

2009 Rules and Regulations for the AABP Exhibits in Omaha, Nebraska

1. TRADE SHOW LOCATION

The trade show location is the Qwest Center Omaha which is the convention center in Omaha, Nebraska located at 455 North 10th Street Omaha, Nebraska 68102.

2. COMMERCIAL EXHIBITS

Products, materials, equipment, data, and service must be applicable to veterinary medicine. U.S. 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.

The AABP reserves the right to determine the eligibility of any company, product, or service for inclusion in the exhibit and to bar any exhibit, promotion, or part thereof that in its opinion is not in keeping with the character and purpose of the exposition.

3. EDUCATIONAL EXHIBITS

Educational exhibits are limited to educational institutions, organizations, associations, government agencies, and municipalities. Educational exhibits may not sell material from the booth with the exception of association memberships or permission from exhibits manager. The Exhibit Manager's decision to accept or reject educational exhibits is final. **Publications are not provided to educational exhibitors.**

4. NON-EXHIBITING COMMERCIAL COMPANIES

Non-exhibiting commercial companies may send representatives of their firm for a fee of \$500.00 U.S. Funds **per person**. Single day registration is \$325.00 for Thursday, September 10th and \$250.00 for Friday, September 11th. Representatives must register on-site.

5. APPLICATIONS FOR COMMERCIAL SPACE

1. Applicants must use the official application and contract form.
2. A minimum deposit of \$750.00 (U.S. Funds) per commercial booth must accompany the application before June 30, 2009 and full payment of \$1500.00 per booth on and after June 30, 2009.
3. Booth space will be assigned on a point system (see Rule 10).
4. Telephone requests for space will not be accepted.

Booths are assigned on a point system. Applications must be received by the Exhibit Manager by April 14, 2009 with a full payment of booth fees to earn maximum bonus points.

The rental price of space includes a booth of fireproof draperies on chrome tubing; a 7' x 44" exhibit identification sign with booth number; general overhead lighting; and services of a night watchman. Booths are 10' wide and 10' deep. Booth equipment consists of 8' high teal and white back panels and 3' high teal side panels. The exhibit floor is gray concrete. Teal carpet will be placed in the aisles. Four persons may receive basic pre-conference registration at no charge per 100 sq. ft. of exhibit space (one 10'x 10' booth) and each person will receive a \$12 luncheon voucher for Thursday and Friday. See Rule 31.

Information about the exhibitor, not exceeding 50 words will be published in the Guide to the Exhibitors. This information about the exhibitor is immediately posted to the website when the contract form is filled out.

6. APPLICATIONS FOR EDUCATIONAL SPACE

Exhibit Rental Fees:

1. Applicants must use the official application and contract form.
2. Booth payment of \$125.00 must accompany the contract.
3. Booth space is assigned by the exhibit manager approximately July 30th, 2009.
4. Telephone requests for space will not be accepted.

The rental price of space includes a booth of fireproof draperies on chrome tubing; a 7"x 44" exhibit

identification sign with booth number; general overhead lighting; and services of a night watchman. Booths are 10' wide and 10' deep. Booth equipment consists of 8' high teal and white back panels, 3' high teal side panels, an eight foot table draped in white, and a chair. The exhibit floor is gray concrete. Teal carpet will be placed in the aisles. One person may receive basic registration at no charge and will receive a \$12 luncheon voucher for Thursday and Friday. See Rule 31.

Information about the exhibitor, not exceeding 50 words will be published in the Guide to the Exhibitors provided such information is furnished no later than July 30th. This information about the exhibitor is immediately posted to the website when the contract form is filled out.

7. PAYMENTS & FEES

Exhibit Rental Fees:

Commercial: 10' wide by 10' deep booth: \$1,500.00 U.S. Funds

Educational: 10' wide by 10' deep booth: \$ 125.00 U.S. Funds

Checks drawn on U.S. banks, U.S. money orders, AMEX, VISA, MasterCard or PayPal will be accepted.

A deposit fee of \$750.00 per commercial booth, or \$125.00 per educational booth, must accompany the application. No application will be processed without this payment. The balance on commercial booths will be due no later than June 30, 2009. After this date, booth assignments carrying a balance due are subject to cancellation by the AABP without refund of deposit.

8. REFUND FOR CANCELLATION OF COMMERCIAL SPACE

A. Through May 15, 2009: Full refund, less \$100.00 administrative fee.

B. May 16, 2009 – July 30th, 2009: Refund, less booth deposit of \$750.00.

C. No refunds will be made or cancellations accepted after July 30th, 2009.

All requests for space cancellation and refunds must be in writing and sent to the Exhibit Manager.

9. REFUND FOR CANCELLATION OF EDUCATIONAL SPACE

A. Through July 30th, 2009: Full refund, less \$50.00 administrative fee.

B. No refunds will be made after July 30th, 2009.

All requests for space cancellation and refunds must be in writing and sent to the Exhibit Manager.

10. ASSIGNMENT OF COMMERCIAL SPACE

The AABP reserves the right to make such allocation of space as may be necessary for the benefit of all concerned. However, no change in space allotment will be made after space reservation has been confirmed without consultation with the exhibitors concerned.

Booth space will be assigned approximately May 23, 2009. A point system will be used to establish priority for the assignment of booth space which exhibitors have requested in their application:

A. One (1) point for each year of participation in AABP exhibits beginning with 1993.

B. Two (2) points if payment in full accompanies contract.

C. Five (5) points for participation in the 2008 exhibit.

D. Five (5) **bonus** points if the application for 2009 space is postmarked before April 14, 2009. Three (3) **bonus** points if postmarked before May 2, 2009: One (1) **bonus** point if postmarked before May 16, 2009.

Applications postmarked after May 15, 2009: will receive no bonus points and will be assigned on a first-come, first-served basis, regardless of the point status of any exhibitor.

If two or more exhibitors with equal points request the same space, the date of receipt of the official application for exhibit space will be the determining factor in establishing the respective order of priority.

11. SUB-LETTING THE SPACE

Exhibitors shall not assign or sublet any space allotted and shall not advertise goods other than those manufactured or sold in the regular course of business. No sign or courtesy card is to be displayed for any equipment for demonstration purposes unless the supplier of such equipment is also an exhibitor in the exposition.

12. OFFICIAL SUPPLIER

The official convention supplier is George Fern Co., 1147 S. White River Pkwy., E. Dr., Indianapolis, IN 46225-1482; Tel: (317) 635-9606; Fax: (317) 634-0993; e-mail: tglass@georgefern.com .

NOTE: The acceptance of exhibit space by the exhibitor will constitute agreement and consent to employ only official suppliers, unless a special request to use other suppliers is made to the Exhibit Manager.

13. NON-OFFICIAL SUPPLIERS

Exhibitors using non-official suppliers must provide to the Exhibit Manager by August 29, 2009 the following:

1. Name and address of the Supplier and the contact person.
2. 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 and the Qwest Center Omaha as published in the 2009 *Rules, Regulations and Information for Exhibitors*. Violation of these rules may cause removal of the non-official supplier from the exhibit area. **The decision of the Exhibit Manager is final.**

14. SERVICES

All services customarily required by exhibitors are available. The Exhibitors' Service Kit will include order forms or information for:

1. Information and Shipping Form for Official Carrier, Roadway Express Lines
2. Labor
3. Signs
4. Hanging Banners
5. Furniture Rental
6. Special Cleaning & Porter Services
7. Electrical
8. Telephone
9. Internet Access
10. Television/ Audiovisual Equipment
11. Floral
12. Map to the Loading Docks
13. Parking Information
14. Exhibitor Safety and Security Information
15. Early Placement of Onsite Promotion

After February 1, 2009, the Exhibitors' Service Kit will be available by direct link from the AABP exhibitor's Homepage and will be mailed on request to exhibitors by George Fern Co. A link will also be available at www.georgefern.com.

15. EXHIBIT HOURS & LOCATIONS

The professional exhibits will be in the Exhibition Hall A and B of the Qwest Center Omaha, here-in-after referred to as the Exhibit Area. The exhibits will open Thursday, September 10, 2009 at 9:00 A.M. and close promptly at 4:00 P.M. on Friday, September 11, 2009.

Exhibit Hours:

Thursday, September 10: 9:00 A.M. - 7:00 P.M.

Friday, September 11: 9:00 A.M. - 4:00 P.M.

16. SHIPPING ADDRESS FOR EXHIBIT MATERIAL

ROADWAY EXPRESS LINES have been appointed the Official Ground Carrier.

Consign all Common Carrier or Truck Freight to the advance warehouse as follows:

Exhibitor Name / Booth #

AABP

C/O George Fern

10626 "I" STREET

OMAHA, NE 68127

800-422-0961 (402-339-9200)

402-339-9668 (fax)

17. INSTALLATION & DISMANTLING OF EXHIBIT

The Exhibit Area is Exhibition Hall A and B of the Qwest Center Omaha..

Truck deliveries to the Exhibit Area will be accepted between 8 a.m. - 5 p.m. Tuesday, September 8th and Wednesday September 9th, 2009.

The Exhibit Area will be available for installing exhibits on Tuesday, September 8th, 2009 from 1:00 P.M. until 5:00 P.M. and Wednesday, September 9th, 2009 from 8:00 A.M. until 6:00 P.M.

Multiple booth exhibitors needing extra time for exhibit setup should contact George Fern Co. to make arrangements to begin exhibit setup on Tuesday, September 8th, 2009 before 1:00 P.M.; Tel: (317) 635-9606; Fax: (317) 634-0993. Email: tglass@georgefern.com.

Exhibits must remain intact and attended until exhibit closing Friday, September 11th, 2009 at 4:00 P.M. Any exhibitor dismantling or ceasing to attend assigned booth space prior to closing at 4:00 P.M., September 11th is subject to loss of all accrued priority points applying to the 42nd AABP Annual Conference.

All exhibit material must be removed from the Exhibit Area by 12:00 Noon, Saturday, September 12, 2009.

18. LABOR

The George Fern Co. will provide setup and dismantle labor. Setup 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 Exhibit Manager for the use of a non-official supplier (see Rule 12). Forms for labor are included in the Exhibitors' Service Kit.

19. HANGING BANNERS

Requests for hanging banners from the ceiling must be made to the George Fern Company by September 2, 2009 in order to obtain Qwest Center Omaha approval. Please contact them with any sign hanging questions at 317-635-9606.

20. ELECTRICITY

Standard electrical service is available for 115 volt and 208 volt requirements. Order forms are included in the George Fern Co. Exhibitor Service Kit.. **The deadline for advance order rates is September 2, 2009**

21. TELEPHONE

Telephone service is available including ISDN lines. Order forms are included in the George Fern Co. Exhibitor Service Kit.. **The deadline for advance order rates is September 2, 2009.**

22. INTERNET ACCESS

High-speed Internet access is available. Order forms are included in the George Fern Co. Exhibitor Service Kit. **The deadline for advance order rates is September 2, 2009.**

23. TELEVISION / AUDIO VISUAL

Television / Audio Visual are available. Order forms are included in the George Fern Co. Exhibitor Service Kit. Special requests should be directed to the Provider, George Fern Co., at 317-635-9606, fax 317-634-0993. **The deadline for advance order rates is September 2, 2009.**

24. FOOD AND BEVERAGE

Food and beverage sampling has to be pre-approved by the exhibit manager, convention center and caterer.

25. FIRE DEPARTMENT REGULATIONS

All exhibits and materials must comply with the fire code requirements of the city of Omaha, Nebraska. 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 in the Qwest Center Omaha unless written approval has been provided from the Qwest Center Omaha and the City of Omaha Fire Department: 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.

26. 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 in the Qwest Center Omaha except as provided below:

- a. Firearms that are used to deliver pharmaceuticals, vaccines, and restraint control drugs and have been approved by the exhibit manager and the may be exhibited.
- b. The exhibitor must be in compliance with all federal, state, and local laws governing the possession and/or sale of firearms.
- 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 Qwest Center Omaha..
- e. The firearms will be inspected by an authorized safety Inspector during move-In.
- f. Sale of firearms in the Qwest Center Omaha is prohibited, although exhibitors may take orders for future delivery subject to applicable law.

27. LIABILITY & THEFT

A security person will be on duty from Tuesday, September 8th, 2009 at Noon until Saturday, September 12th, 2009 at 2:00 P.M.

The exhibitor agrees to hold the American Association of Bovine Practitioners, Qwest Omaha Center, the City of Omaha and the George Fern Co. harmless from any and 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, Qwest Omaha Center, the City of Omaha 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.

28. AMERICANS WITH DISABILITIES ACT (ADA)

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

29. 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.

30. 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 the AVEA, Attn: Teri Kado, 712 North Broadway, Menomonee, WI 54751, Tel: 715-231-6312, Fax: 715-232-9936, Email: AVEA@wwt.net .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 Exhibit 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.

31. REGISTRATION OF EXHIBITOR REPRESENTATIVES

For the proper identification of exhibitor personnel attending the Trade Show, a badge will be used for each representative listed on the "Exhibitors' Representatives" form prepared and signed by the authorized representative. Exhibitors listed on this form do not have access to educational programs offered at the AABP Conference. This form is available to fill out and submit on the website www.aabp.org: click on "convention"; then click on "exhibiting".

