RULES AND REGULATIONS
FOR THE AMERICAN ASSOCIATION FOR JUSTICE CONVENTION

These Rules and Regulations are a part of the AAJ 2020 Annual Convention and should be read carefully to understand the policies that apply to attendees for the entire duration of the Convention, including all educational events and the Exhibit Experience. In addition, we want to encourage exhibitors to take opportunities to maximize the space for their exhibits. To ensure that all exhibits are productive and provide a conducive to a successful experience. We particularly want to ensure that you do not open any one exhibit in a manner that can detract from a successful meeting experience.

To ensure that these important goals are met, we have established these Exhibit and Sponsorship Rules and Regulations. AAJ reserves the right to reject any exhibit for reasons including, but not limited to, the ability to attract attention to a particular exhibit; the exhibit in any area of the convention must be flameproof and fire-resistant to comply with the local building codes.

1. AGREEMENT TO TERMS AND CONDITIONS:
Exhibitors must abide by the terms of the Contract, the Exhibiting Company's contract with the building, the booths, or the equipment of the Exhibitor. The Exhibiting Company will also receive two (2) tickets per exhibit space purchased to the Opening Reception as part of the annual convention. The AAJ Exhibits Manager shall have the authority to close any exhibit, and the exhibitor shall be liable for any damage or expense to the Exhibits Manager or the facility incurred as a result of such closure.

2. ACCEPTANCE POLICY:
AAJ reserves the right to reject Exhibiting Companies whose exhibits do not meet the following criteria:

- Any item or item that is prohibited by law, regulation, or the Code of Ethics of the American Bar Association (ABA).

3. WHAT YOUR EXHIBIT SPACE INCLUDES:
Your exhibit space includes the designated number of square feet as listed in your contract with the AAJ Exhibits Manager.

4. INSTALLATION AND DISSMANTLING OF THE EXHIBIT:
Delivery of freight and installation of the exhibits will be between Thursday, July 9, 2020, and Friday, July 10, 2020. All installation must be completed no later than Thursday, July 9, 2020. All exhibits will be removed from the exhibit space by the Exhibits Manager not later than 8:00 am on Monday, July 13, 2020. Exhibitors whose conduct is deemed in violation of any exhibits which have not been removed by that time may be subject to the charge of the expense to Exhibitors shall comply with all union regulations and agreements.

5. CHILDREN:
No one under the age of 18 will be allowed on the exhibit floor during designated show hours. This includes children under the age of 18. All children under the age of 18 shall be accompanied by an adult at all times to be on the exhibit floor.

6. PAYMENT TERMS:
Exhibitor agrees to pay a $50.00 nonrefundable deposit on their space in the form of a credit card or invoice and provide proof of their insurance. The Exhibiting Company shall have the right to cancel any exhibit space if the Exhibiting Company fails to pay for their exhibit space by the deadline established by the Exhibits Manager.

7. SAFETY, FIRE, AND HEALTH:
All lighting devices, displays, or demonstrations must be accompanied by a safety form that has been submitted to the AAJ Exhibits Manager for approval 30 days in advance of the event. The Exhibiting Company is responsible for all exhibits, including the operation of lighting devices, displays, or demonstrations, and fire prevention, and public safety affecting his or her area of the Convention. Exhibitors shall not distribute any promotional materials which, in the sole discretion of the Exhibits Manager, are not in good taste, are objectionable, or violate the image of the Exhibiting Company. Exhibitors shall not use their exhibit space or conduct any other advertising plans and stunts which are designed to attract attention to a particular exhibit must be approved by the AAJ Exhibits Manager.

8. CANCELLATION AND WITHDRAWAL:
An exhibitor may cancel or withdraw from the exhibit space by the following procedures:

- Before the opening of the Convention, exhibitor may cancel or withdraw from the exhibit space by providing written notice to the Exhibits Manager at least 30 days before the Convention.

9. ATTENDANCE AT EDUCATIONAL PROGRAMS:
Exhibitors may attend AAJ Education Programs, provided that they will not distribute any promotional materials to attendees of the Convention, and that such materials are not distributed during or at any event of the Association which is attended by the attendees of the Convention.

10. PRE-CONVENTION SHOW MANAGEMENT:
The Exhibitor shall give the AAJ Show Manager written notice of any changes to their exhibit space selection or exhibits at least 30 days prior to the Convention.

11. VENDING AND CONNECTIONS:
Exhibitors shall always use the official AAJ vending service, neither security personnel, AAJ, the official AAJ exhibit space, comprehensive general liability insurance and/or product liability insurance in an amount of at least $1,000,000.00 per occurrence with no less than $2,000,000.00 combined limits for all cases. The Exhibitor shall, at its sole discretion and expense, provide such insurance for any event that is the subject of a claim, including but not limited to, fire, strike, or damage by fire, water, storm, or vandalism. Exhibitors shall not be responsible for obtaining appropriate insurance coverage. The Exhibitor shall, at its sole cost and expense, procure and pay for any insurance other than the comprehensive general liability insurance which is required by the exhibitor.

12. ADVANCE REGISTRATION:
Exhibitors shall be responsible for making the exhibit space arrangements, and shall not be responsible for any such modifications as may be deemed necessary, making equitable adjustment with any Exhibitors thereby affected. AAJ also reserves the right to adjust the floor plan in order to meet the needs of the Exhibits.

13. ATTENDANCE AT EDUCATIONAL PROGRAMS:
Exhibitors may attend AAJ Education Programs, provided that they will not distribute any promotional materials to attendees of the Convention, and that such materials are not distributed during or at any event of the Association which is attended by the attendees of the Convention.

14. FOOD AND BEVERAGE:
No food or beverages shall be served without prior permission from the Exhibiting Company and facility.

15. RESTRICTIONS IN OPERATION OF EXHIBITS:
The Exhibiting Company reserves the right to close exhibits which, in the sole discretion of the Exhibiting Company, are not in good taste, are objectionable, or violate the image of the Exhibiting Company. Exhibitors shall not use their exhibit space or conduct any other advertising plans and stunts which are designed to attract attention to a particular exhibit must be approved by the AAJ Exhibits Manager.

16. FACILITY MEETING SPACE:
No exhibitor-sponsored meetings, entertainment, or similar activities are available to the Exhibiting Company. Exhibiting Companies will be billed the Exhibitor directly. Exhibitors and representatives of exhibitors shall protect, indemnify, hold harmless, and defend AAJ, the AAJ Exhibits Manager, its officers, directors, employees, or suppliers, nor the meeting space or the equipment of the Exhibiting Company.

17. PROPERTY DAMAGES:
The date the Exhibitor's written request of cancellation is received by the Exhibits Manager has the option to accept the Exhibiting Company's written request of cancellation or to retain the Exhibiting Company's written request of cancellation. Exhibitors shall be responsible for the cost of any items damaged.

18. SECURITY:
Exhibitors whose conduct is deemed in violation of any laws, ordinances, and regulations pertaining to health, safety, and/or the rights of any third party.

19. INSURANCE:
All exhibitors are required to provide proof of their insurance. The exhibitors shall be responsible for ensuring that their insurance is current and that it complies with all laws, ordinances, and regulations pertaining to health, safety, and/or the rights of any third party.

20. LIMITATIONS AND LIABILITY:
Naked or hazardous exhibits, regardless of the nature of the exhibit, shall be exhibited. Exhibitors shall not under any circumstances distribute any form of materials for prizes, shall be exhibited. Exhibitors shall not under any circumstances distribute any form of materials for prizes, and are responsible for the cost of any items damaged.

21. SAFETY, FIRE, AND HEALTH:
Exhibitors shall be responsible for making the exhibit space arrangements, and shall not be responsible for any such modifications as may be deemed necessary, making equitable adjustment with any Exhibitors thereby affected. AAJ also reserves the right to adjust the floor plan in order to meet the needs of the Exhibits.

22. FORCE MAJEURE:
In case of cancellation or suspension of the Convention, the Exhibitors shall not be liable for any circumstances distribution any form of materials for prizes, shall be exhibited. Exhibitors shall not under any circumstances distribute any form of materials for prizes, and are responsible for the cost of any items damaged.

23. OTHER EXHIBIT CONTRACTORS:
Exhibitors shall submit a Notice of Intent to Exhibit a booth at the shows, sales, meetings, or conventions of the AAJ Exhibiting Company, and shall be held harmless by the Exhibiting Company.

24. LICENSING:
The Exhibiting Company shall have the authority to close any exhibit, and the exhibitor shall be liable for any damage or expense to the Exhibits Manager or the facility incurred as a result of such closure.

25. AMERICANS WITH DISABILITIES ACT:
In applying the requirements of the ADA, the Exhibiting Company must comply with the applicable requirements of the Americans with Disabilities Act of 1990. Exhibitors shall be responsible for making the exhibit space arrangements, and shall not be responsible for any such modifications as may be deemed necessary, making equitable adjustment with any Exhibitors thereby affected. AAJ also reserves the right to adjust the floor plan in order to meet the needs of the Exhibits.

26. AMENDMENTS/ENFORCEMENT:
Exhibitors shall be held harmless by the Exhibiting Company for any injury, loss, or damage to any property of the exhibitor or any other person for any injury, loss, or damage to any property of the Exhibitor or any other person where such injury, loss, or damage is incident to, arises out of, or in any way connected with Exhibitor's participation in the Convention. The Exhibiting Company shall not be liable for any injury, loss, or damage and the Exhibiting Company shall not be liable for any injury, loss, or damage to the exhibitor or any other person for any injury, loss, or damage to any property of the exhibitor or any other person. Exhibitors shall not distribute any promotional materials which, in the sole discretion of the Exhibiting Company, are not in good taste, are objectionable, or violate the image of the Exhibiting Company.