

TERMS & CONDITIONS

LIABILITY

The exhibitor agrees to make no claim, for any reason whatsoever, against ASCA, the Austin Convention Center or any other contractors for loss, theft, damage or destruction of goods, or for any injury to self or employees. Nor will claim be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for removal of the exhibit or for failure to hold the conference as scheduled. **Due to liability no one under 18 will be allowed in the exhibit hall or any conference space such as breakout sessions, general session, etc.**

UNOCCUPIED SPACE

Should any rented exhibitor space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, ASCA reserves the right to rent that space to any other exhibitor or use that space for such purposes as it may see fit without any liability on its part. This clause shall not affect the obligation of the exhibitor to pay the full amount specified in the space rental agreement should ASCA not resell the space.

ACCEPTABILITY OF EXHIBITS

ASCA reserves the right to refuse to sell exhibit space to any company it deems objectionable or at cross purposes to the association's mission. Exhibitors shall not place any promotional material on tables in common areas or the like outside of their assigned exhibit space. Animals or machinery are not allowed on the exhibit floor without prior approval from show management.

FIRE, SAFETY AND HEALTH

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation



and operation of equipment. Necessary fire precautions will be the responsibility of the exhibitor.

DAMAGES TO PROPERTY

Exhibitors are liable for any damage caused to building floors, walls, columns or tables or to any other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns, floors, walls or tables.

CANCELLATIONS

Any cancellation must be requested in writing via email to blevy@schoolcounselor.org. Requests received prior to April 1, 2022, will receive a full refund less a \$100 service fee. Requests received April 1–May 30, 2022, will incur a 50% penalty. No refunds will be granted after May 30, 2022.

GUIDELINES FOR DISPLAY RULES & REGULATIONS

A standard booth (10' x 10') will have an 8' back drape and 3' side rails. The height of the back of your space may not exceed 8'. The front of a booth (5' from the aisle to the middle of a booth) may not extend any higher than 42", so as not to obscure the sight line of other exhibitors.

Side rails must not exceed 36" to prevent any obstructions that would interfere with the view of the other booths. High counters must be placed at least 2' back from the booth entrance, so as not to cause aisle traffic.

- Exhibitor/sponsor badges cannot be exchanged with another individual.
- You are not permitted to conduct business outside of your assigned space.
- Payment is due 30 days from the date of the invoice.
- Only exhibitors with island booths are allowed to suspend from or attach signs, parts of exhibits or any other exhibit materials to the ceiling of the exhibit hall.
- Exhibitor shall keep assigned space neat and clean at all times.
- Exhibitors shall dress appropriately in business casual (organization logo attire is acceptable) or business attire.
- Exhibitor may not assign, sublet or share any part of the exhibit space contracted to it. Only division companies with a common parent company may lease booth space jointly, and a minimum of one standard booth per division is required. For directory listings, only one company name listing is allowed per each standard booth space.
- During show hours, each exhibit must be staffed by an exhibitor representative. Exhibitor shall conduct themselves in a professional manner at all times during the exhibition.
- Exhibitor and its representative may not smoke at the exposition, sessions and social functions. This includes e-cigarettes.
- ASCA does not sell attendee lists. Any solicitations from third-party organizations are not valid.

All storage and handling charges due to failure to remove exhibit materials from the display or storage area at the conclusion of the move-out period shall be the responsibility of the exhibitor. If move-in and move-out are not conducted during scheduled time, a fee may be assessed. Move out prior to the scheduled time will result in not being able to participate in future events. ASCA reserves the right to relocate assigned space.