



## Exhibitor Rules and Regulations

ASOR 2011 Annual Meeting, San Francisco

Westin St. Francis Hotel, November 16-19

All Exhibitors at ASOR's 2011 Annual Meeting must adhere to the following rules and regulations. These rules and regulations may be amended and changed as ASOR determines necessary for the orderly conduct of the Exhibit Area.

### GENERAL EXHIBITOR CONDUCT

Exhibit hours, move-in hours, and dismantling: Exhibit set-up will take place on Wednesday, November 16 from 12:00pm–4:00pm. Exhibit hours are tentatively scheduled for: Wednesday, November 16 from 4:00pm–8:00pm; Thursday, November 17 from 8:00am–6:00pm; Friday, November 18 from 8:00am–6:00pm; and Saturday, November 19 from 8:00am–12:00pm. Exhibit dismantling will occur on Saturday, November 19 from 12:00pm–4:00pm.

Exhibitors agree to keep exhibits properly staffed during the published exhibit hours. Early dismantling is discouraged. Please contact Kelley Bazydlo (asorad@bu.edu) if you wish to dismantle earlier.

Layout must not obstruct other exhibits: Each exhibit space will be arranged based on the number of tables purchased. Exhibits may not project beyond their space. Initial placement will take place onsite at the 2011 ASOR Annual Meeting.

Distribution of promotional materials: Distribution of flyers, brochures, or any advertising/marketing materials must be confined to the Exhibit Area or designated areas determined by ASOR. Advertising may not be displayed in hotel hallways or reception areas without prior approval by ASOR.

Badges: Exhibitors must wear their badges for identification. On exhibit days, Exhibitors may take advantage of refreshment breaks.

Appearance and operation of exhibits: Exhibitors may not schedule private events which conflict with any ASOR events. Please contact Kelley Bazydlo to discuss private events and/or sponsorship opportunities.

ASOR reserves the right to prohibit or restrict exhibits that because of noise, method of operation, materials, or any other reason become objectionable. In the event that restriction occurs, ASOR is not liable to refund the Exhibitor any of the exhibit expenses.

### FLOOR PLAN

Initial placement will take place onsite at the 2011 ASOR Annual Meeting. ASOR reserves the right to make modifications that may be necessary to meet the needs of the Exhibit Area. ASOR has the right to allocate and assign space among

Exhibitors and to relocate exhibits after initial assignment, if circumstances warrant, at its sole discretion.

**TERMS AND PROVISIONS OF EXHIBIT SPACE:** All new exhibitors are required to send information about their company/organization and the material they plan to exhibit. Allocation of exhibit space is reserved for materials in either print or electronic media, journals, and other materials and tools appropriate for teaching and scholarly research that are judged to be consistent with the statement of purpose of the American Schools of Oriental Research. ASOR reserves the right to determine all table assignments and to refuse exhibit space or to exclude any exhibit judged not to be consonant with the character of ASOR and its Annual Meeting. No exhibitor may sublet tables to others. Exhibits that promote the sale of antiquities will not be accepted.

### CANCELING EXHIBIT CONTRACT

If Exhibitors notify ASOR in writing of their intent to cancel a reserved exhibit space 90 days prior to the Annual Meeting, ASOR shall refund the Exhibitor fee, minus a \$100 processing fee. If ASOR receives notice after **August 19, 2011**, no refund will be issued. Exhibitors must send cancellation notification in writing to Kelley Bazydlo (asorad@bu.edu).

### LIABILITY

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save ASOR and the Westin St. Francis Hotel against all claims, losses, and damages to persons or property, and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibit space, excluding any such liability caused by the sole negligence of ASOR or the Westin St. Francis Hotel.

In addition, Exhibitor acknowledges that ASOR and the Westin St. Francis Hotel do not maintain insurance covering Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance, including, if desired, business interruption and property damage insurance covering losses by the Exhibitor. Responsibility for the security of an Exhibitor's area, product, and property rests solely with the Exhibitor.

### GENERAL INFORMATION

For information before, during and after the Annual Meeting, please contact Kelley Bazydlo, Assistant Director and Director of Meetings and Events at 617.353.6576 or email at asorad@bu.edu.