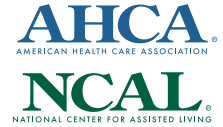


71ST AHCA/NCAL CONVENTION & EXPO

OCT. 4-7
2020

AUSTIN
TEXAS

BOOTH APPLICATION & CONTRACT



A. Exhibiting Company Information & Official Contact (published in print and on web)

Corporate Name _____

Booth Signage (if different from corporate name) _____

Address _____

City _____

State _____

Zip _____

Phone _____

Email _____

Web Address _____

B. Booth Contact Information

Booth contact will have access to the Exhibitor Service Center online and receive all future correspondence.

Contact Name _____

Title _____

Phone _____

Email _____

C. Exhibit Booth Space

Each 10x10 Booth	AHCA/NCAL Member \$2,400	Non-Member \$3,300	Premium Booth Member \$5,100 Non-Member \$6,000
	Corner Booths Additional \$200 per 10x10 Space		No Corner Fee

Total Number of Booths _____

Each 10 x 10 booth receives three (3) complimentary Exhibitor badges. Additional Exhibitor badges can be purchased for \$135 each.

IMPORTANT Please Review Floor Plan And Indicate Booth Preference.

1st Choice _____ 2nd Choice _____

D. Company Profile for Web and Purchasing Guide

Company description, logo and company category may be added through the Exhibitor Service Center (ESC) online upon reserving booth. Company profile information will be included in the annual Purchasing Guide and available on the virtual floorplan and the convention mobile app.

E. Exhibitor Acceptance

I am an authorized representative of 18 years or older, for this company with full power and authority to sign this application and contract for exhibit space. Additionally, I have read and agree to abide by the Exhibit Rules and Regulations established by AHCA/NCAL. I also authorize AHCA/NCAL to use all information provided in listings for print and electronic publication.

Signature _____

Name _____

Date _____

Title _____

F. Attendee List Usage Agreement

I understand a complimentary AHCA/NCAL Annual Convention & Expo attendee list will be made available to the primary point of contact for my company, on September 7th, 2020 and a final list on October 21st, 2020. The lists will contain the first and last name, company name, and mailing address of registered attendees. Email addresses of attendees who opted-in to receive exhibitor information will be included in said list.

I understand and agree to the following AHCA/NCAL guidelines for use of the attendee list:

- Only exhibitors in good standing with AHCA/NCAL will receive the attendee list and use it solely for marketing their booth and sponsorship participation at the 2020 AHCA/NCAL Annual Convention & Expo.
- The attendee list must be used within sixty (60) days of the AHCA/NCAL Annual Convention & Expo
- The attendee list may be used up to three (3) times TOTAL pre and post-convention.
- Only authorized exhibitors are permitted to use the 2020 AHCA/NCAL Exhibitor logo provided by AHCA/NCAL.
- Exhibitors do not have permission to use any other ANCA/NCAL trademarked logos.
- AHCA/NCAL reserves the right to restrict and penalize exhibitors who violate this policy.

AHCA/NCAL must have a signed agreement from exhibitors to these terms and conditions for the designated exhibitor point of contact to receive the attendee list via e-mail.

Signature _____

Name _____

Date _____

G. Pricing and Payment

Full payment or a 50% deposit is required at time of reservation. Confirmation will be emailed to the booth contact once the application has been processed.

Payment of the remaining booth balance is due no later than June 5th, 2020.

The booth space will be released if check payment is not received within 10 business days. Checks can be made payable to AHCA and mailed to:

AHCA Exhibits Office
1201 L Street, NW
Washington, DC 20005

Credit Card and eCheck Payments: Please contact Kate McCullough at 202-898-2823.

H. Cancellation Policy

Refunds will be issued minus a \$100 cancellation fee on or before June 5th, 2020. **Booth payments will not be refunded after June 5th, 2020.**

AHCA/NCAL

Exposition Rules & Regulations

OCTOBER 5-6, 2020

AUSTIN CONVENTION CENTER
AUSTIN, TX

Contract and Payment for Space

Exhibit space is defined as the actual area rented by the exhibitor and approved by American Health Care Association/ National Center for Assisted Living (AHCA/NCAL) Show Management with adherence to all restrictions as set out in the Exposition Rules & Regulations, Exhibit Space Application & Contract, Display Construction and Limitations, Exhibitor Service Manual and in other notices and correspondence from AHCA/NCAL. The Exhibit Space Application & Contract, formal written confirmation of space assignment by Show Management, the required deposit amount as specified in the contract and the full payment of rental charges shall constitute a contract for the right to use the space. In addition, all exhibitor accounts must be in good financial standing with AHCA/NCAL to occupy rental space.

Space Assignment

Exhibit space will be assigned based on the date the Exhibit Space Application & Contract is received at the AHCA/NCAL Show Management office, the number of booths requested, the proximity of space to competitors and special exhibit requirements with preference given as outlined in the Exhibitor Prospectus. When possible, Show Management will accommodate the exhibitor's booth choices in order of preference. Notwithstanding the above, Show Management reserves the right to make and/or change location assignments at any time as it may in its sole discretion deem necessary.

Payment Terms

A 50% deposit of the total contracted amount is required with submission of the Exhibit Space Application & Contract or space is not guaranteed. Applications submitted without deposit will not be assigned space until the appropriate deposit is received. Payment of the balance of the booth rental cost will be invoiced and is due upon receipt of invoice. Failure to remit full payment by **Friday, June 5, 2020** shall result in forfeiture of the Exhibit Space Application & Contract. In such an instance, Show Management reserves the right to cancel the exhibit booth space in accordance with the cancellation policy outlined below and the booth space will be re-assigned. Full payment is required with any Exhibit Space Application & Contract submitted after **Friday, June 5, 2020**.

Cancellation policy:

An administrative cancellation charge of \$100 will be assessed against the initial exhibit space deposit for space canceled on or before **Friday, June 5, 2020**. No refunds shall be issued after **Friday, June 5, 2020**.

In the event of either type of cancellation, Show Management shall have the right to use said space to suit its own convenience including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor. Show Management assumes no responsibility for having the name of the canceled exhibitor or description of the exhibitor's products in the show program book, brochures, news releases or other materials. In case the exposition is not held, for any reason whatsoever, the rental and lease of space to the exhibitors shall be terminated, in which case the limit of claim for damage and/or compensation by the exhibitor shall be the pro rata amount paid. Show Management will not be liable for any other damages, losses or amounts. In the event the exposition is canceled due to an event/reason beyond the control of AHCA/NCAL, space rental fees or deposits will be returned to Exhibitors on a priority basis after all related show expenses incurred by AHCA/NCAL through the date of cancellation have been met.

Forfeiture

If an exhibitor does not follow the rules and regulations set by Show Management, the exhibitor shall forfeit the amount paid for space rental, regardless of whether the exhibit space is subsequently leased or not.

Floor Plan

All dimensions and locations shown on the official floor plan are believed, but not guaranteed, to be accurate. Show Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

Exhibitor Conduct

Show Management reserves the right to reject any application, which, in its judgment, does not serve the interests of AHCA/NCAL or will be operated in a way that will detract from other exhibits, the exposition, or the convention as a whole. Acceptability includes persons, things, conduct, printed matter in any medium, or anything of a character which Show Management determines is objectionable to the exhibition.

Show Management reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the AHCA/NCAL. In the event of such restriction or eviction, the exhibitor may be evicted on the spot, forfeiting all moneys paid and its good standing with the association. Show Management is not liable for any damages alleged or claimed because of any action taken by Show Management hereunder.

Use of Display Space

No exhibits will be permitted that interfere with the use of other exhibits, impede access to them, or impede free use of the aisles. **Booth activities that cause people to congregate in the aisles are prohibited.** Monitors for videotapes, films or live demonstrations may be utilized if they are placed in the back of the booth to alleviate congestion in the aisles. Apart from the specific display space for which an exhibitor has contracted with AHCA/NCAL, no part of the exhibit hall and its grounds may be used by any organization other than Show Management for display purposes of any kind or nature, unless otherwise approved by Show Management.

Due to security and sales tax implications, no firm or organization is permitted to engage in direct sales (cash, check, or credit card) activity

within the exhibit area. Exhibitors are responsible for draping any exposed, unfinished sides of the back of their booth to present an overall attractive exhibit. If this is not done, the decorator will be instructed by Show Management to drape the exposed area at the exhibitor's expense. **Exhibitors are required to provide padding and carpeting (or comparable flooring) for their entire booth area at their own expense.** This includes padding and carpeting for any additional space added to the booth area due to the presence of a column or columns.

The Exhibitor agrees that all exhibit space will be kept neat and orderly at all times and will be operated in a professional manner and in accordance with Show Management policies and all convention center rules and regulations related to the use of the facility and the exhibit hall space. Exhibitor must keep the exhibit booth open and staffed at all times during show hours. **The serving or distribution of alcoholic beverages is not allowed without Show Management approval. The use of handbills, flyers, posters, banners, stickers, etc. by exhibitors in any part of the exhibit hall is forbidden. Exhibiting companies who desire to engage in prize drawings or giveaways valued in excess of \$2,000 must receive permission from Show Management and submit their intention in writing no later than Friday, August 28, 2020.** The use of live models, performers and other similar persons, and those other than regular full-time staff members of the exhibiting firm or organization, within the exhibit area for demonstrations, performances, etc., shall be subject to the approval of Show Management. Each of the aforementioned persons is required to wear an identification badge while in the Exhibit Hall. Any additional cost associated with the acquisition of such badges is solely the responsibility of the Exhibitor.

Use of Expo Video and Photography by AHCA/NCAL

By registering for and/or attending the event, exhibitors and all related personnel acknowledge and agree that photographs, video, and other recordings of the event may be taken by AHCA/NCAL or parties acting on behalf of AHCA/NCAL, and that these photographs, video, and other recordings may be used by AHCA/NCAL in any media now known or later invented for any purpose related to AHCA/NCAL's mission, including educational, promotional, and awareness-related uses. Exhibitors and all related personnel give AHCA/NCAL unlimited permission to use their name, likeness, image, statements, and other information given to AHCA/NCAL, whether through registration, at the event, or otherwise, that may be necessary for AHCA/NCAL to make use of its rights in the photographs, video, and other recordings.

Failure to Occupy Space

In the event an exhibiting company has not arrived three (3) hours prior to the hall opening on the first day of the expo, Show Management reserves the right to re-assign that space as it sees fit with no obligation of a refund. If exhibit material has been delivered to the booth but has not been assembled, Show Management reserves the right to remove the material and place it in storage at the exhibitor's expense. If the exhibitor arrives after the material has been stored and would like the material brought back to the show floor, a drayage fee will be charged by the General Service Contractor. Failure to occupy exhibit space does not relieve the Exhibitor from their obligation to pay full booth rental fees.

Circularization & Solicitation

All promotional activity, demonstration, and distribution of promotional materials must be confined to the limits of the exhibitor's display space. Firms or organizations not assigned exhibit space will not be permitted to engage in any activities within the exhibit area.

Subletting of Space

The exhibitor agrees not to assign, sublet or apportion space or any part thereof allotted to the exhibitor, and not to exhibit, advertise, or offer for sale goods other than manufactured or sold by the exhibitor in the regular course of business, except as permitted by Show Management.

Height and Other Structure Restrictions

- **In-line, Canopy and Perimeter Wall booths:** Maximum height for any structure or décor item placed within the booth area: eight feet (8'). Any booth structure that is eight feet (8') tall cannot be positioned more than three feet (3') forward from the back wall of the booth. Any structure or décor item beyond three feet (3') from the back wall of the booth cannot exceed four feet (4'), the height of the dividing side rails, to avoid sight-line violations.
- **Peninsula/End-Cap:** Not available on Expo floor unless authorized by Show Management.
- **Island booths:** Maximum height for any structure that is part of the booth is 31' in Halls 1-4 (including hanging banners). Any structure designed with a second level intended to be occupied must be reviewed and approved by Show Management and ACC Management a minimum of ninety (90) days prior to the event.
- **Covered, Enclosed, and Multi-Level Booths:** All covered booths (e.g. roof, ceiling, tenting, lattice, fabric, plastic) less than 300 sq. ft. must use non-combustible or flame-retardant material for such a cover. Certification of flame-retardant treatment, along with samples of said materials, must be submitted, if requested by the ACC. It is recommended to have certifications of flame-retardant treatments available at show site. Each enclosed or covered area must be protected by an audible smoke detector. This includes closets built into the exhibit. Covered exhibits with an enclosed ceiling, including, but not limited to, vehicles and similar exhibited products with more than 100 sq. ft. of roofed area must be approved in advance and require a 2A10BC fire extinguisher at such exhibit. If the structure has a roof, a sprinkler system is required. Multi-Level and covered booth plans must be reviewed and approved by Show Management and ACC Management a minimum of ninety (90) days prior to the first contract day. The plans must include show name, show dates, exhibitor name and assigned booth number.

All covered booths more than 300 sq. ft. require additional approval from the ACC and the AFD Fire Marshal. Fire watch personnel may be required for these types of booths on all show days, at the exhibitor's expense, if determined by the Fire Marshal's Office. One 2A10BC portable, dry chemical fire extinguisher is required in each covered structure of this booth size. Exhibit must have an entrance and exit on opposite sides of each structure with an illuminated fire exit sign at each. It must also display a no smoking sign. It may not contain open flames or propane. Exhibit guy wires, guy ropes and other support members shall not cross a means of egress at a height lower than 8'.
- **Rigging:** All rigging hang points locations must be approved by the ACC exclusive rigging company. In Hall 1-3 there are specific No High Steel Rigging zones. In Hall 4 there are specific No Rigging zones. Show Management can provide diagrams of those areas.
- **Vehicles:** The outer perimeter of the Expo Hall or a designated vehicle display area, if available, shall be the booth location for vehicles displayed in an in-line booth. Vehicles displayed in an island booth, 20'x 20' or larger, are an exception to this rule.

Noise Restrictions

Show Management reserves the right to restrict exhibits to a minimum noise level and to suitable methods of operations and display materials so as not to disturb adjacent exhibitors and their patrons.

Exhibitor Personnel

Prior to the exposition opening, each exhibiting firm or organization shall supply Show Management with the name and title of the individual who shall be responsible for the installation, staffing, and removal of said exhibit. Said individual must be authorized to enter into service contracts when necessary, for which the exhibitor shall be responsible.

Exhibitor Badge Cancellation Policy

Exhibitor Badge cancellations received on or before **Friday, August 28, 2020** will be refunded minus a \$55.00 administrative fee, if applicable. All changes or cancellations must be made in writing either via fax or e-mail. Refunds will not be given for Exhibitor Badge cancellations received on or after **Saturday, August 29, 2020**.

Badges and Admission to Exhibit Hall

Badge wearing exhibitors may enter the exhibit hall one hour before show opening and remain in the hall one hour after show closing each day. If further access is required, special permission must be secured from Show Management. Trading of badges with other exhibitors or attendees is strictly prohibited. Each exhibitor must wear the official exhibitor badge at all times while at show site. No distributors or suppliers of an exhibiting company will be allowed into the Exhibit Hall unless an active exhibitor agrees to register them. In this case, badges will note only the name of that exhibiting company. Minors are allowed in the Expo Hall during show hours, but not allowed during show floor installation and dismantle.

Hotel Suites and Conflicting Meetings & Activities

The use of hotel suites and other guest rooms for the purpose of entertaining convention attendees during the convention is subject to Show Management's approval. Activities and meetings held during General Sessions and Educational Sessions will not be approved. No assignment of suites in hotels selected for use by convention attendees will be made for organizations or firms not currently holding exhibit space that has been paid for in full.

Freight, Exhibit Installation and Dismantling

Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the Austin Convention Center (ACC).

Freight

Material Handling/Freight Deliveries including but not limited to, small pack-age, overnight, LTL & van line carriers will not be accepted by the Austin Convention Center Exhibit Hall representatives immediately prior to the tradeshow event, during the event and immediately after the event. Shipments during the event contract dates should be addressed to the attention of the event's official General Service Contractor (GSC) per the guidelines established in the Exhibitor Service Manual. A Marshalling Yard managed by the GSC will be located near the Austin Convention Center. All delivering carriers must check in at the Marshalling Yard prior to delivering to the facility.

Loading Dock Access

Only trucks which are loading or unloading will be permitted in the loading dock area once they are authorized at the GSC Marshalling Yard. Privately owned vehicles (POVs) are not permitted in the dock areas. All show deliveries are to be made via the loading docks. Exhibitors are to refrain from using our parking lot and adjacent areas to load or un-load their materials. POV procedures and rate information, if applicable, will be included in the Exhibitor Service Manual.

Exhibit Installation

Installation of exhibits must be completed three (3) hours prior to the opening of the exhibit hall for inspection by Show Management and the Fire Marshal. Noisy or unsightly work in any exhibitor's booth area after the published deadlines for move-in/install is prohibited. Exhibit materials

received after the opening of the exposition must be delivered at times other than open exposition hours and must be arranged in advance with Show Management.

Removal of Materials

Once the exhibit area has opened, exhibit materials (other than exhibit samples) may not be removed from the exhibit area until the official exposition move-out/dismantle has begun, unless otherwise approved by Show Management. Failure to observe this rule may jeopardize the exhibitor's space assignment or right to exhibit at future AHCA/NCAL expositions. All exhibit materials must be completely removed from the exhibit area by the established time as designated in the exhibitor service kit. It is the responsibility of the exhibitor to have materials packed, identified and cleared for shipment, or to make arrangements for such. Show Management reserves the right, with no liability whatsoever for damage, spoilage or loss, to dismantle, dispose of, store and clear from the premises any display materials, goods, property or merchandise of any exhibitor who has failed to comply with the above requirements, or to order such work to be done, at the sole expense of the exhibitor.

Storage of Materials

Exhibitors will not be permitted to store packing crates and boxes in their booth during the show period. If properly marked, such containers will be stored by the drayage service contractor and returned to the booth area for move-out at the close of the show. It is the exhibitor's responsibility to properly mark and identify empty crates and containers. Crates and containers not properly marked may be destroyed and Show Management will have no responsibility for or any liability for such destruction.

Exclusive Services

Food & Beverage/ Catering & Concessions, Security, Telecommunications/ Data Services (including voice, data, telephone, fax, broadband and wireless internet), Event Utilities (i.e. Compressed air, Electrical, Plumbing, Water), and Rigging are exclusive services from the Austin Convention Center and its service partners. Show Management shall not be responsible for the quality, late installation or interruption of any of these services.

Exhibit Services and Exhibitor Appointed Contractors

As a convenience to Exhibitors, AHCA/NCAL will have an official GSC (Freeman) to provide labor and equipment at prevailing rates and terms. AHCA/NCAL assumes no liability related to the performance or nonperformance by firms contracted. Contractors may not solicit business in the exhibit hall at any time. All participating exhibitors and contractors must abide by union jurisdictions in force at the time of the exposition. Arrangements for labor should be made with the official show GSC in advance whenever possible. **Official GSC** labor forms will be included in the Exhibitor Service Manual.

Exhibitors requiring the services of independent contractors (Exhibitor Appointed Contractors- EACs) must have prior approval of Show Management and no exceptions will be made that will interfere with the orderly function or security of the exposition, or with the obligations and commitments of AHCA/NCAL. The exhibiting company is solely responsible for the actions of their appointed non-official contractors (EACs) and all Rules and Regulations herein apply to them. All agents or representatives who are performing services, other than the Exhibitor's own employees, must provide Show Management with a Certificate of Insurance. The Certificate of Insurance must include Commercial General Liability insurance with a minimum combined single limit of \$1,000,000 per occurrence and a minimum \$1,000,000 aggregate including products and completed operations and contractual liability coverage. Fire Legal Liability included with limits of \$50,000. Business Automobile Liability insurance with a minimum combined single limit of \$500,000 including owned, non-owned and hired coverage.

Show Management reserves the right to remove any contractor or their employees who do not comply with the Exposition Rules and Regulations. Any objectionable practices by exhibitors or suppliers should be reported to Show Management immediately.

Food & Beverage Sampling

ACC Catering is the exclusive food & beverage services provider for the Expo and must approve all exhibitor sampling requests with written authorization. A permit must also be obtained from the City of Austin Health Department.

Exhibitor Samples & Food Promotion Requests

1. ACC Catering must approve all samples. Sizes:

- a. Beverages are limited to three (3) ounces for all beverages
- b. Food samples are limited to one (1) ounce

The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors to draw traffic to their booth is permitted only when the product being served is purchased from ACC Catering.

2. If exhibitors want to attract attendees to their respective booth by giving away fresh popcorn, the machine and the popcorn product must be obtained from our exclusive caterer. Exhibitors are permitted to use their own serving vessels (buckets, tubs, bags) to serve the popcorn. For example, an exhibitor can provide serving vessels with their logo on them.

3. All claims by an exhibitor that the generic product they wish to provide is not offered by our caterer must be verified with the catering sales staff. If it is determined that a product is not available through the caterer, ACC Catering will decide whether or not to allow the exhibitor to serve the product.

Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.

Service of any alcoholic beverage must be arranged through our exclusive caterer ACC Catering.

Arrangements for the receiving and storing of products approved for sampling must be coordinated through our exclusive caterer.

Requests to serve food and / or beverage samples outside of these parameters must be submitted in writing to the Austin Convention Center and the Events Services Manager. The written request must come from the customer (licensee) and must contain the name of the exhibitor(s) or sponsor(s), and the product(s) to be served (e.g. bottled water, candy, cookies, popcorn, yogurt, soda, coffee, etc.). ACC Catering will notify the exhibitor in writing whether the request is or is not approved.

4. All such requests will be handled on a case-by-case basis. Occasionally, approval may be granted to the exhibitor for a corkage or service fee.

Alcoholic Beverages

- Alcoholic beverages may be served within the facilities during certain events (e.g. dances, banquets, receptions). Austin Convention Center Catering is the exclusive provider of food and beverage catering and concessions, including alcohol.
- BYOB (Bring Your Own Bottle) functions are not permitted in the facilities.
 - a) Any concerns regarding alcohol outside of these parameters need to be addressed directly with Show Management and the Austin Convention Center. Any alcoholic beverage sampling must be authorized by Show Management and Austin Convention Center.

- b) Portion sizes must be of such size as to permit tasting - not to exceed a 3-ounce portion.
- c) The service or sale of alcohol to minors is prohibited by law. Alcoholic beverages will not be served to any individual less than 21 years of age or without a valid identification as proof of age.

Cooking, Appliances, and Permits:

A Cooking Permit must be obtained through the Austin Convention Center before any cooking activity is permitted within the convention center and approved by the Fire Marshal. Please consult with Austin Convention Center Catering, for details.

- Devices producing open flames are not allowed in exhibit areas. All heat sources must be at least four feet (4') from the public aisle way. Chafing dishes are to be designed with a shelf for the fuel or the chafing dish is to be placed on a sheet pan. Fire watch personnel may be required at the exhibitor's expense, if determined by the Fire Marshal's Office.
- A class K rated fire extinguisher must be provided for every exhibit area or booth with a deep fat fryer. Deep fat fryers are to be thermostat controlled. Fryer units are not to be located on tables that are along aisles. Public access is not allowed to fryers. Deep fat fryer units are to be placed on sheet pans or similar non-combustible material. Foil is not acceptable. Combustible materials will not be located near deep fat fryers. A splatter guard or heat shield is required for all frying equipment.
- Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by Show Management. Exhibitors are responsible for providing or renting a sink as a washing area. ACC does not rent sinks with grease traps. Disposal of cooking residue into the ACC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.

Food and Beverage Items May be Sampled Only and Cannot Be Sold

Vehicles: All vehicles must meet Austin Fire Marshal approval for display and location. Includes all vehicles (e.g.: cars, trucks, semi-trailer truck, recreational vehicles, boats, motorcycles, all-terrain vehicles, jet ski, etc. using Class I or Class II fuel.)

The following are requirements for vehicles on display and fuel powered engines:

- A. Not more than ¼ tank or five (5) gallons of fuel, whichever is less.
- B. Vehicles shall not be fueled or refueled within the building
- C. Fuel tanks are to be locked and all portable tanks removed. Locking the vehicle will be sufficient for cars in which the gas cap cover can only be detached from inside the vehicle.
- D. Vehicles, boats and similar exhibited products with more than one hundred square feet (100 sq. ft) of roofed area are to have a smoke detector.
- E. Battery cables shall be disconnected from the battery used to start the vehicle's engine, and the disconnected battery cables shall then be taped securely.
- F. A drip pan must be placed under the vehicle's drive train (motor to differential).
- G. Ignition keys removed and delivered to Show Management or General Service Contractor (Freeman)
- H. Propane tanks (if applicable) removed
- I. Visqueen or other protective covering must be placed underneath vehicle.
- J. A minimum 42-inch wide access aisle or clear space shall be maintained around all sides of the displayed vehicle.
- K. Displayed vehicle cannot be moved while the Expo is open.
- L. Personal Transport Devices: rollerblades, razor scooters, skates, skateboards, and hoverboards are not permitted on ACC premises. Electric wheelchairs and electric motor vehicles (e.g. Segways®) are permitted to operate on ACC premises.

Drone/Unmanned Aerial Vehicle (UAV) Policy

An Unmanned Aerial Vehicle/Remotely Piloted Aircraft/Drone is defined as a “powered” aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift and can fly autonomously or be piloted remotely.

The following are requirements and procedures for utilizing Unmanned Aerial Vehicles/Remotely Piloted Aircraft/Drones at the Austin Convention Center (ACC):

- Aircrafts must be in compliance with all current policies and are not permitted without prior written approval from Show Management and ACC.
- Casual or recreational use of aircraft is strictly prohibited.
- If the aircraft is to be used to video record an event, additional approval must be obtained from Show Management and ACC.

Exhibitor must provide Show Management the following information at least 14 days in advance:

- Equipment Operator’s Company Name, Address, Phone Number and Email Address
- Name of Person(s) Authorized to Fly Aircraft
- Contact Number(s) for those Person(s) Authorized to Fly Aircraft
- Make & Model of Aircraft
- Size & Weight of Aircraft
- FAA Small Unmanned Aircraft System ID Number and Certificate of Aircraft Registration for Aircraft

Liability and Indemnity

It is expressed, understood and agreed by each and every contracting exhibitor, its employees, agents, servants and representatives that neither the American Health Care Association (AHCA), National Center for Assisted Living (NCAL), nor its employees and its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times, such goods and properties remain in the sole possession and custody of each exhibitor. On signing the Exhibit Space Application & Contract, the exhibitor agrees to indemnify and hold harmless AHCA, NCAL, its managers, officers, members, sponsors, employees and agents, and each hotel, trade show facility, or other facility connected with the Annual Convention and Exposition from any and all liability, including claims, loss, damage to persons or property, governmental charges or fines, and attorney’s fees, arising from the breach by exhibitor, its agents, servants, subcontractors or employees of any conditions of these Exposition Rules and Regulations, by reason of any condition, defection or otherwise, of any apparatus, equipment or fixtures furnished by exhibitor in connection with its exhibit, or by any intentional act, negligence, or act of omission of exhibitor, or its agents, employees, and/or subcontractors.

Security

Show Management will provide security during the hours the exhibition is not operating, but the furnishing of such services shall not be construed to be any assumption of obligation nor duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor.

Insurance

The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability, products liability and business automobile liability coverage, with combined and single limits of liability of not less than \$1,000,000. The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract worker’s compensation and occupa-

tional disease insurance in full compliance with all federal and state laws and covering all of exhibitor’s employees engaged in the performance of any work for the exhibitor. Exhibitor shall obtain and shall furnish upon request of Show Management a Certificate of Insurance evidencing the required insurance. All property of the exhibitor is understood to remain under its custody and control in transit to, within, and in transit from the confines of the exhibit hall.

Fire Marshal Regulations and Fire Protection

There is no smoking or vaping (e-cigarettes), permitted in the facility. Open flame devices of any kind are prohibited in all assembly areas. Booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with all local and state government requirements and to the National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, Show Management reserves the right to cancel all or such part of this exhibit as may be irregular. All installations are subject to approval with all local fire regulations. No combustible materials shall be stored in or around the exhibit booths. Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshal. Helium filled balloons, either for displays or exhibits, are prohibited. Mylar balloons are not allowed. Any part of a display that does not comply with all rules, or which presents a fire or safety hazard, may be ordered removed with no liability on the part of AHCA/NCAL and solely at the expense of the exhibitor.

Open Flame, Pyrotechnics, and Special Effects

The following items may not be used without prior approval of the Fire Marshal:

- A. Use, display or storage of LPG (Propane or Butane)
- B. Flammable Liquids of Gas
- C. Barbeque Grills
- D. Straw, sawdust, or wood shavings
- E. Welding or cutting equipment for demonstration purposes
- F. Gas fired appliances for demonstrations or cooking purposes
- G. Salamander stoves for demonstrations or cooking purposes
- H. Lit candles and lanterns for demonstration purposes
- I. Class B or C Fireworks
- J. Hazers/Fog Machines (fluid used must be water-based)

The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Safety and Health Regulations

The Exhibitor agrees to comply with local, city and state laws, ordinances and regulations and the regulations of the facility covering fire, safety, health and all other matters. Firearms may not be used as part of an exhibit nor as a giveaway. Exhibitor will not display or bring into the exhibit any animal, bird, fish, or other nonhuman creature without the written permission of Show Management.

Repair of Damages

The Exhibitor must surrender rented space in the same condition it was at commencement of occupation. The Exhibitor or his agents shall not injure or deface any part of the building where the exposition is held, the booths or the equipment or furniture of the booth, or any property of other exhibitors or AHCA/ NCAL. When such damage appears, the Exhibitor shall be liable to the owners of the property so damaged.

Severability

Any provision of this agreement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

Counterparts

This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original but all of which, together, shall constitute one and the same agreement.