

## EXHIBITOR RULES AND REGULATIONS

### **Exhibition location, dates and hours:**

The LASA2019 Exhibition will take place in the Boston Marriott Copley Place Hotel in the Gloucester Hall. The Exhibit hall will be open Friday, May 24<sup>th</sup>, Saturday, May 25<sup>th</sup> and Sunday, May 26<sup>th</sup> from 9:30am to 7:30pm; and on Monday, May 27<sup>th</sup> from 9:30am to 12:30pm.

### **Install and tear down (subject to change):**

Exhibitors will set up their exhibits on Thursday, May 23<sup>rd</sup> from 4:00pm to 7:00pm. All exhibits must be completed by 7:00pm.

Exhibitors will begin tearing-down their exhibits on Monday, May 27<sup>th</sup> at 12:30pm and must be completed by 3:30pm.

**Booth dismantling is not permitted until the Exhibition officially closes at 12:30pm on Monday, May 27<sup>th</sup>.**

### **Assignment of space:**

Booth Assignments are made on a first-come, first-serve basis in the online exhibitor reservation system. Booth location is guaranteed with the receipt of payment by each deadline. Otherwise, the booth may be reassigned and a new location assigned once payment is received. If payment is being made by check, the booth will be reserved for three (3) weeks; if the check is not received by then, the booth space will be reassigned and a new location assigned once the check is received.

If two institutions have merged, the 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 advertising materials 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 application. The balance of the rental fee is due before February 1, 2019. Those wishing to exhibit after the deadline, assuming space availability, will be required to pay in full with a check, Visa, MasterCard or Amex.

### **Cancellations:**

If an exhibitor is forced to withdraw from participation by February 1, 2019, all sums paid by the exhibitor less a \$350 service fee will be refunded. No refunds will be issued after February 1, 2019. Cancellations are not effective until received and acknowledged in writing by LASA. No refund will be made if an exhibitor fails to occupy the space; nor on materials which do not arrive or arrive late. Failure to remit payment for the booth rental by February 1, 2019 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. If an exhibitor fails to occupy space contracted by Thursday, May 23<sup>rd</sup> at 7:00pm, the space may be reassigned by LASA without obligation of a refund.

The exhibitor that arrives after the set-up time has to occupy a relocated space.

### **Registration:**

Registration will take place at the registration bay on the fourth floor of the Boston Marriott Copley Place 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. 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 or member pre-registration rate. LASA does not provide complimentary extra badges for exhibitors that share the same booth. Note: Participants in the congress (presenters, organizers, chairs and discussants) will need to pay their individual registration.

### **Laws and regulations:**

Exhibitors must comply with all fire, health and safety regulations at the Convention Center. Excess exhibition materials must be properly stored with the official service contractor and shall not be located under booth tables, in aisles or behind drapery. No construction is allowed in or outside the booths. The booth must be manned at all times during the Exhibition hours. It is prohibited to assign or sublet any space assigned. Exhibitors are responsible to obtain insurance covering the Exhibitor's property. Exhibitors understand that neither LASA nor the Hotel is responsible for providing 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 Exhibition Hall.

Exhibitors are responsible to have all the business & custom requirements associated with Massachusetts, USA.

### **Security:**

LASA will provide security during exhibitors' install, tear down, and when the exhibit hall is open to the public. The exhibit hall will remain locked when the hall is closed to the public. LASA and the Hotel are not responsible for any loss or theft of exhibitors' materials. LASA and the 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 the Hotel from any such claims of any kind and nature, and agrees to indemnify LASA and the 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 functions without the consent of the **Book Exhibit Coordinator**. Social functions must be programmed and scheduled at a time and place that does not interfere with the activities of the exhibition.

### **Damage to Property:**

The exhibitor is liable for damages caused by the exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. It is prohibited to use any kind of paint, lacquer, adhesive or other coatings to building columns, floor or walls, or to booth equipment.

### **Labor:**

Exhibitors have the option of utilizing the official service contractor for additional furniture. 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.