1. General Information
The 2017 meetings of the ALLIED SOCIAL SCIENCE ASSOCIATIONS (ASSA) will be held in Chicago, IL, 6-8, 2017. The headquarters hotel is the Hyatt Regency Chicago and the co-headquarters hotel is the Sheraton Grand Chicago. All exhibits will be located in the Hyatt Regency Chicago, East Tower/Purple Level, Riverside Center East Side, in accordance with the enclosed floor plan. Registration and Message and Information will be located in the Hyatt Regency Chicago to maximize traffic flow through the exhibit area.
An ASSA representative will be at the "Exhibitor Registration" booth, located near the exhibit hall entrance, beginning January 5 at 8:00 am (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. Booths and Equipment
All Booths are 10 feet wide and 10 feet deep 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, city, state 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 the other exhibits.

3. 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, and until 5:00 pm on Friday and 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 the 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) Internet service may be ordered through Encore.
(g) Telephone service may be ordered through Freeman order forms provided in the service kit.
(h) Audio visual services may be ordered through official A/V company.

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

4. Assignment and Payment of Space
Exhibit space will be available for purchase online from the "Annual Meeting" webpage on the AEA website starting on June 14, https://conf.aeaweb.org/exhibitors/ (note: pay before August 3, 2016 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 by check or online up until December 16, 2016 as long as space is still available. 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:
Julia Merry
ASSA
2014 Broadway–Suite 305
Nashville, TN 37203

5. Certificate of Insurance
Each Exhibitor must provide a certificate of insurance providing General Liability coverage in the amount of $1,000,000 per occurrence and naming ASSA as additional insured by November 1, 2016 or they automatically forfeit their booth space and a refund will be issued.

6. Setup, Hours, and Dismantling
Setup:
Thursday, January 5
8 am - 4:30 pm
Show Hours:
Friday, January 6
9 am - 6 pm
Saturday, January 7
9 am - 5 pm
Sunday, January 8
9 am - 1 pm

All booths will be open and staffed during the above hours.
Dismantling:
Sunday, January 8
1 pm - 6 pm

NOTE: There will be no admittance to the exhibit hall on January 4. Dismantling must be completed by 6:00 pm on January 8. All display materials which are not removed from the exhibit floor by 6pm will be discarded.

7. Cancellation
No refund will be made if contracted space is canceled by an exhibitor after October 31, 2016 or if the exhibitor fails to occupy contracted space. If the booth is not occupied by 8:00 am on Friday, January 6, the ASSA shall have the right to use such space as it sees fit to avoid empty spaces in the exhibit area.

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

9. Use of Booth Space
All demonstrations, interviews, or other activities, including advertising and distributing 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 use, or let any group to use, radio, television, the sound, or video equipment, etc., to be stored under tables or behind displays.

10. Guards
The Allied Social Science Associations will provide no 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 Hyatt Regency Chicago 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.

11. Maintenance and Liability
No decorative 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, silk, or any other cloth decoration must stand a flameproof test as prescribed by the fire ordinance of the City of Chicago. 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 Hyatt Regency Chicago 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 Hyatt Regency Chicago 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 hold ASSA, the Hyatt Regency Chicago, Freeman and its employees and agents harmless against claims, loss 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 Hyatt Regency Chicago, its employees and agents.

In addition, Exhibitor acknowledges that the ASSA, the Hyatt Regency Chicago, 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, 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.

12. 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 shall be determined by ASSA in its sole discretion, and the ASSA shall have no further obligation or liability to the exhibitor.