

RULES & REGULATIONS

FOR EXHIBITING AT THE 2018 ANNUAL CONFERENCE

The following terms and conditions shall be part of the vendor's agreement to exhibit at the 2018 Annual Conference with AZA. These conditions are **not negotiable**. All vendors are required to sign the agreement and accept these terms and conditions before a booth assignment is confirmed. Violation **of the terms and conditions of this policy shall result in review and action by the AZA show management that may include revocation of current and/or future exhibit space or immediate removal of exhibit.**

1. No alcohol is to be distributed by exhibitors in the Exhibit Hall.
2. Exhibits are to stay within the designated booth area; booths are 10 feet deep, 10 feet wide and 10 feet high.
3. **Booths are not to have solid sides that would impede or restrict the vision of neighboring booths.** No structure in the front four feet of the booth shall be taller than four feet in height. Only 20x20 island spaces and 10x20 end cap spaces with pre-approval from AZA Show Management will be accepted.
4. Exhibits are not to infringe on other vendors' space. This includes, but is not limited to, noise level, hanging props, laser equipment, and/or flashing lights. Sound at 10 feet from booth boundary should not exceed 65 decibels.
5. Exhibitors are not to arrange, plan, or otherwise involve attendees, themselves or their company in any activities on the same day as or in conflict with any scheduled AZA program or event during the conference.
6. Exhibitors and vendors that want to arrange, plan, or host their own special event must notify AZA at least sixty (60) days prior to the conference and obtain written approval.
7. Vendors and their personnel are to treat all conference attendees, Convention Center staff, fellow exhibitors, and AZA personnel involved with the conference in a professional and courteous manner. Argumentative and disruptive behavior is unacceptable and will not be tolerated.
8. All promotional materials are to be distributed or handed out at the vendor's booth only. Vendors are not allowed to have employees stationed at any other location in the Exhibit Hall or in meeting space distributing their material or handouts.
9. A vendor's booth(s) shall be occupied at all times when the Exhibit Hall is open. Vendors are not to close down their booth(s) or begin packing up prior to the designated time.
10. Vendors shall follow all rules and adhere to all restrictions communicated by AZA or the facility management group.
11. Vendors understand that the occupants using their booth registrations will be EMPLOYEES OF THEIR COMPANY only, and will not include partners, sub-contractors or any person representing any other another company.
12. Vendors agree to adhere to AZA ethical standards at all times during the AZA event. The AZA Code of Professional Ethics may be viewed on the AZA web site at www.aza.org.
13. Vendor fees are not refundable. In the event of cancellation of the Annual Conference, due to acts of God, war, acts of terrorism, government regulations, strikes, civil disorders, curtailment of transportation facilities, AZA will apply the AZA cancellation policy that will be posted on the AZA web site at www.aza.org/annualconference.
14. AZA is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or political affiliation. **AZA has a zero tolerance policy for harassment in any form.** Violations by any registered attendee or participant at this AZA Conference may result in expulsion and possible ban from future AZA events.

Company: _____ Signature: _____

Date: _____ Name: _____

**THE RULES & REGULATIONS FORM MUST BE SIGNED AND RETURNED WITH
A SIGNED SPACE APPLICATION CONTRACT WITHIN 30 DAYS OF SPACE RESERVATION TO:**

Association of Zoos and Aquariums

Attn: Gina Velosky

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