

2000 Fall Meeting

Exhibit Rules & Regulations

Location and Dates The 2000 Fall Meeting will be held December 15-19, 2000, (Friday thru Tuesday) at the Moscone Center, San Francisco, California.

Show Hours The exhibits will be on display Saturday through Monday from 8:30 a.m. until 5:00 p.m. (December 16-18). The move in date and time is Friday, 8:30 a.m. - 5:00 p.m. The move out date is Monday, 5:00 p.m. - 8:00 p.m. All exhibits will be open and staffed during the scheduled exhibit hours. AGU reserves the right to make changes in announced exhibit hours and location. However, such changes will be made known as far in advance of the meeting as possible.

Exhibitor Registration All exhibit personnel are required to wear proper identification badges/ribbons to access the exhibit area. Complimentary meeting registration(s) are included in the price of each booth.

Housing Information Exhibitors are responsible for making their own hotel and travel arrangements. Hotel information and forms will be provided to all confirmed exhibitors. Reservation information is will be available on the AGU Web site.

Booth Design, Furnishings, and Labor A standard booth is 10' x 10' (or multiples thereof) and includes an 8' high draped back wall, 3' high side rails, and a 7" x 44" placard with the exhibitor's name and booth number. The aisles will be carpeted. Booths are to be carpeted at the exhibitor's expense. All services customarily required by exhibitors will be available through the official service contractor. Exhibitors are responsible for ordering whatever furnishings and services they require. Exhibitor service manuals will include shipping instructions as well as forms for ordering furniture, labor, carpeting, electricity, and other services. A service desk will be maintained by the service contractor in the exhibit area throughout the meeting.

Display Restrictions The exhibitor's booth must be arranged so as not to obstruct the general view or hide other exhibits. Regular and specially built back walls, including signs, may not exceed 8' in height unless permission is granted by AGU. Panels more than 4' high must not project forward from the back wall more than 4'. All display fixtures over 4' in height and placed within 10 lineal feet of an adjoining exhibit, must be confined 5' back from the aisle. Audio-visual devices used in the exhibitor's booth must be approved by AGU. In the course of the exhibition, no audio-visual device or sound system shall be operated in a manner that disturbs or interferes with other exhibitors; AGU will be the sole arbiter of whether or not a given device is disturbing to other exhibitors. Attention-attracting, noise-making devices, loud-speaker systems, and flashing lights must be approved by AGU. Unfinished tables and exposed unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. All boxes and extraneous materials must be stored from sight during show hours. AGU may (at the exhibitor's expense) direct revisions of any exhibit that does not comply with the above guidelines. All laws and regulations of local, state, and federal governments pertaining to fire, public safety, and consumer safety shall be observed by each exhibitor.

Shipping and Transfer The exhibitor agrees to ship at his own risk and expense all articles to be exhibited.

Endorsement Lease of an exhibit space by AGU to an exhibitor does not constitute endorsement of the exhibitor's products or services by AGU. No advertising material used by the exhibitor may contain the AGU or meeting logo, nor may it bear any reference to a real or implied endorsement by AGU.

Exhibit Acceptance Exhibits must be informative, related to the geophysical sciences, and consistent with the educational goals of AGU. AGU reserves the right to determine the eligibility of any exhibitor applying for booth space at its meetings. AGU reserves the

right to refuse any applicant for exhibit space as well as the right to restrict or evict any exhibit that, in the opinion of AGU, detracts from the general character of the meeting. This applies to displays, printed matter, promotional materials, noise, personal conduct, and method of operation. In the event of such restrictions or eviction, AGU will not be liable for any exhibit expenses.

Security, Liability, and Insurance Security guards will be furnished in the exhibit hall on a 24-hour basis, but the furnishing of such guards shall not be deemed to increase the liability of AGU. AGU shall not be held responsible for the loss of any material by any cause and usage. The exhibitor will exercise normal precautions to discourage loss due to theft or any other cause. The exhibitor retains sole responsibility for its own exhibit materials. All property of the exhibitor is understood to remain under his/her custody and control, in transit to, within, or from the confines of the exhibit areas, subject to rules and regulation of the exposition. AGU will exercise reasonable care for the protection of the exhibitor's materials and displays. However, the exhibitor expressly releases the foregoing named from any and all claims for such loss, damage, or injury in the absence of negligence. Exhibitors desiring to carry insurance will do so at their own expense. In the event the meeting/exhibition is canceled, the liability of AGU shall be limited to the money paid by the exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by AGU for the exhibition.

Service Contractors If the exhibitor uses a contractor other than the official service contractor, the exhibitor's contractor must notify AGU and must provide a certificate of insurance for liability and workmen's compensation and must also agree to comply with the exhibition rules and regulations.

Rate and Layout Changes AGU reserves the right to revise its rates, and such revision shall be in writing. All contracts will be honored at the prevailing rates at the time of the contract. AGU reserves the right to change the floor plan and/or relocate any exhibit without prior notification.

Booth Assignments Booths will be assigned on a first come basis, based on the receipt of the Exhibit Application and Contract form with 50% deposit. Every effort will be made to place each exhibitor in one of their preferred locations. AGU reserves the right to make final booth assignments at its sole discretion.

Sales On-site sales are permitted. Information on obtaining sales licenses will be provided to exhibitors.

Payment Policy A 50% deposit of requested exhibit space must accompany an Exhibit Application and Contract if submitted by Oct 13. (Government agencies may submit a purchase order for the full amount.) **Payment in full is required by Oct 13.**

Exhibitors will be mailed an invoice for the unpaid balance by Sept 13, payable by Oct 13. Exhibitors will be assessed a \$100 late fee for unpaid booth rental balances not received by Oct 13. **Program descriptions for exhibitors will not be published unless full payment has been received by the appropriate deadline.**

Full payment must accompany an Exhibit Application and Contract submitted after Oct 13.

Cancellation Policy All cancellations must be made in writing according to the following schedule: Before September 16 - 100%; September 16 - October 16 - 50%; After October 16 - NO REFUND.