Rules and Regulations
For AABP Exhibits

GENERAL RULES FOR ALL EXHIBITORS

AABP reserves the right to determine the eligibility of any company, product or service for inclusion in the exhibit hall and to bar any exhibit, exhibitor, promotion or part thereof, which in is its opinion, is not consistent with the mission, values, character or purpose of the organization or exhibit hall. Products, materials, equipment, data, and services must be applicable to veterinary medicine. United States biological products require a USDA license. Canadian biological products require a CFIA license. Information contained in the exhibit and in the advertising literature or pamphlets that are distributed must conform to approved labeling.

Alcohol cannot be served at an exhibit booth. Food and beverage orders for an exhibit booth must be approved by AABP, the convention center and caterer. Requests should be made to the Exhibits Manager by August 16.

Exhibitors and sponsors are prohibited from offering educational or social events for conference attendees during AABP events scheduled for the week of the annual conference (Sunday through Saturday). Exhibitors and sponsors have an opportunity to hold events during hours/days that do not conflict with AABP events. Exhibitors who violate this provision are in violation of their exhibitor's contract and will be unable to exhibit at the conference as well as forfeit any refunds. Exhibitors who desire to hold events during the AABP conference must contact the AABP Executive Director, Dr. K. Fred Gingrich II at fred@aabp.org for approval prior to planning the event. AABP does not advertise or publish in conference materials any approved outside event.

EDUCATIONAL EXHIBITS

Educational exhibits are limited to educational institutions, organizations, associations, government agencies, and municipalities. Educational exhibits may sell association memberships, but no other material from the booth may be sold without permission from the Exhibits Manager. The decision classifying an exhibit as educational or commercial is made by the Exhibits Manager and Executive Director.

APPLICATIONS FOR BOOTH SPACE

Commercial and educational exhibitors must use the official online application form and contract. The online form for registering for a booth(s) is your official contract. All form submissions are conducted online and documents are available for printing by the exhibiting company. All required fields must be filled out prior to acceptance of your online contract. The contract must be signed electronically by checking the appropriate box before the contract is deemed official.

Booth space will be pre-selected by the exhibitor after the Annual Conference for the following year's trade show by filling out the online contract as stated above and registering for a booth. Presale will be

held via Zoom after the Annual Conference. The Exhibits Manager will communicate the day and time via email. This pre-selection is based on a point system described in this document later. Information, rules and fees regarding booth representative names badges are supplied in the Tradeshow Information document.

The rental price of booth space includes:

- Booth of fireproof draperies on chrome tubing.
- 7 in x 44 in exhibit identification sign
- General overhead lighting
- Services of night security
- Each individual booth space is 10 ft wide by 10 ft deep.
- Booth equipment consists of 8 ft high back panels and 3 ft high side panels
- The exhibit hall is concrete with carpeting provided in the aisles
- Complimentary Leads Retrieval

PAYMENTS AND FEES

Exhibit Rental Fees: (50% due at time of reservation and balance due **prior to** June 30th)
Commercial Booth: 10' wide by 10' deep booth $2,350 USD
Educational Booth: 10' wide by 10' deep booth $850 USD

Late Registation
Exhibit Rental Fees: (50% due at time of reservation and balance due **prior to** June 30th)
payment must be submitted with the contract to reserve your booth
Commercial Booth: 10' wide by 10' deep booth $3,000 USD
Educational Booth: 10' wide by 10' deep booth $1,000 USD

The AABP office will email the accounts payable contact for payment of unpaid invoices. 50% of the invoice balance is due at time of registrations. The remaining balance is due by June 30.

See below for AABP Recent Graduate Conference opportunity

AABP reserves the right to cancel or change the location of booths from exhibitors with unpaid balances after the above listed due dates.

Payment of invoices can be made by sending a check drawn from a US bank or online via credit card. Invoices can be printed by logging on to your account on the AABP website in the Exhibitors menu. Check payments MUST have the invoice number on the check with the printed invoice attached and mailed to the AABP office at 1130 East Main St, Suite 302, Ashland, OH 44805. Checks from outside the US are not accepted and all companies outside the US must pay via credit card.

CANCELLATION OF BOOTH SPACE

All request for space cancellation and refunds must be sent to the Exhibits Manager. Cancellation date deadlines are as follows:

- Cancel before April 30 to receive full refund less $250 administrative fee.
- Cancel before June 30 to receive a 50% refund.
- Any cancellations after June 30 are not eligible for a refund.

NON-OFFICIAL SUPPLIERS

Exhibitors using non-official suppliers must provide the following to the Exhibits Manager by July 31:
a) Name and address of the Supplier and the contact person.
b) Copy of the Supplier's liability insurance policy listing the AABP as co-insured.

Identification is required: All individuals working in the center must wear a badge clearly identifying the wearer and the company they represent. A list of employees and supervisors on-site must be at the George Fern Co. service desk.

Removal of bulk trash: Non-official suppliers must make arrangements at the George Fern Co. service desk for removal of bulk trash defined as boxes or packing materials that cannot readily be removed by a standard push-broom.

Rules: Non-official suppliers must abide by the rules and regulations of the AABP Exhibits and by the host facility. Violation of these rules may cause removal of the non-official supplier from the exhibit area. The decision of the Exhibits Manager is final.

EXHIBIT HOURS

Exhibit hours are advertised on the website in the Exhibitors menu.

INSTALLATION AND DISMANTLING OF EXHIBIT

Truck deliveries to the Exhibit Area will be accepted between 8am-5pm, Tuesday and Wednesday. The Exhibit Area will be available for installing exhibits on Tuesday, 1:00 pm -5:30 pm and Wednesday, 8:00am- until 5:00pm. Multiple booth exhibitors needing extra time for exhibit set-up should contact George Fern Co. to make arrangements to begin exhibit set-up on Tuesday, before 1:00pm (Tel: 317-635-9606) or (Fax: 317-634-0993) and Michelle Inabnitt (hbutkiewicz@fern.com). Exhibits must remain intact and attended until the Exhibit Area closes on Friday. Any exhibitor dismantling or ceasing to attend assigned booth space prior to closing at 5:00pm, is subject to loss of all accrued priority points. All exhibit material must be removed from the Exhibit Area by 12:00pm, Saturday. Please follow the guidelines of IAEE for your decorating and installation on your booth. The guidelines can be found on the Exhibitors home page and also on your OneView profile through FERN.

LABOR

The George Fern Co. will provide set-up and dismantle labor. Set-up and dismantling of the exhibit and display of merchandise may be performed by the exhibitor. All other work in connection with the exhibits requiring hired labor must be performed by qualified personnel available from the George Fern Co., unless permission has been granted by the Exhibits Manager for the use of a non-official supplier (see above). Forms for labor are included in the Exhibitor's Service Kit available at https://www.fernoneview.com/login.

HANGING BANNERS

Requests for hanging banners must be made to the George Fern Company by August 1. Please contact George Fern Company with any related questions at (317)-635-9606.

FIRE DEPARTMENT REGULATIONS

All exhibits and materials must comply with the fire code requirements of the host city. All decorations, draperies, table covers, etc. must stand a flame proof test as prescribed by said ordinance. No combustible decorations, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All materials and fluids which are flammable are to be kept in safety containers. All packing, excelsior, wrapping paper (which must be flame proof) is to be removed from the floor and must not be stored under tables or behind displays.

Hazardous Materials: Hazardous materials, flammable/combustible liquids and compressed flammable gases are prohibited inside the building. Hazardous materials are any substances or materials that have been determined by any state, federal or local government authority to be capable of posing risk or injury to health, safety, or property. Hazardous materials include, but are not limited to, pesticides, acids, alkalis, poisons, corrosives, toxins, pool chemicals and aerosols. Only empty containers can be used for display.

Prohibited Materials: The following materials are strictly prohibited: fireworks, pyrotechnics, explosives, gas operated equipment, and portable heating equipment.

Trucks: The gas tank gauge must register less than 1/4 of a tank. The gas tank must be equipped with lock-on type gasoline tank cap. When the vehicle is in the display position, the batteries must be disconnected and the terminals taped, and a drip mat placed under the truck.

DANGEROUS WEAPONS

A "dangerous weapon" is any object or device designed or intended to be used to inflict injury upon persons or property.
The possession of a dangerous weapon is prohibited except as provided below:
a) Firearms that are used to deliver pharmaceuticals, vaccines, and restraint control drugs, and have been approved by the Exhibits Manager.
b) The exhibitor must follow all federal, state, and local laws governing the possession and/or sale of firearms as well as regulations from the convention center.
c) The firearms must be deactivated by removal of the firing pin, the bolt, or otherwise altered so that they are incapable of being fired (e.g. by a metal lock through the trigger mechanism, a plastic strap securing the trigger or hammer mechanism, a plastic strap securing the firearm's "action" mechanism in an "open" state, or otherwise").
d) No ammunition, powder or primer may be brought into the Convention Center.
e) The firearms will be inspected by an authorized safety inspector during move-in.
f) Sale of firearms is prohibited, although exhibitors may take orders for future delivery subject to applicable law.

LIABILITY AND THEFT

The exhibitor agrees to hold the American Association of Bovine Practitioners, the host city and the George Fern Co., harmless from all claims, judgments, and expenses of litigation arising out of

any property loss or damage, or personal injury or death caused by, or arising out of, the use of the leased space. The American Association of Bovine Practitioners, the tradeshow host convention center and the George Fern Co. will take all reasonable precautions against damage or loss by fire, water, storm, theft, strikes, other emergencies, or other causes over which the American Association of Bovine Practitioners has no control, but do not guarantee or insure the exhibitor against loss by reason thereof. Under government order of emergency or other fair reasons beyond its control, the American Association of Bovine Practitioners reserves the right to cancel the exhibit with no further liability to the exhibitor than full refund of space rental payments.

AMERICANS WITH DISABILITY ACT (ADA)

The host facility is accessible to disabled patrons as required by the ADA and applicable regulations. Exhibitors must ensure that their exhibit will reasonably accommodate disabled patrons. The exhibitor agrees to hold the American Association of Bovine Practitioners, the host facility, host city, and the George Fern Co., harmless from all claims, judgments, and expenses of litigation arising from failure of the exhibitor to comply with the ADA and applicable regulations.

CARE OF BUILDINGS

Acceptance of the exhibit space makes it obligatory on the part of the exhibitor and their employees that they shall not deface, injure, nor mar the Exhibit Area. Nothing shall be pasted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Any damage done shall be made good by the exhibitor to the AABP or the owners of the building, as their interest may appear**.**

GUIDELINES FOR DISPLAY RULES AND REGULATIONS

The following Guidelines for Display Rules and Regulations have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events.

CONDUCT OF EXHIBITORS

Exhibitors will be expected to comply with the rules and ethics of the American Veterinary Exhibitors Association. A copy of these rules may be obtained from:

American Veterinary Exhibitors Association
Attn: Teri Kado
712 North Broadway
Menomonee, WI 54751
Tel: 813-708-3625
Email: INFO@THEAVEA.ORG

Any undignified solicitation on the part of an exhibitor should be promptly reported. The AABP reserves the right to close any exhibit which conducts its solicitation in an objectionable manner or infringes upon the rights and privileges of other exhibitors. Cattle chutes and operating tables must be muffled so that their operation will not cause annoyance to other exhibitors. No sound-making or other equipment may be set up in the exhibit booths which may cause annoyance to other exhibitors. Prize contests, drawings,

lotteries, and the dispensing of foods or beverages by individual exhibitors must be approved by the Exhibits Manager. Exhibitors are requested to bring promptly to the attention of conference management any irregularities observed in the exhibit areas such as unauthorized solicitation or other objectionable activity. No company or individual will be permitted to exhibit in any of the hotels designated as part of the convention housing complex.

INSURANCE

Any exhibitor desiring to insure themselves against property loss, damage, or liability for personal injury must do so at their own expense.

MUSIC LICENSING

Any exhibitor using live or recorded music via any medium in the exhibit space must have a license for such use by ASCAP, SESAC or BMI. All music and other entertainment provided at the booth must be approved by AABP.

ADVERTISING MATTER

AABP reserves the right to refuse to permit distribution of souvenirs, advertising, printed matter, or anything else which it may consider objectionable or not consistent with the mission of the organization. Distribution other than from within an exhibitor's space is forbidden.

GENERAL

These rules and regulations are to be construed as a part of all space contracts. The AABP reserves the right to interpret them, as well as make final decisions on all points the rules and regulations do not cover.

HOUSING

Exhibitors are strongly encouraged to book housing through the housing bureau contracted by AABP provided by the link on the website under the "Conference" menu at aabp.org to minimize financial risk to AABP. Exhibitors who stay in the housing block are provided the following concessions:

- Complimentary name badge for each person who has reserved a room in the AABP block as long as the name of the representative is entered into the vendors website on/before the date provided by the exhibits manager, communicated via email. ***Please note that in order to receive a complimentary name badge the representatives name MUST be on the reservation and the reservation MUST be completed by the date provided by the exhibits manager, communicated via email at 5:00 pm Eastern.**
- Complimentary lunch vouchers (Thursday and Friday) for each booth representative who registers. Those who do not register by the deadline will NOT receive a lunch voucher. Vouchers can NOT be given onsite.
- Points assigned for each room (one point per room reserved by exhibitor NOT per room night).

Note – Names entered after this date as well as any exchanged names are not complimentary and will be charged the full name badge fees ($200).There are no exceptions for the badge fees for exhibitor representatives who do not have a room booked in their name in the AABP block by the above deadline.

POINT SYSTEM

Points are assigned to each exhibitor as follows:

- 1 point for each booth reserved and paid in full by June 30th. Note if booth is not paid in full by this date, no points are assigned.
- 1 point for each room occupied (not room night, 1 room for the duration of the stay = 1 point)
- 1 point for each level of sponsorship of the conference (sponsorships include meals and general conference support as determined by the AABP Executive Director).

EXHIBITING AT THE AABP RECENT GRADUATE CONFERENCE

The above rules and regulations apply to those vendors exhibiting at the AABP Recent Graduate Conference with the below additions:

- In order to be given the opportunity to exhibit at our Recent Grad Conference you MUST submit a contract to exhibit and submit a non-refundable security deposit of 50% for the upcoming Annual Conference for 2027.
- Price of the booth rental is $975 which includes a table and 2 chairs.
- The exhibit hall at the Recent Graduate Conference will be tables only.
- Recent Grad Booth space must be paid in full by November 30. No refunds will be issued after this date.