

## Details of the Contract

### 1. General Information

The 2025 meetings of the ALLIED SOCIAL SCIENCE ASSOCIATIONS (ASSA) will be held in San Francisco, CA, January 3-5, 2025. The headquarters hotel is the Hilton San Francisco Union Square. All exhibits and registration will be in the Grand Ballroom in accordance with the enclosed floorplan.

An ASSA representative will be at the "Exhibitor Registration" booth, located near the exhibit hall entrance, beginning January 1 at 12:00 p.m. (see section 6). You must pick up your badge or register before entering the exhibit area. Badges must always be worn to gain access to the hall - NO EXCEPTIONS.

### 2. Booths and Equipment

All Booths are 10' x 10' with following standard equipment.

- (a) An 8-foot-high curtain backwall when possible and 36-inch-high curtain side dividers.
- (b) A 7-inch by 44-inch two-line identification sign indicating the exhibitor's company name and assigned booth number.

To maintain uniformity and to prevent obstruction of the view of the adjoining booths, displays must not be higher than 8 feet. No walls, partitions, paintings, decorations, or other obstructions may be erected which in any way interfere with the view of any other exhibitor.

### 3. Special Equipment and Services

The service kit will be available through FreemanOnline. This will be emailed to you in early October.

- (a) Material handling is provided by Freeman.
- (b) Freeman will have a service desk in the Exhibit Hall during setup, dismantling, until 4:00 p.m. on Thursday, 5:00 p.m. on Friday and Saturday, and 6:00 p.m. on Sunday.
- (c) Carpenter & Decorator booth labor can be arranged at established rates. Arrangements should be made in advance with Freeman.
- (d) Cleaning service of booths will be supplied by Freeman and must be ordered through FreemanOnline.
- (e) Setup and dismantling of all displays must be done by the appropriate union. For more information, see the union jurisdictions form in FreemanOnline.
- (f) Electrical services may be ordered through FreemanOnline.
- (g) Audio visual services may be ordered through the official A/V company, Encore.
- (h) Internet services will be provided through Encore using the order form provided in the service kit.

In general, all services and equipment, except for Internet service, audio visual, and computer rental are provided by Freeman. **Note:** The Exhibit Hall is **carpeted**.

### 4. Assignment and Payment of Space

Exhibit space will be available for purchase online from the "Annual Meeting" webpage on the AEA website <https://conf.aeaweb.org/exhibitors/> starting on July 23rd (**note: pay before September 15, 2024 and receive a discount; see form or online site for pricing**). This is done on a first come first serve basis. You may still pay by check, if necessary, by sending the exhibit application and check to the address below. No space will be assigned if the application is not accompanied by the check. Booths can be purchased online or by check (with application) up until December 20, 2024, **OR** as long as space is still available. Applications with checks can take up to 3 business days to process. The Association reserves the right to add or remove booths as necessary.

Make checks payable to: **Allied Social Science Associations**

Applications and checks mailed to:

Exhibit Manager  
ASSA  
2014 Broadway--Suite 305  
Nashville, TN 37203

### 5. Certificate of Insurance

By November 1, 2024, each Exhibitor must provide a certificate of insurance providing General Liability coverage **including and extending through Exhibitor set-up & meeting dates (1/3/25 - 1/5/25)** in the amount of \$1,000,000 per occurrence and naming ASSA as additional insured, or Exhibitor automatically forfeits their booth space and a refund will be issued.

### 6. Setup, Hours, and Dismantling

Setup:	Wednesday, January 1 Thursday, January 2	12:00 p.m. - 6:00p.m. 7:00 a.m. - 1:00 p.m.
Show Hours:	Thursday, January 2 Friday, January 3 Saturday, January 4 Sunday, January 5	1:30 p.m. - 7:00 p.m. 9:00 a.m. - 6:00 p.m. 9:00 a.m. - 6:00 p.m. 9:00 a.m. - 1:00 p.m.

All booths shall be open and staffed during the above hours.

Dismantling: Sunday, January 5 1:00p.m. - 6:00p.m.

**NOTE:** There will be no ASSA attendee admittance to the exhibit hall on January 1 or January 2 before 1:30 p.m. Dismantling must be completed by 6:00 p.m. on January 5. All display materials which are not removed from the exhibit floor by 6 p.m. will be discarded.

### 7. Cancellation

No refund will be made if contracted space is canceled by an exhibitor after October 31, 2024, or if the exhibitor fails to occupy contracted space. If the booth is not occupied by 5:00 p.m. on Thursday, January 2, the ASSA shall have the right to use such space as it sees fit to avoid empty spaces in the exhibit area.

### 8. Power and Light

Sufficient lighting will be provided in the exhibit area. If special electric service is required, it must be arranged through Freeman. An order form for special electrical service will be included in the packet exhibitors receive in early October.

### 9. Use of Booth Space

All demonstrations, interviews, or other activities, including advertising and distribution of promotional materials, must be confined to the limits of your exhibit booth. No materials may be placed on seats, attached to walls, ceiling or woodwork in the hotel, or left in public places in the hotel for distribution. No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to them without the knowledge and consent of the Allied Social Science Associations' Exhibit Manager. Food or beverage may be served in your designated booth. Please contact Rebekah Loftis prior to the meetings to arrange a reception outside or inside the exhibit hall.

The exhibitor agrees that radio, television, motion pictures or other sound producing apparatus and visual aids will be operated in such a manner and place as to provide no inconvenience to other exhibitors. Sound must be at a level to reach the immediate vicinity of the exhibitor's area only. The management reserves the right to prohibit the use of any equipment contravening these regulations. Management reserves the right to require an exhibitor to alter the exhibit before the show or on site.

The Allied Social Science Associations reserves the right to require a sample description of the product to be displayed prior to accepting an application for booth space. Material to be displayed in a booth must be reputable and appear to be of interest to a substantial portion of our members. If the material displayed in the booth is not in accordance with what was accepted during the application process or was misrepresented in any way, the exhibitor can be removed from the exhibit hall. The Allied Social Science Associations reserves the right to make additional conditions, rules and regulations as it deems necessary to insure the success of the exhibition.

### 10. Guards

The Allied Social Science Associations will provide necessary guards during the hours the exhibit area is closed. The presence of these guards does not constitute acceptance of any responsibility by the ASSA and/or the Hilton SF Union Square and/or Freeman and/or any of the subcontractors for the security of the exhibitor's property but is merely a service to assist the exhibitors during the convention.

### 11. Maintenance and Liability

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. **All packing containers, excelsior, and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays.** All muslin, velvet, silken or any other cloth decoration must stand a flameproof test as prescribed by the fire ordinance of the City of San Francisco. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted without the permission of the Hilton SF Union Square and the Fire Prevention Bureau.

It is mutually agreed that it is the duty and responsibility of each exhibitor to install their exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the closing of the exhibition (see section 6). All property is to be shipped to and from Freeman. The Hilton SF Union Square will not accept exhibitor's freight or boxes nor handle it in any way.

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the ASSA, the Hilton SF Union Square, Freeman and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Hilton SF Union Square, its employees and agents.

In addition, Exhibitor acknowledges that the ASSA, the Hilton SF Union Square, and Freeman do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

No obstructions shall be placed in any aisles, passageways, lobbies or exits leading to any fire extinguishing appliances. Direct passageways leading to fire alarm communications must be maintained free of any obstructions.

By acceptance of exhibit space, exhibitor agrees that neither he/she nor employees shall deface, mar or otherwise injure the exhibit premises. Nothing shall be pasted, tacked, nailed, screwed or otherwise attached to walls, floors or furniture. Any damage resulting from actions of the exhibitor or his/her employees shall be made good by the exhibitor.

### 12. Inability to Perform

If the Allied Social Science Associations should be prevented from conducting the ASSA Annual Convention and Exhibits by any cause beyond its control, or if it cannot permit the exhibitor to occupy this space due to circumstances beyond ASSA's control, the ASSA will refund to the exhibitor the amount of the rental fee paid less a proportionate share of the exhibit expenses, which share shall be determined by ASSA in its sole discretion, and the ASSA shall have no further obligation or liability to the exhibitor.