

# AAJ CONVENTION RULES AND REGULATIONS

Revised March 6, 2024

These Rules and Regulations are a part of AAJ Conventions and should be read carefully to ensure compliance.

These Rules and Regulations apply to all AAJ Convention Exhibitors and Sponsors (hereafter, "Exhibitors").

The goal of the American Association for Justice (AAJ) is to create a professional atmosphere for its attendees throughout the entire Convention including all educational sessions and the Exhibit Experience. In addition, we want Exhibitors to have opportunities to interact with attendees in an environment that is conducive to a successful exchange. We particularly want to ensure that no action of any one Exhibitor in any way detracts from a successful meeting experience for fellow Exhibitors or attendees.

To ensure that these important goals are met, we have established these AAJ Convention Rules and Regulations. AAJ reserves the right to reject any Exhibitor for reasons including, but not limited to, the inappropriateness of promoting Exhibitor's product and/or services. As a condition of exhibiting, each Exhibitor agrees to observe the rules stated in this document, and any Exhibitor that does not do so will be subject to whatever action deemed necessary by AAJ to correct or prevent the violation.

It is the Exhibitor's responsibility to communicate all information regarding Exhibit rules and policies to all members of the company who will be participating in AAJ's conventions, as well as to any agents, contractors, or other personnel authorized or acting on behalf of the Exhibitor prior to and during the AAJ Convention.

We greatly appreciate your cooperation, and we will work hard to ensure that the AAJ Convention is the best possible forum for marketing your products and services each year.

Any Exhibitor who has an outstanding balance due for the AAJ Convention will not be allowed to set up until their balance has been paid in full.

**Please refer to the attached Addendum, which is incorporated in these Rules and Regulations by reference, for details and deadlines related specifically to the upcoming AAJ Convention.**

**1. AGREEMENT TO TERMS AND CONDITIONS:** Exhibitors must abide by the terms of the Contract, the Rules and Regulations, the Event Unlawful Discrimination, Anti-Harassment & Safety Policy, the AAJ Sponsorship Policy, and any applicable provisions of AAJ's agreement with the management of the facility where the Convention will be held. Failure to adhere to such policies may result in removal and termination of the Exhibitor's right to participate in the Exhibit Experience and the AAJ Convention.

**2. AAJ ACCEPTANCE POLICY:** AAJ reserves the right to determine the eligibility of any Exhibitor to participate in the Exhibit Experience. Exhibitor shall not show goods or services other than those manufactured or distributed by the Exhibitor in the regular course of business. No firm or organization not assigned space in the Exhibit Experience will be permitted to solicit business in any manner within the Exhibit Experience. AAJ reserves the right to reject Exhibitor whose product or service is not in compliance with AAJ advertising policy, i.e., the exhibit materials should not have an emphasis on large jury awards or settlements or otherwise overemphasize monetary considerations. AAJ will not accept booths marketing alcohol, tobacco, or firearms, and has the right to reject materials with sexual connotations in questionable taste. AAJ may also reject Exhibitors that have a fundraising purpose, that offer products or services in direct competition with AAJ services, or if, in AAJ's sole opinion, the Exhibitor is offering goods and services that are not compatible with the objectives of AAJ, the Exhibit Experience, or the Convention.

**3. WHAT YOUR EXHIBIT SPACE INCLUDES:** See Addendum for specific details for the upcoming AAJ Convention.

**4. ALTERATION TO EXHIBIT SPACE AND EXHIBIT EXPERIENCE LAYOUT:** AAJ SHOW MANAGEMENT reserves the right to make changes at any time in the location, size, and display limits of any booth, including, without limitation, to the overall placement of exhibit booths in order to adhere to social distancing/COVID-10 guidelines put in place by federal, state, provincial, or location authorities, the convention center, or AAJ, or in accordance with fire marshal requirements. AAJ shall further be entitled to alter the layout if, in their opinion, this is in the general interest of the Convention.

**5. INSTALLATION AND DISMANTLING OF EXHIBITS:** Installation of exhibits must be completed according to the schedule provided in the Addendum. Exhibitors who fail to install their exhibits according to this schedule will lose five (5) Priority Points. Priority Points are used in the pre-sales process and give exhibitors priority in their Exhibit space selection order. Freight delivered to a booth but unopened by the installation deadline will be removed from the Exhibit Experience, and the Exhibits Manager reserves the right to reassign such space to another Exhibitor or make such use of the space as deemed necessary or appropriate with no refund being made to the original contracting Exhibitor. If exhibit space is not reassigned, Exhibitor will not be permitted to set their booth until the end of show hours on the first day of the Exhibit Experience.

Dismantling of exhibits must be completed according to the schedule provided in the Addendum. Booths that break down before the time specified in the Addendum will lose five (5) Priority Points. Exhibitors will be notified via email post-show of the Priority Point penalty. Goods and materials used in the exhibit, except bona fide samples, shall not be removed from the Exhibit Experience until the Exhibition has been officially closed. The Exhibits Manager has the option to remove exhibits that have not been removed at that time and charge the expense to the Exhibitor. Exhibitors shall comply with all union regulations where applicable.

**6. CHILDREN:** No one under the age of 18 will be allowed on the Exhibit Experience floor during designated Exhibit Experience setup and teardown. During official Exhibit Experience hours, all children under the age of 18 must be accompanied by an adult at all times to be on the Exhibit Experience floor.

**7. PAYMENT TERMS:** See Addendum for payment details for the upcoming AAJ Convention.

**8. CANCELLATION AND WITHDRAWAL:** See Addendum for payment details for the upcoming AAJ Convention.

**9. USE OF SPACE:** All demonstrations, distribution of circulars, or other promotional activities must be confined to the limits of the exhibit booth and must not interfere with adjacent booths or intrude on aisle space. Demonstration of equipment that requires the use of space above the 8-foot back wall height must be approved by the Exhibits Manager prior to the opening of the Convention. No Exhibitor shall assign, sublet, or share the space allotted except with written previous approval by the Exhibits Manager. There are no booth shares permitted. Only goods manufactured or dealt in by Exhibitors in the regular course of business, except for prizes, shall be exhibited. Exhibitor shall not feature names of non-exhibiting manufacturers, service providers, distributors, or agents in the Exhibitor's display, with the exception of parent or subsidiary companies. Exhibitors shall not under any circumstances distribute any form of materials relating to the exhibit in any area of the Convention beyond their exhibit space unless previously approved by the Exhibits Manager.

Special booth promotions such as artists, magicians, mascots, etc., and the photographing of such presentations, are to be contained in the booth. Unless approved by the Exhibits Manager, Exhibitors are not to take photographs of competitors' booths.

**10. BOOTH CONSTRUCTION AND SHOW SERVICES:** All exhibit booths must adhere to the IAEE booth display rules and regulations. Booth carpeting (if facility is not carpeted), decorations, furniture, signs, and electrical connections are available to the Exhibitor through the Official General Service Contractor, who will bill the Exhibitor directly. AAJ SHOW MANAGEMENT is not responsible for any service provided by independent contractors. AAJ SHOW MANAGEMENT reserves the right to finish and decorate any unfinished partitions, floors, walls, or backs of signs that are exposed to the public and to charge the cost to the Exhibitor. Peninsula booths are not permitted.

**11. STAFFING OF EXHIBITS:** No more than three individuals may operate a single booth at the same time, with the exception that up to six individuals may operate a double booth. Also, for safety, fire, and ADA regulations, booths must be set up to allow working space for exhibit personnel within the confines of the exhibit space. Exhibit personnel will not be allowed to stand in the aisles.

**12. EXHIBITOR BADGES:** All Exhibitor personnel must be registered and wear their badges at all times during the Convention. Each exhibiting company will receive four (4) staff registrations per exhibit space purchased that will also include tickets to the Opening Reception.

**13. ATTENDANCE AT EDUCATIONAL PROGRAMS:** Exhibitors who are sponsoring individual AAJ Education sessions may attend the session they are sponsoring. Promotional activity by Exhibitors sponsoring individual sessions inside the program room is limited to the allotted speaking time, if applicable, in accordance with their sponsorship agreement. No promotional materials or additional sales activity is permitted inside the program room. Exhibitors who are invited speakers are also not permitted to distribute company brochures or promotional materials in the meeting rooms before, during, or after their presentation unless otherwise approved. AAJ members who are paid registrants for the Convention and are also Exhibitors are eligible to receive Continuing Legal Education (CLE).

**14. FOOD AND BEVERAGE:** No food and/or beverage may be served without prior permission from the Exhibits Manager and the facility.

**15. RESTRICTIONS IN OPERATION OF EXHIBITS:** The Exhibits Manager reserves the right to close exhibits which, in the sole discretion of the Exhibits Manager, are in bad taste, are excessively noisy, employ offensive or unprofessional methods of operation, or in any way detract from the quality of the Convention, interfere with the other Exhibitors, or are deleterious to AAJ's professional image. Exhibitors shall not use their exhibit space or conduct any other Convention activities which impugn, demean, or contravene the product, services, or organization of any other Exhibitor. All booth staff shall confine their activities to the Exhibitor's booth space. AAJ, through the Exhibits Manager, reserves the right to evict any persons or Exhibitors whose conduct is deemed in violation of this agreement, offensive, disruptive, unethical, or undignified; and to prevent the distribution of materials that are in any way incompatible with AAJ's standards of decorum, taste, or professionalism. In the event of such restriction or eviction, AAJ is not liable for any refunds of rentals or other Exhibitor expenses. Unusual advertising plans and stunts that are designed to attract attention to a particular exhibit must be submitted to the Exhibits Manager for approval 30 days prior to the opening of the Convention.

**16. FACILITY MEETING SPACE:** No Exhibitor-sponsored meetings, entertainment, or similar activities will be permitted in the hotel, meeting rooms, or other private or public facilities of the hotel without the prior approval of AAJ SHOW MANAGEMENT.

**17. PROPERTY DAMAGES:** Exhibitors or their agents shall not in any way damage the building, the booths, or the equipment of the booths. No signs, parts of exhibits, supplemental lighting, or any other Exhibitor material may be taped, posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or any interior or exterior surface of the Exhibit Experience facility or furniture.

**18. SECURITY:** Although security services will be furnished, AAJ SHOW MANAGEMENT cannot and will not be responsible for damage to, loss, and/or theft of property belonging to any Exhibitor, its agents, employees, business invitees, visitors, or guests. Each Exhibitor must carry their own insurance.

**19. INSURANCE:** Notwithstanding the fact that AAJ may employ security services, neither security personnel, AAJ, the official service contractor, hotel management, nor any of the officers or employees of the above will be responsible for the safety or property of Exhibitors from theft, strike, or damage by fire, water, storm, or vandalism. Each Exhibitor acknowledges that it is responsible for obtaining appropriate insurance coverage. The Exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of the contract for

exhibit space, comprehensive general liability insurance against claims of bodily injury or death and property damage occurring in or upon or resulting from the premises leased. The general liability insurance should recognize the American Association for Justice (AAJ) as an additional insured. Such insurance shall include contractual liability and product liability coverage with the combined and single limits of liability of not less than \$1,000,000. The Exhibitor shall, at its sole cost and expense, throughout the term of this contract, procure and maintain worker's compensation, employer's liability, and occupational disease insurance in full compliance with all federal and state laws governing all of the Exhibitor's employees engaged in the performance of any work for the Exhibitor. The Exhibitor must obtain and furnish to AAJ SHOW MANAGEMENT a certificate of insurance evidencing the required insurance. The Exhibitor must provide a certificate of insurance no later than 45 days prior to the start of the Convention.

**20. LIMITATIONS AND LIABILITY:** Neither AAJ, its officers, directors, members, representatives, employees, or suppliers, nor the meeting facility, nor the service contractor or their officers, representatives, employees, or subcontractors shall be liable for, and are hereby released from, any claims, liabilities, losses, damages, or expenses relating to or arising out of any injury to any personnel of Exhibitor or to any other person for any loss of or damage to any property of the Exhibitor or any other property where such injury, loss, or damage is incident to, arises out of or is in any way connected with Exhibitor's participation in the Convention. The Exhibitor shall be fully responsible for any such injury, loss, or damage, and the Exhibitor shall protect, indemnify, hold harmless, and defend AAJ, its officers, directors, agents, employees, the Exhibit Experience venue, its owners, agents, and employees against all such claims, liabilities, losses, damages, and expenses. Exhibitor shall, and shall cause its employees to, indemnify, defend, and hold harmless AAJ, the Exhibit Experience venue, its members, employees, agents, and contractors from all liability arising from or related to the use of the exhibit space including, without limitation, transportation, placement, removal, or display of exhibit and drayage.

**21. SAFETY, FIRE, AND HEALTH:** The Exhibitor is charged with knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety affecting the Exhibitor's participation in the Exhibit Experience. Compliance with such laws is mandatory for all Exhibitors and is the sole responsibility of the Exhibitor. All materials used in the exhibit area must be flameproof and fire-resistant to conform to local fire ordinances and the fire regulations of the facility. All hangings must clear the floor and electrical wiring must conform to local ordinances. If unusual equipment is to be installed, or equipment that conflicts with fire codes is to be used, the Exhibitor should communicate with the Exhibits Manager for information concerning the facility and its regulations. All projection equipment and activities must be in accordance with the requirements of the fire prevention authorities and in compliance with any agreements entered into by AAJ with the management of the Exhibit Experience or applicable labor unions. All plans for installation and operation of projection equipment must be approved by AAJ before operation is undertaken. All lighting devices, displays, or demonstrations must be arranged in such a manner as not to distract or interfere with other Exhibitors or the Convention in general. Exhibits which include the operation of lighting devices, sound equipment, or any noise-making devices must secure approval for the operation of same from the Exhibits Manager prior to the opening of the Exhibition.

**22. COMPLIANCE WITH LOCAL RULES:** Exhibitor shall comply with all applicable federal, state, provincial, and local laws, rules, and regulations, as well as the rules and regulations of the venue and AAJ.

**23. FORCE MAJEURE:** In case of cancellation or suspension of the Convention due to force majeure, an extraordinary event or circumstance beyond the control of the parties including fire, blizzard, flood, earthquake, volcanic eruption, storm, hurricane, or other natural disaster, war, regulations of the authorities, strike, diseases and epidemics, or other circumstances beyond the control of AAJ that might render it impossible or difficult to carry through the arrangement, AAJ shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time, or to cancel the arrangement, and AAJ shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the stand rental paid, nor be liable for any expenditure or liability or loss, including consequential loss incurred by the Exhibitor.

**24. OTHER EXHIBIT CONTRACTORS:** Exhibitors must submit a Notification of Intent to Use Non-Official Service Contractor to the Exhibits Manager no later than 45 days prior to the start of the Convention. Exhibitor-appointed contractor shall have the right to provide services (excluding material handling and furniture) and to utilize qualified employees on the Exhibit Experience floor as requested by an Exhibitor. The Exhibitor-appointed contractor must carry public liability insurance for bodily injury and property damage in the minimum amount of \$1,000,000. An original Certificate of Insurance must be submitted to the Exhibits Manager no later than 45 days prior to the start of the Convention, verifying public liability insurance for bodily injury and property damage for the time period covering the Exhibit Experience. Upon arrival at the Exhibit Experience venue, Exhibitor-appointed contractor personnel must check in with either the Exhibits Manager or the in-house service contractor to present their credentials and receive permission to work on the floor.

**25. INTELLECTUAL PROPERTY:** Exhibitor certifies that it owns or validly possesses the right to display and discuss all patents, copyrights, and trademarks included in the exhibit. No copyrighted music shall be played or sung in the Exhibit Experience in any fashion (including, but not limited to, background music on video or audio tape presentations) without rights or appropriate licensing. No copyrighted images or miscellaneous materials may be used in any form without rights or appropriate licensing. Exhibitor is solely responsible for obtaining appropriate licenses for material not owned by the Exhibitor. Exhibitor shall indemnify the Indemnitees and shall hold them free and harmless from any and all liability whatsoever for an infringement of or other violation arising out of the use of intellectual property (including costs of lawsuit and attorney's fees) for failure to obtain these licenses or consents and/or for infringements or other violations of the property rights or the rights of privacy or publicity of any third party.

**26. AMERICANS WITH DISABILITIES ACT:** Exhibitors shall be responsible for making the exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act, and violation shall fall within the conditions of Rule 21.

**27. AMENDMENTS/ENFORCEMENT:** All matters and questions not covered by these Rules and Regulations are subject to the final judgment and decision of AAJ SHOW MANAGEMENT. These Rules and Regulations may be amended at any time by AAJ upon written notice to Exhibitors. AAJ reserves the right to enforce compliance with these Rules and Regulations.

## ADDENDUM: AAJ 2024 ANNUAL CONVENTION DETAILS

### WHAT YOUR EXHIBIT SPACE INCLUDES

**Exhibit Booths** are 10 x 10 (unless otherwise indicated) with a height limit of eight (8) feet. AAJ will provide each Exhibit Booth with the following:

- Standard draped back wall and side rails
- Company booth identification sign
- One (1) 6-foot draped table
- Two (2) chairs
- One (1) wastebasket
- Booth carpet
- Daily cleaning of aisles

**Exhibit Kiosks** are 8' x 10' (unless otherwise indicated) with a height limit of eight (8) feet. AAJ will provide each Exhibit Kiosk with the following:

- Exhibit Kiosk counter-top display
- Production and installation of graphic panel connected to Exhibit Kiosk display
- Two (2) standard bar stools
- One (1) wastebasket

**These items cannot be substituted or exchanged.**

All measurements shown on the floor plan are approximate, and AAJ reserves the right to make such modifications as may be deemed necessary, making equitable adjustments with any Exhibitor(s) thereby affected. AAJ also reserves the right to adjust the floor plan to meet the needs of the Convention.

**All furniture and accessories, electrical requirements, internet access, additional booth carpeting, and booth cleaning are the responsibility of the Exhibitor.**

### INSTALLATION AND DISMANTLING OF EXHIBITS:

**Installation:** Delivery of freight and installation will **begin Friday, July 19, 2024, at 1:00 pm** and must be completed no later than **Friday, July 19, 2024, at 5:00 pm**. Freight delivered to a booth but unopened by **5:00 pm, Friday, July 19, 2024**, will be removed from the Exhibit Experience, and the Exhibits Manager reserves the right to reassign such space to another Exhibitor or make such use of the space as deemed necessary or appropriate with no refund being made to the original contracting Exhibitor. If the exhibit space is not reassigned, Exhibitor will not be permitted to set up their booth until the end of the show hours on the first day of the Exhibit Experience (Saturday).

**Dismantling:** Dismantling of exhibits may not begin until **3:00 pm, Monday, July 22, 2024**, and must be completed by **5:00 pm, Monday, July 22, 2024**.

**Exhibitors who fail to comply with the installation and dismantling schedule will be subject to penalties as described in Section 5 of these Rules and Regulations.**

### PAYMENT TERMS:

**Full payment is due during virtual exhibit space selection.** The Exhibits Manager reserves the right to cancel any Exhibitor's application and release their assigned exhibit space if full payment is not received within five (5) business days of purchase. No refunds will be given to any Exhibitor who has not paid for their exhibit space in full by **May 24, 2024**.

**CANCELLATION AND WITHDRAWAL:** An Exhibitor may cancel or withdraw from the Exhibit Experience subject to the following

conditions: The Exhibitor shall give the Exhibits Manager notice in writing to cancel or withdraw from the Exhibition.

The date the Exhibitor's written request of cancellation is received by AAJ will be considered the official cancellation date.

- On or before **May 24, 2024**: Cancellations made on or before **May 24, 2024**, will receive a 50% refund of the TOTAL booth cost. If paid in full, 50% of the Exhibit fee will be refunded. If only partial payment has been made, up to 50% of the total booth cost will be surrendered.
- After **May 24, 2024**: No refund is given.