

*The purpose of the Apartment Association of Greater Dallas' Annual Trade show is to provide a forum for AAGD members to display their business products and services to all other AAGD members in a professional, courteous and congenial environment.*

**RULES GOVERNING PRODUCTS AND SERVICES TRADE SHOW APARTMENT ASSOCIATION OF GREATER DALLAS**

**PAYMENT FOR SPACE**

*All monies from contracts must be PAID IN FULL by January 31, 2023. If contract is not paid in FULL by January 31, 2023, deposits paid shall be retained by the Apartment Association of Greater Dallas, (AAGD), as liquidated damages and the space shall revert to the AAGD.*

*Cancellation of booth space by exhibitor on or after January 31, 2023 will cost the exhibitor full charge of booth(s). Cancellation before January 31, 2023, will result in half charge of booth(s). CANCELLATION MUST BE IN WRITING TO THE AAGD OFFICE. Any booths available for sale after January 31, 2023 must be paid in full by cashier's check, money order or credit card at time of reservation.*

**CLAIMS AND LIABILITIES**

*Exhibitor agrees to indemnify and hold AAGD harmless by reason of any claim or liabilities imposed by law on account of property damage or bodily injuries including death resulting from, sustained or alleged to be sustained by any person or persons whether they be members of the public visiting the show, employees of AAGD or other exhibitors, occurring at or connected with the preparation or presentation of the show resulting from the sole or contributory negligence of exhibitor, its agents, employees or persons performing services for it. Exhibitor agrees to pay any and all attorney's fees of AAGD arising out of any above claim or liability.*

**CHARACTER OF EXHIBITS**

*The AAGD reserves the right to decline any exhibit, exhibitor, or proposed exhibit which in its opinion is not suitable for this exhibition. This reservation concerns persons, things, conduct, printed matter, souvenirs, catalogs and all other things which affect the character of the exhibition. EXHIBITORS ONLY have the right to distribute catalogs, souvenirs, and all other matter, from the space occupied by them only.*

**INSURANCE**

*The AAGD will not be responsible for any injury that may arise to exhibitors or their employees, or for loss or damage to materials by reason of fire, accident, theft or any other cause. IF INSURANCE IS DESIRED, IT MUST BE OBTAINED BY THE INDIVIDUAL EXHIBITOR.*

**EXHIBIT SPECIFICATIONS**

*The show decorator will provide each exhibitor with a standard booth set-up of 36 inch draped siderails and an eight (8) foot draped backdrop. The height of exhibitor displays shall be limited to twelve (12) feet in the back three (3) feet of the booth. In addition, the exhibitor shall limit the height of display material to 42 inches in the front seven (7) feet of the booth space. Unfinished sides of backdrops left exposed shall be draped or finished at the expense of the exhibitor. Depending upon the location of your booth in the published floorplan, special height accommodations may be granted by the AAGD Director of Events. For Island Booths, (20 X 20), see Section 4 requirements in Exhibitor Manual.*

**SERVICES PROVIDED**

*In exchange for payment in full for the booth(s) contracted by the exhibitor, AAGD will provide the following for each booth: 10' X 10' space, draped to a height of 8 feet in back and 36 inches on each side and an identification sign with company name and booth number. \*Please Note: No furnishings, (i.e. chairs, tables, etc.) will be provided by AAGD. Exhibitor may provide own furnishings or obtain from contracted Show Decorator. Time periods and time deadlines for moving in and moving out of exhibit areas shall be determined by the AAGD Director of Events and all exhibitors shall be given adequate notice thereof.*

### **LOUD SPEAKERS**

*The AAGD reserves the right to regulate the volume on any and all loud speakers, radios and/or television sets or musical instruments during the exhibit hours. Animals, bands or musicians will be allowed only with written consent of the Director of Events.*

### **HELIUM BALLOON POLICY**

*Under NO circumstances shall helium balloons be sold, given away or used for decorations in Dallas Market Hall. Exhibitors may use "air-filled" balloons for decoration purposes only, as long as the balloons are anchored to each other and/or the booth structure. In addition, the exhibitor is responsible for the removal of balloons after the show.*

### **VEHICLE POLICY**

*Vehicles are permitted in Market Hall, on a controlled basis, for the purpose of loading and unloading ONLY. Under NO circumstances may vehicles remain parked in the exhibit halls unless they are an integral part of the display. Display vehicles must conform to State and City fire codes.*

### **ANIMAL POLICY**

*No animals shall be brought into Market Hall unless they are an integral part of the show. The landlord reserves the right at any time to require tenant to remove an animal from the premises. In addition, the use of animals during show hours must be approved by the AAGD Director of Events at least seven (7) days prior to the show date.*

### **MISCELLANEOUS**

*Exhibitors cannot sublet, assign, or apportion the whole or any part of the exhibit space without the written consent of AAGD.*

*The AAGD reserves the right in the event of a national disaster or emergency to cancel the exposition or for any other reason upon reasonable notification. In such event, AAGD shall be liable only for refund of monies collected from exhibitors and no more.*

*The AAGD reserves the right to make reasonable changes in the foregoing rules, exhibit hours and move in/out arrangements so long as such changes have been approved by the AAGD Director of Events. Exhibitors can distribute literature from booth(s) and man the booth(s) with personnel of their choice limited to three (3) persons at a time per 10' booth. Exhibitors may not enter the booths of other exhibitors without invitation; no exhibitor may call or invite a visitor out of one exhibit space and into their own. Exhibitors must remain within their own exhibit space while distributing literature, product samples or other materials. Aisles may not be used for any business solicitation purpose.*

*AAGD reserves the right to adjust booth assignments or to relocate exhibitor's booth space to accommodate show size and location.*