverage **including and extending through Exhibitor set-up & meeting dates (1/5/23 – 1/8/23)** in the amount of \$1,000,000 per occurrence and naming ASSA as additional insured, or Exhibitor automatically forfeits their booth space, and a refund will be issued.

7. Setup, Hours, and Dismantling

Setup: Thursday, January 5 8 a.m. – 5 p.m.

Show Hours: Friday, January 6 9 a.m. – 6 p.m.

Saturday, January 7 9 a.m. – 6 p.m.

Sunday, January 8 9 a.m. – 1 p.m.

All booths shall be open and staffed during the above hours.

Dismantling: Sunday, January 8 1 p.m. – 6 p.m.

NOTE: There will be no ASSA attendee admittance to the exhibit hall on January 5. Dismantling must be completed by 6 p.m. on January 8. All display materials which are not removed from the exhibit floor by 6 p.m. will be discarded.

8. Cancellation

No refund will be made if contracted space is canceled by an exhibitor after November 15, 2022, or if the exhibitor fails to occupy contracted space. If the booth is not occupied by 12:00 p.m. on Thursday, January 5, the ASSA shall have the right to use such space as it sees fit to avoid empty spaces in the exhibit area.

9. Power and Light

Sufficient lighting will be provided in the exhibit area. If special electric service is required, it must be arranged through Encore. An order form for special electrical service will be included in the packet exhibitors receive in early October.

10. Use of Booth Space

All demonstrations, interviews, or other activities, including advertising and distribution of promotional materials, must be confined to the limits of your exhibit booth. No materials may be placed on seats, attached to walls, ceiling or woodwork in the hotel, or left in public places in the hotel for distribution. No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to them without the knowledge and consent of the Allied Social Science Associations' Exhibit Manager. Food or beverage may be served in your designated booth. Please contact Gwyn Loftis (gwyn.p.loftis@vanderbilt.edu) prior to the meetings to arrange a reception outside or inside the exhibit hall.

The exhibitor agrees that radio, television, motion pictures or other sound producing apparatus and visual aids will be operated in such a manner and place as to provide no inconvenience to other exhibitors. Sound must be at a level to reach the immediate vicinity of the exhibitor's area only. The management reserves the right to prohibit the use of any equipment contravening these regulations. Management reserves the right to require an exhibitor to alter the exhibit before the show or on site.

The Allied Social Science Associations reserves the right to require a sample description of the product to be displayed prior to accepting an application for booth space. Material to be displayed in a booth must be reputable and appear to be of interest to a substantial portion of our members. If the material displayed in the booth is not in accordance with what was accepted during the application process or was misrepresented in any way, the exhibitor can be removed from the exhibit hall with no refund for booth space or other expenses incurred. The Allied Social Science Associations reserves the right to make additional conditions, rules, and regulations as it deems necessary to ensure the success of the exhibition.

11. Guards

The Allied Social Science Associations will provide necessary guards during the hours the exhibit area is closed. The presence of these guards does not constitute acceptance of any responsibility by the ASSA and/or the Hilton New Orleans Riverside and/or Freeman and/or any of the subcontractors for the security of the exhibitor's property but is merely a service to assist the exhibitors during the convention.

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12. Maintenance and Liability

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. **All packing containers, excelsior, and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays.** All muslin, velvet, silken or any other cloth decoration must stand a flameproof test as prescribed by the fire ordinance of the City of New Orleans. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted without the permission of the Hilton New Orleans Riverside and the Fire Prevention Bureau.

It is mutually agreed that it is the duty and responsibility of each exhibitor to install their exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the close of the exhibition (see section 6). All property is to be shipped to and from Freeman. The Hilton New Orleans Riverside will not accept exhibitor's freight or boxes nor handle it in any way.

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the ASSA, the Hilton New Orleans Riverside, Freeman and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Hilton New Orleans Riverside, its employees and agents.

In addition, Exhibitor acknowledges that the ASSA, the Hilton New Orleans Riverside, and Freeman do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

No obstructions shall be placed in any aisles, passageways, lobbies or exits leading to any fire extinguishing appliances. Direct passageways leading to fire alarm communications must be maintained free of any obstructions.

By acceptance of exhibit space, exhibitor agrees that neither he/she nor employees shall deface, mar, or otherwise injure the exhibit premises. Nothing shall be pasted, tacked, nailed, screwed, or otherwise attached to walls, floors, or furniture. Any damage resulting from actions of the exhibitor or his/her employees shall be made good by the exhibitor.

13. Inability to Perform

If the Allied Social Science Associations should be prevented from conducting the ASSA Annual Convention and Exhibits by any cause beyond its control, or if it cannot permit the exhibitor to occupy this space due to circumstances beyond ASSA's control, the ASSA will refund to the exhibitor the amount of the rental fee paid less a proportionate share of the exhibit expenses, which share shall be determined by ASSA in its sole discretion, and the ASSA shall have no further obligation or liability to the exhibitor.