



2021 ANNUAL CONFERENCE

Rules & Regulations

A minimum of fifty percent (50%) of total amount due must accompany the application. Full payment is due by June 1, 2021. Applications will not be processed, booths will not be assigned, ads will not be placed, etc. without required payment.

- Partnership Cancellation Policy** – All cancellations must be submitted in writing and received by AHRMA on or before June 1, 2021 for a full refund less a 50% administration fee. Any cancellations received after June 1, 2021 will not be refunded. Please note that all cancellations must be submitted in writing to AHRMA via the following email:
ahrma@austinhumanresource.org
- Termination of Meeting at Exposition** – Should the premises in which AHRMA's Annual Conference is to be held become, in the sole judgment of the Association, unfit for occupancy, or should the meeting and trade exposition be materially interfered with by reason of action of the elements, strike picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other act beyond the control of AHRMA, the contract for exhibit space may be terminated. AHRMA will not incur liability for damages sustained by Partner as a result of such termination. In the event of such termination, the Partners expressly waive such liability and release the Association of and from all claims for damages and agrees that the Association shall have no obligation except to refund pro-rated shares of the aggregate amounts received by the Association as rental for exhibit spaces for said exhibits after deduction being hereby specially agreed to by the exhibitor.
- Termination by CDC or City of Austin** – Should the CDC or City of Austin determine that this Conference should not be held due to the impact of COVID-19, AHRMA will move forward with issuing a full refund less a 50% administration fee.
- If a Partner does not follow the rules and regulations set by AHRMA, then this contract may be terminated. In the event of a default by the Partner, as set forth in the previous sentence, the Partner shall forfeit as liquidated damages the amount paid by the Partner for exhibit space, rental, regardless of whether or not AHRMA enters into a further lease of the space involved.
- Sponsorship table assignments will be made by AHRMA to ensure variation throughout the venue and allocated by sponsorship level and timing of full payment. AHRMA reserves the right to make the final determination of all space assignments in the best interests of the event.
- Exhibitors are prohibited from subletting any part of their assigned exhibit space. No exhibitor shall assign, sublet, or share the space allotted with another business or firm.
- The General Rule of assigned Exhibit space is: Be a good neighbor. No exhibit will be permitted that interferes with the use of other exhibits or impedes access to them or impedes the free use of walkways. Exhibitor representatives, including demonstrators, receptionists, and models are required to confine their activities within the exhibitor's table space. Apart from the specific display space for which an exhibiting company has under contract with AHRMA, no part of the exhibit space and its grounds may be used by any organization other than AHRMA for display purposes of any kind or nature. Representatives should be attired to maintain the professional and businesslike climate of the event.
- To ensure the safety of all participants, fire regulations must be observed. Fire regulations require that all display materials be flameproof. Electrical signs and equipment must be wired to meet the specification of the local Fire Underwriters Inspection Bureau. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.
- Cost of repairing any damages to the exhibit space will be billed to the responsible exhibitor. Nothing can be posted or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other properties of the Exhibit space, Break Out rooms, or venue.

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10. All exhibits must be fully operational as per the conference schedule set for each year. If any exhibit has not started by designated time, the Association shall order the exhibit to be erected and the exhibitor shall be responsible for payment of expenses incurred. Exhibitors, who do not claim their booths by 1:00 PM on the day of conference, forfeit all rights to the exhibit space. All monies paid shall be retained by AHRMA and the booth space reverses back to AHRMA for use or resale at AHRMA's discretion.
11. Exhibitors are advised to provide locked storage facilities within their own display area for excess merchandise and personal items.
12. The dismantling of displays and completion of move out is set per the conference schedule each year. At that time, all exhibit displays or materials left in spaces without instructions will be packed and stored at the discretion of AHRMA. Any and all charges will be applied to the exhibitor.
13. No equipment can be removed from the exhibit space during the conference without written permission from AHRMA.
14. Exhibitor's displays will NOT be dismantled or packed in preparation of removal prior to the official closing time on the day of conference at 5:30 pm.
15. AHRMA reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by AHRMA. AHRMA reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibit with the provision that all exhibitors will be advised of such changes.
16. Exhibitors are advised to carry floater insurance to cover exhibit materials against damage and loss and public liability insurance against injury to the personal property of others. AHRMA will have no liability for any loss or damage sustained by an exhibitor during exhibit hours or at any time, whatever the cause. Exhibitors are solely responsible for securing items in their booth. All property of the exhibitor is understood to remain under his/her custody and control, in transit to and from the confines of the hall, subject to the Rules and Regulations of the Exposition.
17. **Hold Harmless Clause** – The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel center and shall indemnify and hold harmless the venue, agents, and employees from any and all such losses, damages, and claims.
18. Exhibitor agrees to pay when all royalties, license fees, or other charges accruing or becoming due to any firm, persons, or corporation by reasons of any music – either live or recorded or other entertainment of any kind or nature, played, staged, or produced by the Exhibitor.
19. Electricity and Wireless Internet connectivity will be provided.
20. Depending on public health guidelines at the time, collection of business cards may not be allowed.

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