



Rules and Regulations for Exhibitors

EXHIBITOR REGULATIONS

The rights reserved by the Hawai'i Library Association (HLA) shall be exercised in good faith for reasons that include, but are not limited to: the protection of the exhibition and attendance privileges of other exhibitors and attendees; and the maintenance of peace, order and decorum at the conference.

HLA reserves the right to refuse to sell space, to exclude, or restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of the Associations is detrimental to or detracts from the general order of the exhibits. At any time and for any reason, HLA may, at its sole discretion and without prior notice, rescind and cancel any contract, arrangement or agreement with any exhibitor, or any other person concerning exhibit space or attendance at the Conference or both, upon refund of monies received for the exhibitor or person. This applies to persons advertising or soliciting, or anything of a similar nature.

All exhibitors and other persons expressly agree to waive any rights to damages or other forms of relief related to such rescission and cancellation by HLA as consideration for the conditional privilege to exhibit at, and/or attend, the conference.

AGREEMENT FOR EXHIBIT SPACE

The agreement for exhibit space, the formal notice of space assignment by HLA and the payment of rental charges constitute a contract for the right to use the space allotted subject to the rules and regulations promulgated by HLA.

No firm or organization not assigned space in the exhibit area will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by HLA during the course of this conference, unless such demonstration or solicitation is expressly approved by HLA as part of conference program activities.

PAYMENT FOR EXHIBIT SPACE

Any person, partnership, or corporation engaging a space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and HLA shall have the right to dispose of such space in such manner as it may consider to its interests without any liability on the part of the Associations.

SPACE ASSIGNMENT

Space assignments will be solely at the discretion of HLA; however, HLA will consider exhibitors' requests based upon date received and electrical/Internet needs. HLA reserves the right to change location assignments at any time, as it may deem necessary.

INSTALLATION AND DISMANTLING

Exhibitors may **set up their spaces on Sunday, November 10, 2019 from 8:00am-10:00am** . Any space not claimed or occupied one hour before official opening may be reassigned without refund or rental paid. No exhibits will be dismantled and no packing is permitted prior to the official closing time. **Dismantling is on Monday, November 11, 2019 from 2:30pm – 3:30pm.** **Exhibitors are responsible for arranging pickup with shippers. Items that are not picked up may accrue a storage fee.**

EXHIBIT SPACE

Exhibit tables are approximately 6 feet x 2.5 feet. Rental includes 1 table and 2 chairs, standard identification sign showing firm name, and free conference registration for ONE representative, which includes meals, as well as a listing in the conference program. Table cloths/skirts will not be provided.

DISPLAY HEIGHTS

All booth arrangements shall conform in all respects to dimensional and height requirements. Exhibitors will not erect nor maintain a back wall higher than 8 feet, and all sidewalls over 42 inches in height. Any portion of the exhibit extending above the booth equipment, or any open or unfinished sides of the exhibit must be draped, at exhibitor's expense, so as not to appear objectionable. These limitations are intended to provide a clear view of the neighboring exhibits.

SECURITY

HLA shall not be liable for damage or loss to exhibitor's properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise.

SUBLETTING SPACE

No Exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted.

SAFETY REGULATIONS

Fire hose cabinets and electrical switch panels must be left accessible and in full view at all times. All decorations must be of nonflammable material or treated for fire prevention by an approved method. All exit areas and established aisle spaces must be kept clear. The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health.

LIABILITY

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises, and shall indemnify and hold harmless HLA and any authorized representative, agent or employee of the foregoing of any and all losses, damages and claims. Every precaution will be taken to safeguard exhibitors' property.

AMENDMENTS

The Hawai'i Library Association shall have full power in the interpretation and enforcement for all rules contained herein and the power to make such reasonable amendments thereto and such forth rules and regulations as it shall consider necessary for the proper conduct of the conference, provided same do not materially alter or change the contractual rights of the exhibitor.