

2025 Annual Conference & Expo

Exhibitor Rules and Regulations

1. **Payment in Full of booth cost must accompany this application.** Applications will not be processed nor booths assigned without the required payment. If payment is not received within 21 days, reserved space will no longer be guaranteed and is subject to release and resale at the discretion of ACA.
2. **Exhibit Space Cancellation Policy** — All exhibit booth space cancellations must be submitted in writing and received **on or before June 1, 2025 for a full refund less \$500 administration fee.** Exhibit booth space cancellations received after June 1, 2025 will not be refunded. Please note that exhibitor registration cancellations must be submitted in writing separately from the cancellation of the exhibit booth space.
3. **Termination of Conference and Exposition** — Should the premises in which ACA Conference is to be held become, in the sole judgment of ACA, unfit for occupancy, or should the convention and trade exposition be materially interfered with by reason of action of the elements, strike picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other act beyond the control of ACA, the contract for exhibit space may be terminated. ACA will not incur liability for damages sustained by exhibitors as a result of such termination. In the event of such termination, the exhibitors expressly waive such liability and release the ACA of and from all claims for damages and agree that the organizations shall have no obligation except to refund to exhibitors pro-rated shares of the aggregate amounts received by the organizations as rental for exhibit spaces for said exhibits after deducting all costs and expenses in connection with such exhibits, including reasonable reserves for claims, such deduction being hereby specifically agreed to by the exhibitor.
4. **If an exhibitor violates any of the rules and regulations set by ACA, then this contract may be terminated immediately** — In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages the amount paid by him for his space rental, and Exhibitor registrations, regardless of whether or not ACA enters into a further lease of the space involved.
5. **Space Assignment** — Where possible, space assignments will be made by ACA in keeping with the preferences as to location requested by the exhibitor—ACA, however, reserves the right to make the final determination of all space assignments in the best interest of the exposition. Exhibitors are prohibited from subletting or sharing any part of their assigned exhibit space. No exhibitor shall assign, sublet or share the space allotted with another business (including affiliates, subsidiaries or parents), firm organization or entity without prior written consent of ACA.
6. **Use of Exhibit Space** — The General Rule of the Exhibit Hall is: **Be a Good Neighbor.** No exhibits will be permitted to interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, receptionists, and models are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has under contract with ACA, no part of the Exhibit Hall and its grounds may be used by any organization other than ACA for display purposes of any kind or nature. Representatives should be attired to maintain the professional and businesslike climate of the convention. Exhibitors should have representatives in their exhibit space during all exhibit hours. Representatives are encouraged to attend all conference activities (CE, Welcome Reception & Dinner, Breakfasts, and Lunch).
7. **Exhibitor Registration Badges** — The booth fee includes one registration for a Regular Booth. Additional Exhibitor representatives are allowed but must register as Additional Exhibitor attendees. Exhibitors will be invoiced for non-registered representatives. Exhibitor registrations are limited to only employees of the exhibiting company. Contractors or affiliated companies are prohibited to register as an exhibitor representative and must pay the full registration rate.
8. **Conflicting Meetings and Social Activities** - In the interest of the success of the entire convention, Exhibitor agrees not to extend invitations to meetings, receptions, outings, social events, or otherwise encourage attendee absence from the conference or Exhibit Hall during conference and show hours. Exhibitor must obtain prior written approval from ACA for all activities, whether official or unofficial, planned during the course of the convention. ACA reserves the right to request and enforce cessation of any non-approved activity as it sees fit and shall not indemnify Exhibitor for any liability, losses, claims or expenses resulting from cessation of any non-approved activity.
9. **Installation and Dismantle** — In fairness to all exhibitors, ACA exhibit construction guidelines must be observed. All booths must contain at least 50% open area to permit side viewing through the booth. Sound presentation, slides or movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors. ACA reserves the right to restrict the use of glaring lights or objectionable light effects. The exterior of any display cabinet or structure visible from an adjacent exhibitor's booth must be finished or suitably decorated at the expense of the exhibitor erecting or installing such a display and must not include corporate or product identity that would detract from the adjacent display.
 - a. The Exhibit Hall has been reserved for exhibit installation during the following hours: **Move in: Thursday, September 25 from 2:00-5:00 p.m. All exhibits must be fully operational by Friday, September 26, at 7:00 a.m.** If erection of any exhibit has not started by 7:00 a.m., the organizations shall order the exhibit to be erected and the exhibitor shall be responsible for payment of expenses incurred. **The dismantling of displays begins on Saturday, September 27 at 1:45 p.m. and move out must be completed by 4:00 p.m.** Deadline for removal of all display materials is Saturday, September 27 at 4:00 p.m. At that time, all exhibit displays, or materials left in booths without instructions will be packed and stored at the discretion of ACA, and all charges will be applied to the exhibitor.
 - b. Exhibitors are advised to provide locked storage facilities within their own display area for excess merchandise.
 - c. ACA reserves the right to slightly change these times.

10. **Printed Materials** — Distribution of printed materials, including audiocassette tapes, videos, and books, by exhibitors or their employees is limited to the space rented by the exhibiting company in the exhibit hall. Distribution of materials are not allowed in or around the meeting registration area and prohibited from inside of or directly in front of the Continuing Education sessions. Violation of this may lead to ACA confiscating and destroying any such material.
11. **Health, Fire Regulations, and Public Safety** — To ensure the safety of all participants, fire regulations must be observed. Fire regulations require that all display materials be flameproof. Electrical signs and equipment must be wired to meet the specification of the local Fire Underwriters Inspection Bureau. Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.
12. **Care of Buildings** — Cost for repairing any damages to the exhibit hall will be billed to the responsible exhibitor. Nothing can be posted, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other properties of the exhibit hall, convention center, or hotel.
13. **Service Personnel will not be allowed on the exhibit floor without work orders**— Exhibitors using companies must advise them to check with ACA staff upon their arrival. Copies of all job orders must be presented at that time for management's files to qualify their company's participation. Upon verification, service personnel will be allowed to access the exhibit area during set-up/breakdown hours only.
14. **Exhibitors' displays will not be dismantled or packed in preparation of removal prior to the official exhibit closing time of Saturday, September 27, at 1:45 p.m.** — No equipment can be removed from the exhibit hall during the conference without written permission from ACA. Failure to comply with these rules will result in not being invited to exhibit in future years.
15. **Insurance** — Exhibitors are advised to carry floater insurance to cover exhibit material against damage and loss and public liability insurance against injury to the person, personal effects, and property of others. All property of the exhibitor is understood to remain under his custody and control, in transit to and from the confines of the exhibit hall, subject to the Rules and Regulations of the Exposition.
16. **'Hold Harmless' Clause** — The exhibitor assumes the entire responsibility and liability for losses, damage and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel and convention center and shall indemnify and hold harmless ACA, the hotel and/or convention center, agents, and employees from any and all such losses, damages and claims.
17. **Royalties, license fees and other charges** — Exhibitor agrees to pay all royalties, license fees or other charges accruing or becoming due to any firm, person or corporation by reason of any music—either live or recorded or other entertainment of any kind or nature, played, staged, or produced by the Exhibitor, his agents, employees or subtenants within the premises covered by this License Agreement including but not limited to, royalties or licensing fees due to BMI, ASCAP or SESAC. Exhibitor agrees to hold harmless ACA, its agents and employees against any and all such claims and charges, and to defend, at its own expense any and all such claims and charges. Exhibitors shall have the right, however, to protest and if desired, to litigate and adjudicate any and all such claims.
18. **Any videography/photography is strictly prohibited in the exhibit hall** unless ACA grants written permission in advance.
19. **ACA reserves the right to make changes to these rules** — Any matters not specifically covered herein are subject to decision by ACA. ACA reserves the right to make such changes, amendments and additions to these rules at any time with the provision that all Exhibitors will be advised of any such changes.

NOTE: ACA reserves the right at any time to change any or all times noted in the Exhibitor Rules and Regulations at ACA's sole discretion.