



EXHIBIT SPACE APPLICATION AND CONTRACT

American Association of Law Libraries Annual Meeting & Conference

Exhibit Dates: July 19–22, 2025
Oregon Convention Center, Portland, OR

INSTRUCTIONS—Complete all sections of this application, sign, and return to us via email: exhibits@AALLconference.org.

Company Name _____

Company Exhibiting (if different than company name) _____

Have you exhibited with AALL before? Yes No

Address _____ City _____

State _____ ZIP _____ Country _____

Website _____

Primary Contact Name _____

Title _____

Phone _____ Fax _____

Email _____

Contact (if different for scheduling and marketing opportunities) _____

Title _____

Phone _____ Fax _____

Email _____

Exhibit Space Information

Each Exhibit Features:

- 2 full conference registrations
- 8' high draped backwall and 33" high draped side rails
- One booth ID sign (Co. & Booth #)
- Standard Mobile App Listing, linked to your booth on map

Cost: \$42.00 per square foot (There is a \$200 charge for each corner.)

Please specify booth numbers for your choices of exhibit space in order of preference.

1. _____ 2. _____ 3. _____

Locate our exhibit **NEAR** (list company names):

Locate our exhibit **AWAY** from:

Additional Opportunities

- Enhanced Mobile App Listing \$350 Push Notifications \$1,500
- Meter Boards \$2,500 (per sign) \$10,000 (5 signs)
- Branded Floor Stickers \$5,000
- Refreshment & Coffee Breaks \$2,500 (per day) \$5,000 (entire show)
- Aisle Signs \$10,000 Exhibit Showcase \$4,500

PAYMENT *(Rates applicable until July 23, 2024)*

Booth size desired = _____ ft. X _____ ft.	= _____ Total Sq. Ft.
Total Square Feet X \$42.00	= \$ _____
No. of Corners _____ X \$200	= \$ _____
Mobile App Listing \$350	= \$ _____
Push Notifications \$1,500	= \$ _____
Exhibitor Showcase \$4,500	= \$ _____
Meter Boards \$2,500 or \$10,000	= \$ _____
Branded Floor Stickers \$5,000	= \$ _____
Refreshment & Coffee Breaks \$2,500 or \$5,000	= \$ _____
Other _____	= \$ _____
TOTAL: (100% due upon invoice)	= \$ _____

Check (in US dollars only, payable to American Conference Institute) in the amount of \$ _____

Please send check(s) to AALL's Annual Meeting & Conference c/o American Conference Institute
Attn: Exhibits Department, Business Development Coordinator, Two Park Avenue, 20th Floor,
New York, NY 10016.

WE AGREE TO ABIDE BY ALL TERMS, AS ATTACHED HERETO, GOVERNING THE EXPOSITION OUTLINED HEREIN AND WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY THE AMERICAN ASSOCIATION OF LAW LIBRARIES CONSTITUTES A CONTRACT THAT INCLUDES SUCH TERMS.

Authorized Signature (Exhibitor) _____ Date _____

By signing this contract, the exhibitor agrees to receive materials by email and U.S. Mail from AALL and its representatives and agents.

American Conference Institute acts on behalf of the American Association of Law Libraries in managing exhibits for their Annual Meeting & Conference.

Submit this application or questions to:

exhibits@AALLconference.org

Ken Glass
Manager of Exhibits
416.998.8883

Linda Parke
Exhibits Coordinator
647.490.4028

FOR OFFICE USE ONLY

Date Received _____ Member Yes No

Deposit _____ Ck/Chg _____

Corners _____ Space Assigned _____

Total Due _____ Balance Due _____

Authorized Signature (AALL) _____ Date _____

All exhibit space applications are subject to availability. Please contact exhibits@AALLconference.org to confirm availability.

All exhibit contracts are subject to the following terms and conditions.

AALL ANNUAL MEETING & CONFERENCE • ADDITIONAL TERMS (“Terms”)

The American Association of Law Libraries (AALL) and its authorized representatives are hereinafter individually and collectively referred to as “Show Management” and the organization listed in this Application shall be referred to as “Exhibitor” or “you”. AALL Annual Meeting & Conference shall be referred to as “Exposition” and the facility housing the exhibits shall be referred to as “Facility”. **PLEASE CAREFULLY REVIEW ALL OF THE FOLLOWING TERMS, PARTICULARLY SECTIONS 5, 11 AND 17, AS ALL OF THESE PROVISIONS REPRESENT ESSENTIAL PARTS OF THIS AGREEMENT BETWEEN SHOW MANAGEMENT AND THE EXHIBITOR.**

1. PAYMENT AND REFUNDS: All applications must be completely filled out and signed to be considered for space assignment. Assignment of space shall be made by Show Management in accordance with the priority of dates of receipt of application on a first received basis. Acceptance of an applicant does not imply endorsement by the Show Management of Exhibitor’s products or services, nor does rejection imply lack of merit of same.

Payments:

50% Deposit is due upon invoice before February 28, 2025.

100% of payment is due after February 28, 2025.

Exhibitors MUST be 100% paid before the event. If full payment is not received prior to set up, Show Management may, at its option, delay or prohibit Exhibitor from setting up its booth space.

Cancellation: In the event an Exhibitor desires to cancel its reservation of exhibit space, a written request for cancellation (“Cancellation Request”) shall be given to Show Management in writing. A Cancellation Request may be given by email or certified mail that arrives on or before March 1, 2025. If you cancel, you forfeit any other materials or benefits that comes with exhibiting. If the Cancellation Request is approved and accepted by the Show Management, the amount paid by the Exhibitor shall be refunded less a \$500 administrative fee. If a Cancellation Request is received after March 1, 2025, the Exhibitor shall forfeit all amounts previously paid by it in addition to the full value of the contract. If Show Management is prevented or materially affected from conducting the Exposition, cannot permit the Exhibitor to occupy this exhibit space due to circumstances beyond its control or determines not to offer the Exposition at its sole discretion, Show Management will refund the Exhibitor the full amount of the fees previously paid by it, with no further obligation or liability to the Exhibitor. Show Management shall notify the Exhibitor of its acceptance or denial of the Exhibitor’s Cancellation Request within 30 days of receipt.

2. SPACE RENTAL AND ASSIGNMENT OF LOCATION: AALL Exhibits are designed to provide a showcase for goods and services either specifically designed for or customarily used by the library and legal information services segments of the industry.

AALL reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of AALL, likely to be compatible with the general character and objectives of the exposition. Whenever possible, space assignments will be made by AALL in keeping with the preferences as to location, requested by the Exhibitor. AALL, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

3. USE OF SPACE, SUBLETTING OF SPACE: No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless prior written approval has been obtained from AALL. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or agents in the Exhibitor’s display, parent or subsidiary companies excepted.

Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an Exhibitor’s display, identification of such article shall be limited to the usual and regular nameplate, imprint, or trademark under which same is sold in the general course of business.

No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibits and AALL Annual Meeting & Conference Areas.

4. EXHIBITORS AUTHORIZED REPRESENTATIVE: Each exhibitor must name one person to be his representative in connection with installation, operation, and removal of the firm’s exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the Exhibitor shall be responsible. The Exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, staffed and orderly at all times.

5. FIRE, SAFETY, AND HEALTH: The Exhibitor assumes all responsibility for compliance with local, city, and state ordinances and regulations covering fire, safety, and health. No flammable decorations such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior, and wrapping paper must be flame proof and are to be removed from the floor. This material shall NOT be stored under tables or behind displays. All muslin, velvet, silken, or other cloth decorations must stand a flame proof test as prescribed by fire ordinances. All materials and fluids which are flammable are to be kept in safety containers.

COVID-19 Warning: Show Management has taken enhanced health and safety measures for the protection of all attendees, speakers, sponsors, and staff. All registrants and sponsors for the Annual Meeting & Conference shall follow all instructions issued by AALL and its agents when attending the conference. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe

illness and death. It is extremely dangerous to senior citizens and to any person that has underlying chronic health problems. If you are uncertain as to your health you should not register for the conference until you have consulted a medical advisor about the risks that you may be exposed to.

By sponsoring and attending the Annual Meeting & Conference, the Exhibitor voluntarily assumes all risks related to exposure to communicable diseases such as COVID-19, influenza, etc., and agrees not to hold the American Association of Law Libraries (AALL) or, American Conference Institute, Inc. (ACI) (or any of its affiliates), or their respective members, employees, board members, directors, agents, or volunteers liable for any illness or injury. By exhibiting at and attending the Annual Meeting & Conference, the Exhibitor confirms that (a) you are fully aware of the risks and hazards with respect to communicable diseases such as COVID-19, influenza, etc. inherent in your attendance and participation; (b) you have read and agreed to abide by the Exposition’s safety measures; (c) you freely and voluntarily agree to assume all risks that may result from contracting COVID-19 or other communicable diseases such as influenza, including the risk of death, bodily injury, or property damage, regardless of severity, that you may sustain as a result of your attendance at the Exposition; and (c) you agree to release AALL, American Conference Institute, Inc. (ACI), its affiliates (Canadian Institute/C5) and all of their respective employees, including officers, directors, shareholders, agents, volunteers, contractors, and members (all of whom are included in the definition of “Show Management”) from all damages or claims (“Claims”) of any kind that you might suffer if you contract COVID-19 or other communicable diseases, and will not hold Show Management liable for any such Claims.

6. ARRANGEMENT OF EXHIBITS: AALL will provide each booth exhibitor with an 8’ high backwall of draperies supported by aluminum uprights and stanchions, 33” high draped division rails and one booth sign showing the exhibiting company name and booth number. Island booths do not come with pipe and drape walls (side or back)

7. DISPLAY RULES AND REGULATION: Each Exhibitor will be given access to an Exhibitors Kit. The Exhibitors Kit describes the type and arrangement of exhibit space and the standard equipment provided by AALL. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitors Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitors Kit guidelines, or the provisions set forth herein, Show Management may, at its option, prohibit such exhibit from functioning at any time during the Exposition.

Standard Booth: An exhibit consisting of one or more standard units in a straight line. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8’(2.5m). Depth: All display fixtures over 4’ (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the Exhibitor’s space which is at least 5’ (1.52m) from the aisle line for those exhibits with 10’ (3.05m) depth or more.

Perimeter Wall Booth: A standard booth located on the outer perimeter wall of the exhibit floor. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 10’ (3.05m) in perimeter wall booths. Depth: All display fixtures over 4’ (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the Exhibitor’s space which is at least 5’ (1.52m) from the aisle line for those exhibits with 10’ (3.05m) depth or more.

Peninsula Booth: An exhibit which occupies both corners at the end of a row of standard booths with an aisle on three sides. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16’ (4.88m). Depth: All display fixtures over 4’ (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5’ (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth. Any portion of the exhibit bordering another exhibitor’s booth must have the back side of that portion finished and not carry identification signs or other copy that would detract from the adjoining exhibit.

Island Booth: An exhibit with aisles on all four sides. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16’ (4.88m). Depth: Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

Reasonable Sightline Rule: For a 10’ x 10’ booth, sidewalls or any other object or projection may not extend out from the backwall at the 8’ height for more than 5’ from the backwall.

First-time exhibitors must submit booth construction plans and layout arrangements for peninsula or island booths, or for exhibits involving other unusual construction features, at least sixty (60) days prior to the opening of the Exposition.

The rules and regulations are based on the physical characteristics of the hall, the wish to be equally fair to all exhibitors, and the safety of all concerned. Exhibitors who have special needs which require variance from these guidelines must submit a written request to the Show Management Office for approval at least 60 days prior to the Exposition.

Any questions concerning these regulations should be directed to AALL Show Management, exhibits@AALLconference.org.

Show Management reserves the right to require an exhibitor to alter the exhibit before the show or on site. Necessary changes are to be made at the Exhibitor’s expense and are subject to the approval of Show Management.

8. OPERATION OF DISPLAYS: Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens.

Any sound that exceeds 80 decibels measured at the edge of an exhibitor's booth is considered objectionable and will not be allowed. Sound should not be directed at the aisles or adjoining booths and should be directed into an exhibitor's booth. Show Management reserves the right to reposition speakers. Show Management will monitor sound levels at individual booths during show hours. If the Exhibitor does not comply with requests to adjust sound levels, Show Management reserves the right to disconnect power to the sound source.

All demonstrations or other activities must be confined to the limits of the Exhibitor's rented space. Distribution of circulars may be made only within the space assigned to the Exhibitor presenting such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by the Exhibitor in the aisles, meeting rooms, registration areas, lounges, grounds, or other facilities. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by the Association during the course of this conference. The Exhibitor shall cease the distribution of samples of any kind whenever such action blocks the aisles or in any way handicaps nearby exhibitors.

The distribution of promotional materials in the form of balloons, canes, games or other advertising material which tends to distract from the professional and educational purposes of the Exposition is prohibited. In addition, no promotional adhesive backed decals are permitted to be given out or used inside the hall. Distribution of unwrapped food or alcoholic beverages by exhibitors is strictly prohibited. Wrapped candy or other small items are exempt from this restriction. Items (popcorn, peanuts, etc.) which detract from the exhibit's professional appearance are not permitted. Booth representatives including models, demonstrators, or actors in costume, must be properly and modestly clothed. No excessively revealing attire is permitted. Models, demonstrators, and actors in costume must remain in their own exhibit throughout the show. They are not permitted in other exhibitor's booths, in the aisles, or in public areas. Drawings, lotteries, or other contests where prizes or gratuities are rewarded on the basis of chance must be approved in advance by Show Management. Live animals are not permitted.

9. INSTALLATION AND REMOVAL: It is mutually agreed that it is the duty and responsibility of each exhibitor to install its exhibit before the opening of the Exposition and to dismantle that exhibit immediately after the Exposition's close. No exhibitor is allowed to dismantle or unpack any part of its exhibit until after the closing of the Show. Show Management, at its sole option, may discard or otherwise deal with all display materials which are not removed from the exhibit floor prior to the dismantlement cutoff time as announced by Show Management.

10. LIABILITY AND INSURANCE: All property of the Exhibitor shall remain under its custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither AALL, its service contractors, the management of the Facility nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism, or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of Exhibitor.

The Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability set forth in an amount no less than that \$250,000 Combined Single Limit for personal injury and property damage. Exhibitors shall provide Show Management with a copy of the insurance policy or rider which provides such coverage and which names American Association of Law Libraries (AALL) and American Conference Institute, Inc. (ACI) (and all of its affiliates) as co-insured.

11. INDEMNIFICATION: Exhibitor agrees that it will indemnify, defend, and hold and save AALL, Show Management, the Facility, their respective officers, directors, employees, agents, and each of them ("Indemnitees"), whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses, and judgements recovered from or asserted against any of the Indemnitees on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor, or any of its guests, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or any provision of these Terms, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises

leased hereunder. Such indemnification of the Indemnitees by the Exhibitor shall be effective unless such damage or injury results from the gross negligence or willful misconduct of any of the Indemnitees. Exhibitor covenants and agrees that if Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this agreement or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any litigation. This indemnification of this provision shall survive the termination or expiration of this Agreement.

Property Damage: Show Management shall not be responsible for any loss of or damage to any property of the Exhibitor, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion, or other insurable casualty, and Exhibitor expressly waives any claim for liability against the other party with respect to any such loss or damage. Accordingly, it shall be the responsibility of Exhibitor to secure its own insurance or otherwise protect itself and its property against such loss or damage.

12. LABOR: Exhibitors are required to observe all contracts in effect between Show Management, service contractors, hall and the labor organizations involved.

13. CARE OF BUILDING AND EQUIPMENT: Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor, including any thereof that is owned by other exhibitors or the Facility (a "Third Party"). When such damage appears, the Exhibitor shall be liable to the Third Party owner of the property so damaged. This provision is intended to be for the benefit of and may be enforced by the applicable Third Party.

14. VIDEOS AND PHOTOGRAPHS: Show Management occasionally uses videos and/or photographs of exhibitors, their booths, and their booth personnel in promotional materials. By virtue of Exhibitor's participation in the Exposition, Exhibitor, on behalf of its booth personnel, automatically agrees to Show Management's use of such photographs and/or videos with no remuneration to Exhibitor its booth personnel.

15. INTERPRETATION, AMENDMENTS, ENFORCEMENT: Failure to comply with these Terms or Exhibitor Information, or any amendment thereto, will be sufficient cause for Show Management to require the immediate removal of the exhibit of the offending Exhibitor, who will forfeit all further right to exhibit during the Exposition, together with all fees and rentals paid by it, and Show Management may lease any space so forfeited to another exhibitor. Exhibitor shall be liable for damages caused by its failure to comply, with these Terms, Exhibitor Information, or any amendment thereto, and repairs of damage to property may be made at the Exhibitors sole cost and expense. The failure of Show Management to insist upon a strict performance of any of these Terms or Exhibitor Information shall not be deemed a waiver of any rights Show Management may have.

16. OTHER REGULATIONS: Show Management reserves the right to make rules and regulations as it deems necessary to insure the success of the Exposition. Any and all matters not specifically covered by the preceding Terms shall be subject solely to the decision of Show Management. SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE TERMS, PROVIDED ANY AMENDMENTS, WHEN MADE, ARE BROUGHT TO THE NOTICE OF EXHIBITORS. EACH EXHIBITOR, FOR ITSELF AND ITS EMPLOYEES, AGENTS OR CONTRACTORS AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE.

17. LIMITATION OF LIABILITY: IN NO EVENT SHALL AALL, SHOW MANAGEMENT, FACILITY, AND THEIR RESPECTIVE OWNERS, MANAGERS, OFFICERS OR DIRECTORS, AGENTS, EMPLOYEES, INDEPENDENT CONTRACTORS, SUBSIDIARIES AND AFFILIATES (COLLECTIVELY "SHOW MANAGEMENT PARTIES") BE LIABLE TO THE EXHIBITOR OR ANY THIRD PARTY HIRED BY OR OTHERWISE ENGAGED BY THE EXHIBITOR FOR ANY LOST PROFITS OR ANY OTHER INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING ATTORNEYS' FEES AND COSTS, ARISING OUT OF THIS APPLICATION AND CONTRACT OR CONNECTED IN ANY WAY WITH USE OF OR INABILITY TO USE THE SERVICES OUTLINED IN THIS APPLICATION OR FOR ANY CLAIM BY EXHIBITOR, EVEN IF ANY OF THE SHOW MANAGEMENT PARTIES HAVE BEEN ADVISED, ARE ON NOTICE, AND/OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF SUCH DAMAGES. EXHIBITOR AGREES THAT SHOW MANAGEMENT PARTIES' SOLE AND MAXIMUM LIABILITY TO EXHIBITOR REGARDLESS OF THE CIRCUMSTANCES SHALL BE THE REFUND OF THE EXHIBIT BOOTH FEE. EXHIBITOR AGREES TO INDEMNIFY AND DEFEND THE SHOW MANAGEMENT PARTIES FROM ANY CLAIMS BROUGHT BY A THIRD PARTY HIRED BY OR ENGAGED BY THE EXHIBITOR FOR ANY AMOUNT BEYOND THE EXHIBIT BOOTH FEE. FURTHER, EXHIBITOR AGREES TO PAY ALL ATTORNEY'S FEES AND COSTS INCURRED BY ALL PARTIES ARISING OUT OF OR IN ANY WAY RELATED TO THIS APPLICATION AND EXHIBIT. EXHIBITOR SHALL BE SOLELY RESPONSIBLE FOR ITS ATTORNEY'S FEES AND COSTS.

18. INTERPRETATION: These Terms shall be read with all changes in number and gender that may be required in the circumstances.