

ACDA EXHIBITORS PROTOCOL

MISSION

The mission of ACDA is to inspire excellence in choral music through education, performance, composition, and advocacy.

EXHIBIT HOURS

Exhibitors are expected to operate and provide staffing at their booths during the scheduled conference exhibit hours. A penalty fee of \$500 may be assessed for early departure or dismantling. If this fee is incurred, the exhibitor must pay this amount before submitting a reservation for future ACDA exhibit space.

ASSIGNMENT OF BOOTH SPACE

Booths will be assigned at the sole discretion of ACDA with consideration given to booth configuration requirements, seniority, date of contract submission, perceived educational value of the exhibit to conference attendees, and balance. Exhibitors may state preferences for booth location, but contracts submitted with booth location demands or conditions will not be accepted. Booth assignments will be made upon receipt of full payment and will be on a first come-first serve basis.

BOOTH ARRANGEMENT AND CONSTRUCTION

Each exhibit will be confined to the spatial limits of its respective booth(s). Exhibits or displays that block the view of adjoining booths will not be permitted. Aisles and exits must be kept clear of displays and exhibits at all times. All booth materials must conform to applicable local building, electrical, fire safety, and environmental code

GENERAL CONDITIONS

Subletting Booth Space

Exhibitors may not assign, sublet, or apportion all or any part of their space, and may not advertise or display goods or services other than those manufactured, distributed, or sold by their company in the regular course of business.

Unclaimed Booth Space

Any booth space not claimed and occupied or for which no special arrangements have been made prior to the official start of the conference exhibit hours, may be resold or reassigned without any obligation on the part of ACDA for any refund whatsoever.

Exhibitor Representatives

Each exhibiting firm/college must provide an attendant in its booth during the open hours of the conference.

Within the designated exhibit area, promotion of goods and services, or conducting of business related thereto, is limited to registered exhibitors and exhibitors' representatives.

2 Complimentary Badges are provided for each booth purchased. Additional badges are available for purchase for \$50 per badge.

Audio and Audiovisual Sound Effects

Audiovisual, audio, and other sound and attention-getting devices and effects will be permitted only in such intensity as in the opinion of ACDA do not interfere with the activities of neighboring exhibitors. Instruments played or vocal performances for the purpose of demonstration should be played for brief periods and at a reasonable sound level. Audio visual equipment must be equipped with earphones. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors. This will be strictly enforced. Distribution of noisemakers of any kind is not permitted. All exhibitors distributing approved "stick-ons" may not place the "stick-on" on the attendees' badge.

Exhibitors may only distribute materials from their booths.

Ambush Marketing

Anyone conducting ambush marketing techniques or distributing materials in the aisles, concourse, or lobbies will be requested to stop this activity immediately.

Meetings and Social Functions

Association meetings, sales meetings, and social functions may be scheduled at the primary conference location and/or official conference hotels at times that will not interfere with major programs offered by ACDA. Soliciting ACDA registrants to attend events in conflict with ACDA Conference events is prohibited.

Unauthorized Concerts, Performances, or Clinics Concerts, performances, clinics, and mini-clinics, held in any area of the conference hotels, including lobbies and exhibit halls, without the permission of ACDA are prohibited.

VIOLATIONS

Violations of any of these regulations on the part of the exhibitor, its employees, or agents shall, at the option of ACDA, annul the right to occupy current or future space and such an exhibitor will forfeit to ACDA all monies paid.