

ALEA Safety Seminar Exhibit Guidelines

You must read and accept these guidelines to register as an exhibitor.

Purpose

To establish guidelines for vendors exhibiting at [ALEA Safety Seminars](#) to better facilitate the conduct of the seminar vendor exhibit area.

Applicability

These guidelines apply to all vendors exhibiting at ALEA Safety Seminars. It shall be the responsibility of the [ALEA Corporate Representative](#), or his designated representative, to enforce these guidelines for the benefit of the whole group. Any deviation from these guidelines will be approved at the discretion of the ALEA Corporate Representative or his/her designee.

Exhibit Area

The [ALEA Meeting Planner](#) and the respective [ALEA Regional Director](#) will make every attempt to secure an appropriate room for the attending exhibitors. It is recommended that the room be large enough to accommodate all the exhibitors with sufficient room in the aisles for the number of members in attendance.

Move in and Set up

Move in time will be published as far in advance as possible. No exhibitor will be allowed to move in prior to the published time. This time may be altered as conditions change.

Tabletop Display

Vendors are limited to tabletop displays with no more than two company representatives per tabletop. All exhibits must fit within the lateral boundaries of a 6' table and shall be located on top of and/or behind the assigned exhibit table. The maximum height of the backdrop must not exceed 4 feet. In order to provide for the maximum view of all vendors, it is recommended that vendors with table top backdrops display along the periphery of the room. No booth type displays will be allowed. All exhibit spaces will be allocated on a first come, first served basis.

Every measure will be made to provide electricity to those vendors that require it at a cost of \$50. However, if the room is not provided auxiliary outlets to the middle of the room, it is recommended that exhibitors requiring electricity be given preference along existing wall electrical outlets. Exhibitors that do not require electricity or have table top backdrops are asked to set up in middle of the room.

Sponsors of specific events shall be offered the same, but may not be guaranteed exclusivity. Sponsors may be acknowledged at the sponsored event and be allowed to speak briefly.

ALEA will host an opening reception in the exhibit display area for attendees. ALEA will host a continental breakfast for attendees unless otherwise sponsored.

Exhibit Times

Typically, exhibit times will be established by the ALEA Regional Director and coordinated with the Educational Director to fit the educational agenda. The ALEA Regional Director and Educational Director will allow for sufficient time for the professional members to meet with the exhibitors during the seminar. When classes or presentations are in progress, it is suggested that exhibitors refrain from engaging in conversation that would be disruptive to the classes in session.

Dismantle and Move out

No corporate member will be permitted to dismantle their exhibit prior to the close of the seminar exhibit times. If it is necessary to move out prior to the close of the seminar exhibit times, the corporate member must notify the ALEA Corporate Representative or his/her designee or the ALEA Regional Director sponsoring the seminar.

Liability, Insurance and Hold Harmless

In consideration for the opportunity to display services and products at an ALEA Regional Safety Seminar, Exhibitor, its officers, directors, agents and insurers, agrees to indemnify and hold harmless ALEA, its officers, directors, contractors, employees and agents, the seminar facility, and any participating governmental entity, from any loss, injury, suit, action or cause of action, or claim whatsoever resulting from any incident, accident, fire, theft or any claim or loss to any person claiming loss or injury, including any loss or damage to property of Exhibitor, its employees, agent or subcontractors, loss or injury to any manufacturer's demonstration participants, their employees, agents, guests and general public. Said indemnification and agreement to hold harmless, ALEA and the seminar facility, as aforesaid, shall include reimbursement for any costs, expenses and reasonable attorney's fees incurred by indemnities. Further, any claim of damage to the property of the seminar facility resulting in the immediate assessment of damages against ALEA from any act or omission of Exhibitor, its agents, employees, contractors and subcontractors, shall be immediately paid or assumed by Exhibitor. Any commercial exhibitor that brings an owned, leased or borrowed aircraft to the seminar site, including the use of aircraft belonging to a governmental agency, agrees to name ALEA, Inc., its agents, officers, directors and employees, as an "additional insured" on the exhibitor's policy of insurance covering the operation of aircraft. In addition, Exhibitor acknowledges that ALEA does not maintain any insurance to cover loss or damage to any property of Exhibitor. Exhibitors are advised to obtain commercial insurance to cover all losses and claims.

Restrictions

ALEA reserves the right to determine the eligibility of a company or their product for inclusion in the exhibits, and reserves the right to restrict exhibits that, because of noise, method of operation, materials or for any other reason, becomes objectionable to ALEA. ALEA also reserves the right to prohibit any exhibit that, in the opinion of ALEA management, may detract from the general character of the exhibit show as a whole. In such event, ALEA shall not be liable to any exhibitor for any refund of exhibit fee or expenses incurred by exhibitor to exhibit. No signs will be affixed by any means to the walls, doors or any other surface in the exhibit area or seminar facility. ALEA policy firmly restricts representatives or organization that has not been assigned an official exhibit space from soliciting business and/or distributing promotional material of any type within the exhibit area or any other areas. Further, those organizations that have been assigned an official ALEA exhibit space should make every effort to conduct business activities within their assigned exhibit space and not to impede traffic through the exhibit aisles or other areas of the seminar facility. All children under the age of 18 must be accompanied by an adult.

Regional Exhibit Cancellation/Refund Policy

Exhibitors may cancel contracted space by submitting written notice to the ALEA Home Office on the following schedule:

- Written notice received 30 – 44 days from the event: 75 percent refund
- Written notice received 15 – 29 days from the event: 50 percent refund
- No refunds will be issued less than 15 days from the start of the event