



# EXHIBIT RULES AND REGULATIONS

Long Beach Convention Center • Long Beach, CA • February 23–25, 2023

## A

### Admission to Exhibit Hall

Exhibitor badges authorize an employee or representative to enter the exhibit hall during hours when it is open to exhibitors only. Persons wanting to enter the exhibit hall during exhibitors' only access times must have an exhibitor's or sponsor badge to enter. We discourage exhibitor personnel being in the exhibit hall before or after hours if not actively setting up or tearing down the exhibit space. .

### Americans with Disabilities Act

Exhibiting companies are responsible for making booths accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold WAI harmless from any consequences of exhibiting company's failure in this regard.

## B

### Booth Assignments and Locations

Exhibit spaces will be assigned in the following manner for the 34th Annual Women in Aviation International Conference for applications **RECEIVED** by September 30, 2022.

Priority Points will be determined by the number of years exhibited and conference sponsorship the previous year, if applicable. Priority Points are earned in the following manner.

1. One point for each year exhibited from 1990 (first conference) through 2022.  
Example 1: ABC Company exhibited in 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022 = 13 points  
Example 2: DEF Company exhibited in 1995, 1997, 2001, 2020 = 4 points
2. Points will also be earned based on the previous conference sponsorship. Points for the 34th Annual Women in Aviation International Conference will be determined from 2022 sponsorship.  
Example:  
Presenting Sponsor 5 points  
Premier Sponsor 4 points  
Contributing Sponsor 3 points  
Supporting Sponsor 2 points  
Additional Sponso 1 point

For applications received after September 30, 2022, assignments will be made on a first-come, first-served basis, with choice of space given to exhibitors in order of the date received. For applications received on the same date, priority will be given to the exhibitor with the highest cumulative Priority Points.

Space assignments will be made with consideration to the individual's preference to location as much as possible but in keeping with the best interest of the exhibit hall. It is advisable that exhibitors inform WAI management on the exhibit application of any company or exhibit from which they wish to be kept separate. Assignments are made with due regard for the total exhibit hall.



# WAI2023

## B (continued)

WAI management reserves the right to make the final space assignment, to change the space assignment after the exhibitor’s application is accepted, change the floor plan and move exhibitors if deemed necessary in the best interest of the exhibit hall.

### Booth Prices

	WAI Member Rates	WAI Non-Member Rates
1 Exhibit Space 10’ X 10’ (100 sq. feet)	\$2,400	\$3,000
2 Exhibit Spaces 10’ X 20’ (200 sq. feet)	\$4,100	\$4,700
3 Exhibit Spaces 10’ X 30’ (300 sq. feet)	\$5,800	\$6,400
4 Exhibit Spaces 20’x 20’ (400 sq. feet)	\$7,500	\$8,100
Each additional 10’ X 10’ after 4 spaces	\$2,200	\$2,800
Corner or end spaces additional	\$400	\$500

### What’s Included with Exhibit Booth

Exhibit space size is 10’ x 10’ and includes one 6’ table, two chairs, one wastebasket, pipe and drape, and one standard identification sign per company. For 2023 The Convention Center Exhibit Hall is not carpeted. You will need to provide floor covering.

GES packets will be available in December 2022. *Note: All additional furniture, carpet, electric and wi-fi must be ordered and paid for by the Exhibitor separately.*

### Booth Set-up and Tear Down

Exhibits must be set-up by 10:00 a.m. on Thursday, February 23, 2023. If more set-up time is required, please advise WAI’s Exhibit Manager.

Exhibitors may not begin tear down of exhibit booth(s) until 3:00 p.m. on Saturday, February 25, 2023. Violating exhibitors may not be eligible to exhibit in future shows and are subject to Priority Points deduction. During exhibitor set-up and tear down, no one under the age of 16 will be allowed in the exhibit hall.

### Booth Specifications and Height Restrictions

Exhibit material and displays must be confined to the limits of the exhibitor’s purchased display space. Exhibits must be installed so they will not project beyond the space allotted. Aisles must be kept clear for normal aisle traffic and cannot be interfered with at any time. All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or attendees. WAI management may request GES to hang curtains to cover any exposed supports. Cost for draping will be at the exhibitor’s expense. Displays that do not conform to WAI exhibit standards will need to be approved and/or modified prior to opening of the exhibit hall. This includes a back of a booth facing the front or side of another exhibit booth.

The 2023 exhibit hall is NOT carpeted.

No end cap booths are permitted.

Any exhibitor planning a display exceeding 10’ in height is permitted only around the exhibit floor perimeter or upon approval of show management.





## WAI2023

### B (continued)

WAI no longer allows pop-up tents/canopies in exhibit spaces.

No part of an exhibit, or signs relating thereto, shall be taped, nailed, tacked, stapled, pasted, or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, columns, marble, or fabric in any way, and no holes may be drilled, cored, or punched in the facility walls or floors.

### C Cancellation Policy

**WAI POLICY IS NO REFUNDS FOR CANCELLATION AT ANY TIME.** Due to increasing demand for exhibit space at the WAI conference, payment must be included with the exhibit application for space to be assigned.

### E Exhibit Hours

#### Wednesday, February 22, 2023

8:00 a.m. to 6:00 p.m. Exhibit Set-up\* (Exhibitor Only Access)

#### Thursday, February 23, 2023

8:00 a.m. to 10:00 a.m. Exhibit Set-up\* (Exhibitor Only Access)

12:50 p.m. Exhibit Hall Opening Ceremony

1:00 p.m. to 5:30 p.m. Exhibits Open

#### Friday, February 24, 2023

8:00 a.m. to 10:30 a.m. Exhibitor Only Access

10:30 a.m. to 5:00 p.m. Exhibits Open (Closed during luncheon 12:00 p.m. - 1:30 p.m.)

#### Saturday, February 25, 2023

8:00 a.m. to 10:30 a.m. Exhibitor Only Access

10:30 a.m. to 3:00 p.m. Exhibits Open

3:00 p.m. to 7:00 p.m. Exhibit Breakdown

\*If more set-up time is required, please advise WAI's Exhibit Manager. Exhibits must be set-up by 10:00 a.m. on Thursday, February 23, 2023.

During exhibitor set-up and breakdown, no one under the age of 16 will be allowed in the exhibit hall.

### Exhibit Personnel

Five (5) exhibitor badges are included with each 10' x 10' exhibit space. Exhibitor badges do not include entry to WAI conference meals, special events, tours or other ticketed events. These badges must be worn during set-up and are required for access to dock area. Additional working badges may be purchased in advance (before February 2, 2023) for \$25 each.

Exhibitor badges authorize an employee or representative to enter the exhibit hall during hours when it is open to exhibitors only. Persons wanting to enter the exhibit hall during exhibitors' only access times must have an exhibitor's or sponsor badge to enter. We discourage exhibitor personnel being in the exhibit hall before or after hours if not actively setting up or tearing down the exhibit space.



## WAI2023

### E (continued)

WAI encourages one company representative to pick up all exhibitor badges during exhibitor set-up hours. Exhibitor badges must be picked up no later than 10:00 a.m. on Thursday, February 23, at the exhibitor registration desk. If your representative is unable to distribute all badges prior to the exhibit hall opening, remaining badges may be returned to the exhibitor registration desk for individual pick up by latecomers.

*Reminder: An exhibitor badge is needed to enter the hall for setup. Arrange to meet outside of the exhibit hall to distribute your company's badges.*

### Exhibit Types

Exhibits shall be products or services directly related to aviation or of interest to attendees. Women in Aviation International reserve the right to deny space to any companies not in compliance with the objectives of the conference.

### Exhibitor-Appointed Contractor

Any exhibitor using a non-official exhibitor-appointed contractor for installation and dismantling must provide the following to WAI and GES 30 days in advance of the conference:

1. Notification on the exhibitor's letterhead of its intent to use a non-official exhibitor appointed contractor.
2. Proof of the non-official exhibitor-appointed contractor's worker's compensation, and personal and property damage liability insurance coverage (Certificate of Insurance).
3. Contractors must show or wear credentials to be allowed in the exhibit hall for set-up and tear down. Contractors should be included in your listing for exhibitor badges.

### G

#### General Service Contractor

The official service contractor for the 2023 WAI Conference is: Global Experience Specialists, Inc. (GES)

Questions should be directed to exhibitor services at 800-475-2098 OR 775-323-7700 extension 242.

Exhibitor information will be available on-line via WAI's web site at [www.wai.org](http://www.wai.org). GES will e-mail the exhibitor service kit in **December 2022**.

To ensure orderly and efficient installation, operation and removal of displays and to eliminate confusion, GES is the designated WAI official service contractor. WAI encourages all exhibitors to place orders with this firm unless a permanent arrangement has been established with a display house or outside contractor to set-up and dismantle exhibits.

### L

#### Liability

Exhibitors are solely responsible for the safeguarding of materials, equipment and displays at all times. General security will be employed by WAI when the exhibit hall is closed and during exhibit hours, but neither WAI nor Long Beach Convention Center will be responsible for any loss, theft, damage, injury, or destruction of exhibitor's property or the property of its agents or employees, by or from any cause whatsoever, and the exhibitor expressly releases WAI and Long Beach Convention Center and their respective officers, employees, members and agents from any and all claims for such loss, theft, damage, injury or destruction, or for loss of goodwill (whether or not in relation to any property).



## WAI2023

### L (continued)

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless WAI and Long Beach Convention Center and their respective officers, employees, members and agents harmless from and against any and all claims, losses, injuries and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitors' installation, removal, maintenance, occupancy or use of the exhibition premises, or any part thereof, or arising out of, or caused by exhibitor's participation in exhibition activities.

Exhibitor must comply at all times with WAI and Long Beach Convention Center rules and regulations. Rules and regulations are subject to change prior to the time the exhibition is held, and failure to follow the WAI rules and regulations will constitute a breach of contract.

### M Media/Public Relations Events

If you are planning a media or public relations event in conjunction with the Women in Aviation International Conference, please notify Director of Communications Kelly Murphy [kmurphy@wai.org](mailto:kmurphy@wai.org).

### P Publication Bins

Publication Bins will be available for companies to distribute their magazines or publications to conference attendees. Materials may be shipped to the attention of the exhibit manager at the designated shipping and storage site that will be included in the GES exhibitor service kit or may be given to the exhibit manager on-site. There is a charge for this publication bin service (see the exhibit application). WAI encourages exhibitors to participate in this opportunity to further showcase their publications.

Publication Bin Pricing:                      Exhibitor \$ 200 per bin                      Non-Exhibitor \$ 350 per bin

### R Raffles, Silent Auctions & Lotteries

Fund raising raffles, silent auctions or lotteries are not permitted by exhibitors in the exhibit hall.

### S Shipping and Storage

Long Beach Convention & Entertainment Center cannot accept and store exhibit material shipments in advance of the WAI conference. GES will receive and store exhibits and deliver them directly to the exhibit hall on set-up day. GES will remove empty crates, provide storage during the conference and return the crates on dismantling day.

Detailed shipping information will be furnished in the exhibitor service kit provided by GES in December, 2022.

### Special Interest Groups (SIGS)

All exhibiting companies wishing to obtain a meeting room or host an ancillary event will need to request that space directly from WAI. Only requests that do not conflict with official WAI meetings or functions will be considered. Requests will be reviewed on a case by case basis and approved only if WAI has space to accommodate these requests. Additional expenses associated with these requests are the sole responsibility of the company making the request. Please contact Director of Conferences & Events Kerisa Citro, [kcitro@wai.org](mailto:kcitro@wai.org).