

Rules and Regulations

Tearing down earlier than Exhibit Hall hours exempts you from Exhibiting at the Recent Grad in the future!

- \$750 Due by January 15, 2024 - Non refundable
- The rental price of booth space includes:
 - 8 ft by 30 in. skirted table
 - Skirted Table with 2 Chair
 - Comped Name Badges
 - Invitation to Dinner Events
 - Free LEADS Retrieval
 - Free Attendee List
- In order to be given the opportunity to exhibit at our Recent Grad Conference you MUST reserve a booth space for the upcoming Annual Conference for 2024. If you do not plan to Exhibit at the 2024 Annual Conference Columbus, OH with AABP, then you are not permitted to Exhibit at our Recent Grad Conference.
- Identification is required: All individuals working in the center must wear a badge clearly identifying the wearer and the company they represent. This will be provided to you by AABP.
- You are permitted to bring UP to 2 Pull up banners
 - **must not exceed outside of your 8ft X 30in table or you will be asked to remove item(s).
- You must book in our hotel block in order to fully reserve your booth. NO Exceptions.
- 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.
- Exhibitors and sponsors are prohibited from offering educational or social events for conference attendees during AABP events scheduled for the week of the conference. 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 Exhibits Manager- Tasha Holland at exhibits@aabp.org for approval prior to planning the event. AABP does not advertise or publish in conference materials any approved outside event.
- 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 call the office with credit card.

Check payments MUST have the booth number on the check, 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.

FIRE DEPARTMENT REGULATIONS

- 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.

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.