

EXHIBIT SPACE APPLICATION AND CONTRACT



American Association of Law Libraries Annual Meeting & Exposition

July 13-15, 2008 • Oregon Convention Center • Portland, OR

INSTRUCTIONS: Type this application completing all sections. Mail the application with a check (made payable to the AALL Convention Fund) or credit card information to American Association of Law Libraries, P.O. Box 94340, Chicago, IL 60678-4340. **Applications received must include full payment.**

Exhibitor(s) will receive a "Final Program Listing Form" for inclusion of listing in the official program to be distributed at the exposition.

Company Name _____

Key Contact Name _____

Title _____

Address _____

City/State/Zip _____

Phone _____

Fax _____

E-Mail _____

Web Site _____

1 Exhibit space rental is **\$2,500 per 10' x 10' booth**. There is a **\$100 charge for each open corner**. Full payment must be enclosed.

Is your organization a member of AALL? Yes No

Have you exhibited with AALL before? Yes No

Cancellations MUST be made in writing. NO REFUNDS will be made after March 7, 2008.

What type of booth are you requesting?

In-Line Island Peninsula

Please specify booth numbers for your choices of exhibit space in order of preference.

1. _____ 3. _____ 5. _____

2. _____ 4. _____ 6. _____

If you are requesting an inline booth, do you want a corner location?

Yes No

Do you prefer a better location over a corner booth?

Yes No

NUMBER OF BOOTHS X \$2,500.00	AMOUNT \$
NUMBER OF CORNERS X \$ 100.00	AMOUNT \$
TOTAL AMOUNT \$	

2 Locate our exhibit NEAR (list company names):

3 Locate our exhibit AWAY from:

4 PAYMENT: Check (payable to AALL Convention Fund) in the amount of \$ _____

Credit Card: MasterCard Visa American Express

Card # _____ Exp. Date _____

Name as it appears on card _____

Cardholder's Signature _____

5 WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION AS PRINTED ON THE REVERSE SIDE HEREOF AND WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY THE AMERICAN ASSOCIATION OF LAW LIBRARIES CONSTITUTES A CONTRACT.

Authorized Signature (Exhibitor) _____ Date _____

Authorized Signature (AALL) _____

APPLICATIONS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE AND/OR PAYMENT WILL NOT BE PROCESSED.

6 Mail this application to:
American Association of Law Libraries, P.O. Box 94340
Chicago, IL 60678-4340

QUESTIONS? Call Hall-Erickson, Inc., Exhibits Management,
630-434-7779 or e-mail aall@heiexpo.com.

FOR OFFICE USE ONLY

Date Received _____ Member Yes No

Deposit _____ Ck/Chg _____

Space Assigned _____

Total Due _____ Balance Due _____

AALL ANNUAL MEETING & EXPOSITION • RULES AND REGULATIONS

The American Association of Law Libraries (AALL) and its authorized representatives are hereinafter referred to as "Show Management".

1. PAYMENT AND REFUNDS: To be included in the first round of exhibit space assignments, this application must be received by November 9, 2007 with the appropriate payment. Applications without such payment will not be processed nor will space assignment be made. Assignment of space shall be made by Show Management in accordance with the priority of dates of receipt of application on a first received basis. Acceptance of an applicant does not imply endorsement by the Association of exhibitors products or services, nor does rejection imply lack of merit of same. Cancellation: In the event an exhibitor desires to cancel its reservation of exhibit space, a written request of request for cancellation must be transmitted to Show Management postmarked no later than March 7, 2008. If the request is approved and accepted by the Sponsor, the amount paid shall be refunded less a \$500 administrative fee. In the event the Exposition and/or Annual Meeting is canceled or postponed, or Sponsor and/or Show Management is unable to perform for any reason whatsoever, including performance under this agreement, the sole and exclusive remedy of Exhibitor against Sponsor and Management with respect to any damages sustained by Exhibitor as a result of the non-occurrence or postponement of the Exposition and/or Annual Meeting, including incremental and consequential damages, shall be a refund by Sponsor of monies paid on account of the exhibit space, less Exhibitors pro-rata share of expenses relating to the exposition, as determined by the Sponsor.

2. SPACE RENTAL AND ASSIGNMENT OF LOCATION: The AALL Exhibits are designed to provide a showcase for goods and services either specifically designed for or customarily used by the library and information services segments of the industry.

The AALL reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of the AALL, likely to be compatible with the general character and objectives of the exposition. Whenever possible, space assignments will be made by the AALL in keeping with the preferences as to location, requested by the exhibitor. AALL, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

3. USE OF SPACE, SUBLETTING OF SPACE: No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from the AALL. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business.

No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

4. EXHIBITORS AUTHORIZED REPRESENTATIVE: Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, staffed and orderly at all times.

5. FIRE, SAFETY AND HEALTH: The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. No flammable decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping paper must be flame proof and are to be removed from the floor. This material is NOT to be stored under tables or behind displays. All muslin, velvet, silken or other cloth decorations must stand a flame proof test as prescribed by fire ordinances. All materials and fluids which are flammable are to be kept in safety containers.

6. ARRANGEMENT OF EXHIBITS: AALL will provide each booth exhibitor with an 8' high back-wall of draperies supported by aluminum uprights and stanchions, 33" high draped display rails and one 7" by 44" sign showing the exhibiting company name, city, state, and booth number.

7. DISPLAY RULES AND REGULATION: Each Exhibitor will be provided an Official Exhibitors Kit. The Exhibitors Kit describes the type and arrangement of exhibit space and the standard equipment provided by the AALL. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitors Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition.

Standard Booth: An exhibit consisting of one or more standard units in a straight line. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8' (2.5m). Depth: All display fixtures over 4' (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5' (1.52m) from the aisle line for those exhibits with 10' (4.27m) depth or more.

Perimeter Wall Booth: A standard booth located on the outer perimeter wall of the exhibit floor. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 10' (3.05m) in perimeter wall booths. Depth: All display fixtures over 4' (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5' (1.52m) from the aisle line for those exhibits with 10' (4.27m) depth or more.

Peninsula Booth: An exhibit which occupies at least four standard booth and both corners at the end of a row of standard booths with an aisle on three sides. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16' (4.88m). Depth: All display fixtures over 4' (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5' (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and not carry identification signs or other copy that would detract from the adjoining exhibit.

Island Booth: An exhibit with aisles on all four sides. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16' (4.88m). Depth: Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

Reasonable Sightline Rule: For a 10' x 10' booth, sidewalls or any other object or projection may not extend out from the backwall at the 8' height for more than 5' from the backwall.

First time exhibitors must submit booth construction plans and layout arrangements for peninsula or island booths, or for exhibits involving other unusual construction features, at least sixty (60) days prior to the opening of the exposition.

The rules and regulations are based on the physical characteristics of the hall, the wish to be equally fair to all exhibitors, and the safety of all concerned. Exhibitors who have special needs which require variance from these guidelines must submit a written request to the Show Management Office for approval at least 60 days prior to the conference.

Any questions concerning the regulations should be directed to AALL Show Management, Hall-Erickson, Inc., 630/434-7779.

Show Management reserves the right to require an exhibitor to alter the exhibit before the show or on site. Necessary changes are to be made at the exhibitor's expense and are subject to the approval of Show Management.

8. OPERATION OF DISPLAYS: Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noisemaking machines must be

conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens.

Any sound that exceeds 80 decibels measured at the edge of an exhibitors booth is considered objectionable and will not be allowed. Sound should not be directed at the aisles or adjoining booths and should be directed into an exhibitors booth. Show Management reserves the right to re-position speakers. Show Management will monitor sound levels at individual booths during show hours. If the exhibitor does not comply with requests to adjust sound levels, Show Management reserves the right to disconnect power to the sound source.

All demonstrations or other activities must be confined to the limits of the exhibitor's rented space. Distribution of circulars may be made only within the space assigned to the exhibitor presenting such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, grounds or other facilities. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by the Association during the course of this conference. Exhibitors must cease the distribution of samples of any kind whenever such action blocks the aisles or in any way handicaps nearby exhibitors.

The distribution of promotional materials in the form of balloons, canes, games or other advertising material which tends to distract from the professional and educational purposes of the exposition is prohibited. In addition, no promotional adhesive backed decals are permitted to be given out or used inside the hall. Distribution of unwrapped food or alcoholic beverages by exhibitors is strictly prohibited. Wrapped candy or other small items are exempt from this restriction. Items (popcorn, peanuts, etc.) which detract from the exhibitor's professional appearance will not be allowed. Booth representatives including models, demonstrators, or actors in costume, must be properly and modestly clothed. No excessively revealing attire will be permitted. Models, demonstrators, and actors in costume must remain in their own exhibit throughout the show. They are not permitted in other exhibitor's booths, in the aisles, or in public areas. Drawings, lotteries, or other contests where prizes or gratuities are rewarded on the basis of chance must be approved in advance by Show Management. Live animals are not permitted.

9. INSTALLATION AND REMOVAL: It is mutually agreed that it is the duty and responsibility of each exhibitor to install his/her exhibit before the opening of the exposition and to dismantle his/her exhibit immediately after the exposition's close. No exhibitor will be allowed to dismantle or unhook any part of his/her exhibit until after the closing of the Show. All display materials which are not removed from the exhibit floor prior to the dismantlement cutoff as announced by Show Management will be discarded.

10. LIABILITY AND INSURANCE: All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither the AALL, its service contractors, the management of the exhibit hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of exhibitor.

The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability set forth in an amount no less than that \$250,000 Combined Single Limit for personal injury and property damage. Exhibitors shall provide Show Management with a copy of the insurance policy or rider which provides such coverage and which names the AALL as co-insured.

11. INDEMNIFICATION: Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgements recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor, or any of its guests, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by the Exhibitor shall be effective unless such damage or injury results from the gross negligence or willful misconduct of Show Management. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any litigation.

Property Damage: Show Management shall not be responsible for any loss of or damage to any property of the Exhibitor, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Exhibitor expressly waives any claim for liability against the other party with respect to any such loss or damage. Accordingly, it shall be the responsibility of Exhibitor to secure its own insurance or otherwise protect itself and its property against such loss or damage.

12. LABOR: Exhibitors are required to observe all contracts in effect between Show Management, service contractors, hall and the labor organizations involved.

13. CARE OF BUILDING AND EQUIPMENT: Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

14. INTERPRETATION, AMENDMENTS, ENFORCEMENT: Failure to comply with The Rules and Regulations or Exhibitor Information, or any amendment thereto, will be sufficient cause for Show Management to require the immediate removal of the exhibit of the offending exhibitor, who will forfeit all further right to exhibit during the Exposition, together with all fees and rentals paid by him, and Show Management may lease any space so forfeited to another exhibitor. Exhibitor shall be liable for damages caused by his failure to comply, with the Rules and Regulations Exhibitor Information, or any amendment thereto, and repairs of damage to property may be made at the Exhibitors sole cost and expense. The failure of Sponsor to insist upon a strict performance of any of these Rules and Regulations or Information shall not be deemed a waiver of any rights Show Management may have.

15. OTHER REGULATIONS: The AALL reserves the right to make such additional conditions, rules and regulations as it deems necessary to insure the success of the exposition. Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. **THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED ANY AMENDMENTS, WHEN MADE, ARE BROUGHT TO THE NOTICE OF EXHIBITORS. EACH EXHIBITOR, FOR HIMSELF/HERSELF AND HIS/HER EMPLOYEES, AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE.**