

### **Exhibit Criteria**

Exhibiting companies will be limited to those providing services, products, or publications, which have direct application to the field of American history. OAH reserves the right to decline any exhibit application or to require any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of OAH, is misleading or deceptive, in poor taste, or unsuitable to or not in keeping with the mission and objectives of OAH, the conference, and the exhibit.

### **Indemnity and Hold Harmless Agreement:**

Each Exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment, and display at all times. Security personnel will be on duty during the setup, evenings, and dismantling. The OAH expressly disavows any responsibility for any theft or other damage occasioned by the negligence of such security personnel. **The OAH strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booths and display items during transportation to and from this conference as well as during installation, exhibit days, and dismantling.** Neither OAH, the employees thereof, nor the officers, agents, and contractors, the service contractors, the employees thereof, nor any member of the OAH Annual Meeting program committee, nor the Host Facility will be responsible for any injury, loss, or damage that may occur to the exhibit or the Exhibitor's employees or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the gross negligence or willful misconduct of one or more the aforementioned parties. The Exhibitor expressly releases the foregoing names, associations, individuals, committee and firms from any agreement to indemnify it against any and all claims for such loss, damage, or injury. It is expressly agreed that neither the OAH, nor the service contractor, nor the Host Facility shall be held liable or accountable for any losses, damages, or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to any Exhibitor, including (but not limited to) any agent, employee, or representative of

any Exhibitor. The Exhibitor expressly agrees that he/she will hold, keep, save harmless, and indemnify the OAH and the service contractor from any and all such claims. The Exhibitor agrees to defend, indemnify and hold harmless the OAH, the Host Facility, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damage or charges resulting from Exhibitor's use of property. Exhibitor's liability shall include losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Host Facility or any part thereof. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Host Facility, its owners or managers that results from any act or omission of Exhibitor.

### **Booth Payment:**

A 50% deposit is due with the signed application and no later than October 17, 2018. Any outstanding balance is due by January 1, 2019. Contracts received on or after January 2019, must be accompanied by full payment.

### **Booth Sharing:**

Reassignment or subletting of any or all of the booth space by an exhibitor is prohibited. No exhibitor shall share the space allotted without the knowledge and consent of the OAH. All companies who share a booth must sign a contract. In the event that an exhibitor who is sharing a booth withdraws from the exhibition, the other exhibitor with whom that company was sharing is responsible for the full balance of the booth fee.

### **Cancellations:**

Notification for cancellation must be made in writing. The exhibitor forfeits all monies paid and is obligated to pay the following rates: September 1, 2017: 50% of full payment; November 1, 2017: 75% of full payment; January 1, 2019: 100% of full payment

### **Failure to Occupy Space:**

Any space not occupied within the allocated set up

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time as specified by OAH will be forfeited by the Exhibitor, and that space may be resold, reassigned, or otherwise used by OAH without refund of rental price, unless arrangements for delayed occupancy have received prior written approval by OAH.

## **Assignment of Booth Space and Floorplan:**

All applications will be date stamped upon receipt. Exhibit space will be assigned on a first-come, first-serve basis according to the date the application and deposits are received. The OAH reserves the right to make the allocation of exhibit space or to change the space allocation at any time based on space availability or other considerations in the overall interest of the exhibit. The failure to allocate, to an Exhibitor, its requested space will not in any way affect the enforceability of this Agreement. The floor plan submitted is believed to be generally accurate, but the OAH makes no warranties or representations with respect to actual measurements.

## **Termination of Meeting:**

Should the premises on which the OAH Annual Meeting take place become in the sole judgment of the OAH, unfit for occupancy, or should the meeting be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of the OAH, the Exhibit Contract may be terminated. The OAH will not incur any liability for damages sustained by the exhibitor all rental fees that the exhibitor has paid up to date of cancellation, and thereupon both parties shall be released from further obligation or liability on to the other.

## **Unions:**

If applicable, exhibitor agrees to use union labor as required in accordance with jurisdiction as established in the host city.

## **On-the-floor Sales:**

Exhibitors are encouraged to offer information that is educational, professional, and instructional. Exhibitors who sell merchandise are responsible for obtaining any state, and/or local sales tax permits, if required, and for paying the resulting tax on gross sales as required by law.

## **Fire Safety Regulations:**

All decorations, drapes, signs, banners, plastic displays, combustibles etc. must be flame-retardant. Table coverings with an overhang greater than 6" must also be flame-retardant. The use of oilcloth, tar paper, sisal paper, nylon, Orlon, and certain synthetic materials that cannot be made flame resistant is strictly prohibited. Empty cardboard boxes intended for repackaging must be removed from the exhibit floor. Storage stickers can be found at Paramount Convention Services desk.

The Host Facility is equipped with sophisticated fire protection equipment. Upon arrival, familiarize yourself with the building, particularly as to the nearest exit, manual pull station and fire extinguisher. If you see fire activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building.

## **Booth & Display Installation:**

All booths must be fully installed prior to the official opening time of the Exhibit as specified by OAH. Exhibitors may not dismantle their booth or pack any portion of their exhibit prior to the official closing hour of the Exhibit. Delivery or removal of any part of an exhibit is prohibited during official show hours unless prior consent has been given by OAH.

Exhibitors are reminded that they may set up their own exhibits. The exclusive electrical contractor must do all permanent electrical connections. If an exhibitor requires additional assistance in the movement and installation of their display, they should contact and use the services of a professional display company such as Paramount Convention Services.

## **Exhibit Dimensions**

Exhibit booths are not to exceed 10 feet in depth, 8 feet in height, and 10 feet in width (or as determined by the facility's fire marshal). Side rail dividers that are 8 feet high may not extend more than 3 feet forward from the back wall of the booth so as not to obstruct the view of other exhibits. If an Exhibitor wishes to have a display exceeding these

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dimensions, a sketch or schematic drawing must be submitted to OAH for approval no later than 75 days prior to the commencement of the Exhibit. If constructed display fails to meet the requirements, OAH reserves the right to authorize removal or relocation of the display.

## **Booth Regulations:**

All exhibits must be free-standing and self-supporting. Event management reserves the right to refuse entry or have removed at the exhibitor's expense any display, which is not in accordance with these rules and regulations. If any doubt exists, the exhibitor may provide details and have such exhibits approved by event management prior to move-in.

Exhibits must not hinder or obstruct any fire equipment, emergency exits, display signage, windows, or doors. Exhibits may only be installed in the designated licensed area as indicated on the floorplan.

The OAH may require exhibitors to make such alterations to their display's as it deems necessary to the proper conduct of the event and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the exhibitor's expense.

No helium balloons may be used in any area. The exhibitor will maintain a neat, attractive display conforming to the provisions herein established by the OAH. Exhibit booth staff shall exercise due care to avoid anything that will make the exhibition are unattractive or unsafe, and exhibitors shall cooperate with each other in keeping the display area safe. Such action by each exhibitor shall include but may not be limited to: having attractive and safe displays, keeping the display in good order, and keeping exhibit areas and any public areas immediately adjacent to their respective display areas free from all debris, water, paper, and any other objects that might cause personal injury or property damage.

## **Care of Building:**

Painting, nailing, or drilling of floors, walls, ceilings, or any part of the building is not acceptable. Exhibitors cannot attach signs, or other articles to

ceilings, walls, pipes, or electrical fixtures. Attachment of any type to the walls or flooring is not permitted. Charges will apply for all tape damage and/or adhesive removal.

## **Designated Entrances:**

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only through those entrances and exits the event management and the Host Facility have designated. Only hand carried items may be transported through any glass door of the facility.

## **Sound Levels:**

Electrical and other mechanical apparatus must be muffled so that noise does not disturb other exhibitors. Music is not permitted in the booths.

## **Staffing of Exhibits:**

Exhibitors are required to maintain staff in their exhibits at all times during the hours of the event. We suggest you retain staff in your booth until event management has had time to clear the aisles of attendees each day at the closing of the show. Security is an added problem when booths are not manned.

## **Storage of Crates:**

Please carefully identify every empty case, skid, crate, or carton that you wish returned to you by affixing and competing the storage labels available from Paramount Convention Services. These items will be removed from the aisles to the designated storage areas prior to the event opening and returned to the exhibit area after closing of the show. Exhibitors are advised that storage areas are not, and cannot be, secured. Therefore no valuable materials of any kind, products or exhibits, should be consigned to storage.

All items must be removed from the exhibit hall on the move-out dates. Paramount Convention Services will remove any freight left on the exhibit floor after move-out to their warehouse storage at the exhibitor's expense. These exhibits will only be returned upon receipt of full payment for storage charges, which will cover time, labor, and rental space.