

Exhibitor Rules & Regulations

ASOR Annual Meeting 2023

Chicago & Hybrid | November 15-18



All Exhibitors at ASOR's 2023 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 in Chicago will take place on Wednesday, Nov. 15 from 12:00pm–4:00pm. Exhibit hours are tentatively scheduled for: Wednesday, Nov. 15 from 4:00pm–8:00pm; Thursday, Nov. 16 from 8:00am–4:30pm; Friday, Nov. 17 from 8:00am–4:30pm; and Saturday, Nov. 18 from 8:00am–4:30pm. Exhibit dismantling will begin on Saturday, Nov. 18 at 4:30pm. Exhibitors agree to make reasonable efforts to keep exhibits properly staffed during the published exhibit hours. Early dismantling is discouraged.

Layout must not obstruct other exhibits:

Each exhibit space will be arranged based on the number of tables purchased. Tables are 6 ft. Exhibits may not project beyond their space. Platinum and Gold Sponsors will be consulted on booth location. Initial placement will take place on-site at the 2023 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 Arlene Press 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 2023 ASOR Annual Meeting. Platinum and Gold sponsors will be consulted in advance for their preference. 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 exhibitors are required to send details 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 ASOR's statement of purpose. 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. Exhibitors must comply with hotel policies.

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 \$250 processing fee. If ASOR receives notice after **September 1, 2023**, no refund will be issued. Exhibitors must send cancellation notification in writing to Arlene Press (meetings@asor.org).

LIABILITY

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save ASOR and the Hilton Chicago 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 Hilton Chicago.

In addition, Exhibitor acknowledges that ASOR and the Hilton Chicago 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 Arlene Press, Director of Meetings and Events, at 857-272-2506 or by email at meetings@asor.org.

Information can also be found on ASOR's Annual Meeting website at www.asor.org/am