

EXHIBITOR RULES AND REGULATIONS

Exhibition location, dates and hours:

The LASA2012 Exhibition will take place in the Yerba Buena Ballroom at the Marriott Marquis Hotel. The Exhibit hall will be open Thursday, May 24th and Friday, May 25th from 10h00am to 5h00pm. And on Saturday, May 26th from 10h00am to 4h00pm.

Install and tear down (subject to change):

Wednesday, May 23th from 1h00pm to 6h00pm exhibitors will set up their exhibits. All exhibits must be completed by 6h00pm. Saturday, May 26th tear-down will begin at 4h00pm and must be completed by 8h00pm.

Booth dismantling is not permitted until the Exhibition officially closes at 4h00pm on Saturday, May 26th

Assignment of space

Booth Assignments are made on a first-come, first-serve basis once full payment and contracts are received after November 15th (Booth assignment with the point system). Exhibitors state six locations in order of preference. If none of these is available, the space assigned will be as close as possible to the indicated choices. All applications for booth space are subject to approval. Phone request are not accepted. Booths will be assigned on a space available basis if the exhibitor submitted the application after the deadline. If two companies/ organizations have merged, LASA will deal and contact with the first organization listed on the application. Booth space may only be occupied and operated by the original paying exhibitor.

Eligibility to exhibit and advertise:

The contents and materials on display must be consistent with the Latin American Studies discipline, and the professional development of scholars, professionals, educators, and students. LASA reserves the right to restrict exhibitions and advertisements that are inconsistent with the referral mentioned above and that interfere with the best interest of the overall exhibition.

Rental Fees and Payment Schedule:

A minimum deposit of 50 percent of the total booth rental fee must accompany the completed application. The balance of the rental fee is due upon receipt of the invoice and must be submitted before **January 15, 2012**. Those wishing to exhibit after the deadline, assuming space availability, will be required to pay in full with a check, Visa or MasterCard.

Cancellations:

If an exhibitor is forced to withdraw from participation by **February 15, 2012**, all sums

paid by the exhibitor less a \$300 service fee will be refunded. No refunds will be issued after **February 15, 2012**. Cancellations are not effective until received in writing by LASA. No refund will be made if an exhibitor fails to occupy the space or on late or no arrival materials.

Failure to remit payment for the booth rental by **January 15, 2012** constitutes cancellation of the contract, and the space will be subject to resale without refund. LASA reserves the right to rearrange the floor plan if any problem arises. Any exhibitor failing to occupy space contracted by Wednesday, May 23th at 6h00pm, the space may be reassigned by LASA without obligation of a refund. The exhibitor has to occupy the relocated space if the setting up will take place on May 24th, 2012.

Registration:

Registration will take place at the entrance of the Yerba Buena Ballroom at the Marriott Marquis Hotel. Badges may be picked up at the Exhibitor Registration desk. *Three exhibitors' badges (good for all Congress activities) will be provided for each booth. Exhibitors are required to wear their badges at all times for admission to the Exhibition Hall. Badges are non-transferable and only be worn by the original paying Exhibitor representatives. Only authorized booth representatives will be allowed in the Exhibit Hall during set-up and teardown hours. Any additional representative may pay at the non-member pre-registration rate.* LASA do not provide extra badges for exhibitors sharing the same booth.

Laws and regulations:

Exhibitors must comply with all fire, health and safety regulations at the Convention hotel. Excess exhibition materials must be property stored with the official service contractor and shall not be located under booth tables, in aisles or behind drapery. No construction is allowed at the sides of the booth that may obstruct the view of adjacent booths.

During Exhibition hours exhibitors are required not to leave the booth unattended. It is prohibit during exhibition to assign or sublet any space assigned.

Exhibitors are responsible to obtain insurance covering the Exhibitor's property. Exhibitor understand that neither LASA nor the Marriott Marquis Hotel are responsible for provide any insurance to exhibitors.

Sales and Taxes:

All exhibitors who conduct sales during the Congress are responsible for obtaining a valid

license and collecting sales tax in the exhibit hall, and business & custom requirements associated with the city of San Francisco and the country of USA.

Security:

LASA will provide security during exhibitors install, tear down and when the exhibit hall is closed to the public, however LASA and the Marriott Marquis Hotel are not responsible for any loss of theft of exhibitor's materials. LASA and the Marriott Marquis Hotel are not liable for harm or damage to exhibitor property, employees or agents due to theft, fire, accident, or other causes. The exhibitor hereby releases LASA and Marriott Marquis Hotel from any such claims of any kind and nature, and agrees to indemnify LASA and the Marriott Marquis Hotel against any claims arising from the activities of the exhibitor, its officers, agents and employees.

Private Functions:

Exhibitors may not schedule or host private functions, cocktail parties, special events or other hospitality function without the consent of LASA and the special projects coordinator. Social functions must be programed and scheduled at a time and place that not interfere with the activities of the exhibition.

Damage to Property:

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Is prohibit to use any kind of paint, lacquer, adhesive or other coatings to building columns, floor or walls, or to standard booth equipment.

Labor:

All work for the provided exhibit space must be performed by personnel of the union with local jurisdiction or by their own personnel, and need to have a visible identification of their company status. Exhibitors have the option of utilizing the Official service contractor. LASA won't be responsible for any fees or extra charges for any services contracted by the exhibitor.

Others:

All points not covered specifically by these regulations are subject to the decision of LASA. LASA may, in its sole discretion, make reasonable changes, amendments, or additions to Contract Regulation. LASA will provide exhibitors written notice of any change or addition to these regulations.