Terms and Conditions of the Exhibitor’s Agreement
American Industrial Hygiene Conference & Expo 2020 | 3141 Fairview Park Dr., Suite 777, Falls Church, VA 22042; +1 (703) 849-8888; fax +1 (703) 207-3561

1. Applications and Eligibility — Application for both space must be made through the official online space application, contain the information requested, and be executed by an individual who has authority to act for the applicant (exhibitor). Any such exhibitor/producer or supplier of equipment and other products or services, and any one of whom have proposed exhibit, shall and for the purposes of the association, and facilitation, and thereof agree, may apply for both space and the Association reserves the absolute right to reject any and all applications. By providing your phone, fax, and e-mail, you consent to receive information from AIHA via any of these methods of communication.

2. Agreement to Conditions — Association’s acceptance of the application/contract constitutes an agreement of the parties to abide by the terms and conditions contained herein.

3. Assignment of Space — Space assignment is determined by the applicant’s or associated attendee’s, seniority, application date of receipt, identified competitor location, and best available space, in that order. Seniority levels increase by one point for each 100 square foot booth each year an exhibitor displays at the expo (on a 5-year cumulative basis). Points may be awarded for sponsorship purchases.

4. Payment — Completed applications received by AIHA or on or before June 28, 2019 must be accompanied by a deposit equal to 15% of the cost of the total booth space secured. An additional 35% of the total booth fee must be paid by November 1, 2019 and the final balance must be paid by March 2, 2020. Completed applications received on June 29, 2019 or after such date shall be accompanied by a 50% deposit and the final balance shall be paid by March 2, 2020. All applications submitted after March 2, 2020 must be accompanied by full payment. If AIHA does not receive payment in full by March 2, 2020, the heretofore reserved exhibit space may be rescheduled, sold, or otherwise used by AIHA without any refund of the applicant’s deposit. 5. Relocation of the AIHce EXP due to circumstances within the association’s direct control, the liability of the association shall be limited to the usual and ordinary course of business. Exhibitor must comply with all rules of the convention hall exhibit area without permission of the association and the convention hall manager, the convention hall manager, or their assistants.

6. Booths — Standard booth equipment (back and side wall draping and identification sign) will be provided. If an exhibitor plans to install a completely constructed display of a character or the exhibitor shall not require any person, including the use of standard booth equipment, no part thereof shall project as to obstruct the view of adjacent booths. Carpeting/floor covering is required in both spaces. Please refer to complete AIHce EXP display rules and regulations in the exhibitor service kit.

7. Floor Plan — AIHce EXP reserves the right to modify the plan to the extent necessary in the best interest of AIHce EXP and the exhibitors.

8. Cancellation/Reduction-In-Size Request — Exhibitors agree to maintain general commercial liability insurance for its exhibit and display materials as such exhibitor deems appropriate.

9. Protection of the Exhibit Facility — Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the convention hall exhibit area without permission of the association and its affiliates, and its and their directors, members, agents, and employees. The American Industrial Hygiene Association shall be named as an additional insured on exhibitors’ Commercial General Liability Insurance policy. Each exhibitor is responsible for obtaining its insurance rights and for additional coverage of its own, and for the exhibitor’s property in their respective space.

10. Badges, Security and Staffing of Booth — Failure by exhibitors to reserve hotel rooms through official AIHce EXP housing may result in exhibitor badge fees. All representatives of exhibitor must prominently wear the official event badge at all times while in the AIHce EXP Expo Hall and comply with all other badging and security requirements mandated by the conference. During non-compete hours, exhibitor’s booth must be staffed by a representative or employee of exhibitor. An exhibitor may require identification of anyone not wearing an official event badge.

11. Installation and Dismantling — The specific requirements regarding the time for installation and dismantling of exhibits shall be supplied to each exhibitor by show management. Such requirements shall be binding upon the exhibitor.