



2024
HOUSTON
OCTOBER 19-22

EXHIBITOR TERMS & CONDITIONS

EXHIBIT SPACE

Character of exhibit/contract acceptance: The character of all exhibits is subject to the approval of AABB. AABB reserves the right to refuse contracts and to curtail exhibits or parts thereof that do not appropriately reflect the character of the meeting or for any other reason that is determined by AABB at its sole discretion. This reservation applies to articles of merchandise, printed matter, souvenirs, catalogs, and any other items, without limitations, which affect the character of the exhibit or meeting. Exhibits are restricted to products and services related to the professional nature of the Association.

PAYMENT POLICY FOR EXHIBIT SPACE

- A 50% deposit is due with all applications submitted on or before June 21, 2024.
- After June 21, 2024, all applications must be accompanied by 100% of the total cost of the booth.
- Applications submitted without payment will not be assigned or confirmed until payment is received.

PAYMENT POLICY FOR EXPO SUITES

- Expo Suites must be paid in full in the amount(s) noted above within 30 days of receipt of the invoice.

REDUCTION OF SPACE/CANCELLATION OF SPACE

AABB considers the reduction of contracted space the same as cancellation of booth space. Space reductions and cancellations must be submitted to AABB Exhibit Management in writing and emailed to AABBprocessing@AFassanoCo.com. A reduction/cancellation fee equaling 50% of the total size of the original booth space secured will apply if cancellation request is received on or before June 21, 2024. Cancellations received after June 21, 2024, will be charged a 100% cancellation fee of the total size of the original booth space secured.

LIMITATIONS ON ASSIGNMENT

The rights and benefits hereunder are personal to Exhibitor and may not be assigned without the express prior written consent of AABB.

SPACE ASSIGNMENT

AABB assigns space based primarily on the Priority Point System below and then on a first-come, first-served basis.

NOTE: A company that has not settled all previous accounts with AABB will not be assigned booth space. Applications submitted without payment will not be assigned or confirmed until payment is received.

NON-PROFIT BOOTH ASSIGNMENT*

Non-profit companies may purchase one 10' x 10' standard inline booth for a reduced rate. To qualify for the reduced booth rate, proof of non-profit status 501(c) form or similar IRS document must accompany the exhibit application/contract.

**This assignment does not include a complimentary full meeting registration.*

EXHIBITORS WITH VEHICLES (I.E., BLOODMOBILES, BUSES)

If additional space is required to display promotional materials, the exhibiting company must purchase at minimum an additional 10'x10' booth, adjacent if available. All vehicles will be assigned to the perimeter of the Exhibit Hall floor. Please refer to the exhibitor service kit for the Booth Design Rules & Regulations for guidelines from our general contractor and venue regarding vehicle installation.

RELOCATION

Should AABB have to relocate an exhibitor for any reason, AABB Exhibit Management (AFCo/THG) will contact the exhibitor to discuss alternatives. AABB also reserves the right to adjust the floor plan to meet the needs of the Exhibitors' use and layout of the exhibit hall. AABB will provide advance approval of activities and items upon request of an Exhibitor.

PRIORITY POINT SYSTEM

Priority points for exhibitors are accumulated annually as follows:

- One point (1) for each year of exhibiting at the AABB Annual Meeting
- One point (1) for **each** 10'x10' (100 sq ft) booth space secured
- One point (1) for Corporate Partner status
- Two points (2) for Premium Corporate Partner status
- One point (1) for booking 100% of housing from previous year through Maritz in official AABB hotels.
- One point (1) for completion of the post-meeting Exhibitor survey from the previous year
- One point (1) for placing at least three ads in separate issues of TRANSFUSION magazine in one year.
- One point (1) for contributions of \$50,000 to the [AABB Foundation](#) Donations. This category is for contributions made to the Foundation in a calendar year outside of any contributions to the Annual Meeting.

Priority points for Sponsorship levels only (Ultimate, Premier, Champion, Supporter) as follows:

- Ultimate (\$60,000+) =25 points
- Premier (\$30,000 - \$59,999) = 20 points
- Champion (\$15,000 - \$29,999) = 15 points
- Supporter (\$10,000 - \$14,999) = 10 points

When one company purchases another, AABB recognizes the highest points held by either company at the time of purchase and does not combine points.

EXHIBITOR CONDUCT

AABB expects Exhibitors to conduct themselves professionally, with respect, and to refrain from any behavior considered by AABB to be unacceptable in a professional workplace. AABB reserves the right to expel or refuse admittance to any Exhibitor or its representative(s) whose conduct is, in AABB's exclusive opinion, not consistent with the character and/or spirit of the AABB Annual Meeting. Any such decision by AABB will be final.

DEMERITS

Demerits are applied by AABB at its sole discretion as follows:

- Loss of four (4) points for major rule infraction (badge violation, outside booth solicitation, subletting of space, violation of these Terms and Conditions, and violation of FDA regulations),
- Loss of two (2) points for minor rule infraction (Booth Design Rules & Regulations violation, booth occupancy, smoking in hall, excessive sound levels, and odor annoyances).

WARNINGS

When an Exhibitor commits an infraction of these Terms and Conditions that, in AABB's sole discretion, is capable of being cured without significant disruption, the following Warnings will be given:

- The first infraction will result in a verbal warning, and the exhibitor will be asked to sign documentation acknowledging the warning. If refused, AABB will record that the warning was issued.
- A second infraction will result in a loss of points.
- A third infraction will result in immediate suspension from the show and an automatic 1-year suspension from exhibiting.
- If an exhibitor reaches 0 points, a 1-year suspension from exhibiting will be imposed.

AABB reserves the right, in its sole discretion, to remove an Exhibitor without warning. No refund or other remuneration will be provided to any Exhibitor who is expelled or denied admittance for inappropriate behavior. If you are asked to leave the Exhibit Hall and refuse to do so, security will be called, and you will be escorted out of the building. Labor fees and shipping for dismantling of your booth will be charged to the violating company.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

EACs, their employees and hired labor cannot gain entrance into the exhibit hall unless they are properly registered with AABB Exhibit Management in advance. An exhibitor may employ the services of an EAC to install and dismantle its display, providing the exhibitor and the EAC comply with the following requirements. The exhibitor (NOT the intended EAC) must notify AABB of their wish to use an EAC by completing the Notification of Intent to Use an EAC Form located in the online Exhibitor Resource Center.

EXHIBITING COMPANY'S RESPONSIBILITIES

The exhibitor must submit the **Notification of Intent to Use an Exhibitor Appointed Contractor (EAC) Form** located in the online Exhibitor Resource Center. The EAC will be notified of the completion of this form by their client and is then responsible for sending a Certificate of Liability Insurance (COI) through the link provided to them via direct email no later than September 16, 2024. The exhibitor is responsible for all actions of, and liabilities incurred by, the EAC.

EAC RESPONSIBILITIES

The EAC must have all business licenses and permits required by the city, state, and convention center management before beginning work and if requested by AABB, must provide evidence of compliance.

1. The EAC is required to carry a minimum of \$1,000,000 combined single limit per occurrence of Commercial General Liability Insurance as well as Workman's Compensation in full compliance with all laws covering the contractor's employees and shall provide AABB Exhibit Management, with an original certificate of insurance showing:
 - a. Coverage, to include move-in, show, and move-out dates
 - b. Insurance amounts
 - c. Exhibiting company's name (EAC client)
 - d. EAC company name
 - e. Certificate holder listing must read: "AABB, 4550 Montgomery Ave, Suite 700, North Tower, Bethesda, MD 20814"
 - f. List of Additional Insured to include:
 - i. AABB, Bethesda, MD
 - ii. George R. Brown Convention Center, Houston, Texas
 - iii. Freeman Company, Dallas, TX
 - iv. A. Fassano & Co./ The Hilpl Group, LLC, Turnersville, NJ
2. The EAC must follow the scheduled work times or pay any additional cost incurred because of extended work hours. The exhibitor will be responsible for any additional cost incurred by the EAC. If an EAC needs to work outside of the published hours, they must make appropriate arrangements directly with [AABB Exhibit Management](#).
3. The EAC must furnish AABB Exhibit Management with proper identification (e.g., building credentials, EAC company name business card, or work order from exhibitor client) to receive official AABB daily credentials (e.g., wristbands) to access the exhibit hall. **ALL EAC employees and their agents must always wear the official AABB daily identification credentials during move-in and move-out hours.**
4. The EAC may not solicit business on the Exhibit Hall floor.
5. The EAC may not have signs, service desks, storage areas or work facilities, etc. on the Exhibit Hall floor.
6. The EAC must comply with all labor agreements and practices and must not commit or allow to be committed by persons in the EAC's employment any acts that could lead to work stoppages, strikes or labor problems.
7. The Exhibit Hall floor, aisles, loading docks, service and storage areas are under the strict control of AABB Exhibit Management. The EAC must coordinate all their activities through the official general service contractor.

GROUP PURCHASING (GPOS)

Signs, brochures, fliers, or other material indicating group purchasing affiliations are inappropriate and cannot be displayed. This type of material will be confiscated and both the company in violation and the group-purchasing agent may incur a loss of one (1) or more priority points and will be escorted from the premises.

NON-CONTRACTED ACTIVITIES

Individuals or organizations not contracted with AABB for the occupancy of space in the Exhibit Hall will not be permitted to display or demonstrate any goods, services or solicit in any manner either in the George R. Brown Convention Center, Houston, Texas, or in any hotels contracted by AABB to house registrants, attendees, suppliers, or exhibitors. Non-compliance will result in the prompt removal of the offending person(s) and property from the area.

INDEMNIFICATION AND LIABILITY INSURANCE

To the fullest extent permitted by law, the Exhibitor ("Indemnifying Party") hereby releases and shall, indemnify, defend, and hold harmless AABB, A. Fassano & Co./ The Hilpl Group, LLC, Freeman Company, George R. Brown Convention Center, Houston, Texas, and all officially designated service contractors and their officers, agents, employees, successors and assigns and authorized representatives of all of the foregoing (the "Indemnified Parties") from and against any and all suits, actions, legal or administrative proceedings, claims, demands, liabilities, interest, attorney's fees, costs and expenses of whatsoever kind or nature including those arising out of

injury or death, whether arising before or after completion of this Agreement, to the extent directly or indirectly caused or claimed to be caused, occasioned, or contributed to by reason of any act, omission, fault or negligence, whether active or passive of Exhibitor, or of anyone acting under Exhibitor's direction or control or on its behalf in connection with or incidental to the performance of this Agreement.

Exhibitor agrees to protect and keep AABB, its employees, agents, or representatives forever harmless from any damage or charges imposed for any violation of any law or ordinance whether occasioned by the negligence of the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the George R. Brown Convention Center, Houston, Texas, and AABB regarding exhibit premises. Exhibitor hereby agrees to release and discharge AABB and all of its employees, agents, and representatives from any and all claims, losses and damages to persons or property arising to or in connection with Exhibitor's installation, removal or maintenance of its property, exhibits, equipment, personal belongings or its occupancy or use of the exhibition premises or any part thereof, except for such loss or damage which is directly caused by the sole negligence of AABB or its employees, agents, or representatives.

The exhibitor shall, at its sole cost and expense, procure and maintain through 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 and product liability coverage, with combined single limits of liability of not less than minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name AABB, A. Fassano & Co./The Hilpl Group, George R. Brown Convention Center, Houston, Texas, and Freeman Company as an additional insured. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the exhibit hall. If requested, proof of such insurance by way of a Certificate of Insurance (COI), shall be provided to AABB or its agent or representative by deadline date specified by AABB, and failure to remit such proof shall be a material breach of this agreement. Exhibitor acknowledges that AABB, A. Fassano & Co./The Hilpl Group, LLC, George R. Brown Convention Center, Houston, Texas, and the Freeman Company, either collectively or individually, does not assume any responsibility for loss or damage to Exhibitor's property, exhibits, equipment, or personal belongings.

ANCILLARY MEETINGS AND CORPORATE EDUCATION EVENTS

Exhibiting companies hosting ancillary meetings or corporate education events agree to abide by the policies and guidelines for those events by signing the exhibit space application/contract which is part of and contained in these Exhibitor Terms & Conditions, the policies and guidelines included in the Corporate Education application and the rules & regulations published with the Request for Ancillary Meeting Form.

EXHIBITOR SERVICE KIT

Complete instructions, schedules, and prices regarding shipping, drayage, labor, electrical use, furniture, carpets, AV equipment, etc., will be included in the Exhibitor Service Kit. Exhibiting companies will receive a link to the Exhibitor Service Kit from AABB Exhibit Management in July.

STANDARD BOOTH EQUIPMENT

All standard in-line booths are 10'x10' and are equipped with pipe and drape and an ID sign with company name and booth number indicated. Carpet and drape colors will be listed in the Exhibit Service Kit. Carpet is not included in your booth package but is required.

BOOTH CARPETING

All exhibits must have all visible floor space within the assigned booth covered with carpeting or flooring. Exhibitors are responsible for leasing or supplying their own booth carpet/flooring. If an exhibitor elects to use their own booth carpet, it must be in good condition, securely installed to avoid tripping hazards and fully cover the allotted space or the exhibitor will be required to rent carpet from the official general service contractor.

BOOTH CONSTRUCTION

Booths must be constructed and arranged in such a manner as to accommodate the viewing audience inside each booth so as to discourage the formation of a standing crowd in the aisles. All construction must be substantial and fixed in position for the duration of the show. Any construction in excess of four (4) feet in height must be kept within five (5) feet of the rear of the booth. No exhibits that violate local, state, or federal laws or regulations, including safety codes, will be permitted. Combustible decorations of any kind are prohibited.

Fire-extinguishing equipment shall not be obstructed by exhibits and must be readily available at all times. Fire exits must be kept clear at all times. Approval must be obtained from the local fire department for the use, operation, or presence of any electrical, mechanical, or chemical device that, in the opinion of the local fire department or the official service contractor, might be hazardous to the public space.

Exposed or unfinished sides and/or exhibit backgrounds must be draped to present an attractive appearance. The exhibits will be inspected and, upon notification by AABB Exhibit Management, the decorator will provide the necessary draping and submit the charges to the Exhibitor for prompt payment.

Each exhibitor will be provided with an Exhibitor Services Kit containing the Booth Design Rules & Regulations for exhibits at the AABB Annual Meeting. All booth space must be arranged and constructed in accordance with these rules and regulations, provisions and limitations contained in the Exhibitor Services Kit. If, in the sole opinion of Exhibit Management and AABB, any exhibit fails to conform to the Booth Design Rules & Regulations, or the provisions set forth herein, such exhibit will be closed and prohibited from operating at any time during the AABB Annual Meeting.

FDA MARKET CLEARANCE

No product, apparatus, instrument, device, or drug that is the subject of litigation pending before the US Food & Drug Administration (FDA) may be exhibited. All exhibitors for which FDA market clearance applies shall have documentation from the FDA on all products being displayed available at the booth. The documentation should state the model and regulatory class of those products that have been determined to be medical devices, as defined by the Federal Food, Drug, and Cosmetic Act, Section 201(h). All devices that have not obtained FDA market clearance and are intended for use on humans or that are not commercially available in the US will be permitted for exhibit only when accompanied by the appropriate signs that indicate their status. The following are signs that should be displayed: (1) "This device is not for distribution in the United States"; (2) "Device is limited by federal law for investigational use"; (3) "Cleared for marketing when intended for only"; (4) "Pending FDA market clearance." The signs must be easily visible and placed on or near the device itself and on any graphics depicting the device. All products to be exhibited at 2024AABB Annual Meeting must be identified on the application/contract and must include FDA market clearance status. Applications received without insurance information, an authorized signature, FDA information, and/or the required deposit will not be accepted or processed until the conditions of acceptance are met. AABB reserves the right to reject any application.

NOTE: Prior to receiving the FDA market clearance of a 510(k) for a device, a manufacturer is limited in what promotional activities may be undertaken with regard to the device. Prior to the clearance of a 510(k), a manufacturer may advertise or display the device, but the device may not be sold, given away, held, or offered for sale, nor may orders be solicited, even upon the qualification that orders cannot be filled until the FDA acts on the 510(k), unless the device is limited to research or investigational use. The failure to file a 510(k) is a misbranding violation [21 USC 352(o)]. Please contact the FDA Office of Compliance regarding your responsibilities under the Federal Food, Drug, and Cosmetic Act at 301-594-4692.

DISPLAY RULES & REGULATIONS

Displays must be contained within the assigned booth space(s) in such a way that they do not interfere with other Exhibitors' displays. Canvassing or distributing advertising matter outside of the Exhibitor's rented space is not permitted and is grounds for removal from the exhibit hall, and Exhibitor may be excluded from participation in future AABB Annual Meetings. All exhibits must conform strictly to these Exhibit Terms and Conditions which include the Booth Design Rules & Regulations included in the Exhibitor Service Kit. AABB also reserves the right to make any modifications to these displays, at the offending Exhibitor's expense, so that the exhibit conforms to the Exhibit Terms and Conditions.

INSPECTION OF BOOTHS

The AABB Exhibit Management will inspect each booth prior to the opening of the Exhibit to ensure that the exhibitor has adhered to the rules and regulations set forth in this document and the Exhibitor Service Kit. AABB Exhibit Management will inform the exhibitor of any infractions, and all corrections must be made before the Exhibit opens.

SUBLETTING OF SPACE

Exhibitors may not assign, sublet, or apportion the whole or any part of the space allocated without the prior knowledge and written consent of AABB. Exhibitors may not display or advertise products of any kind other than those manufactured or sold by them in the regular course of their business without the prior written consent of the AABB Exhibit Management.

OCCUPY SPACE

Unless previous arrangements are made in writing with AABB Exhibit Management, booth space not occupied by the exhibiting company by show opening on Saturday, October 14, 2024, may be forfeited without refund to the Exhibitor, and the space may be resold or used by the AABB Exhibit Management.

ENTERING ANOTHER EXHIBITOR'S BOOTH

Exhibiting company personnel should not enter another company's booth space without invitation, nor should personnel block access to another booth.

EXHIBITOR BADGES

Exhibitor badges will reflect the name of the company shown on the Application and Contract for Exhibit Space. Each company representative must wear their own badge for admission to and while in the Exhibit Hall.

Badges are not transferable among company employees, representatives, dealers, guests, and/or others. Supplementing the official badge with business cards, ribbons, or company logos is not permitted.

All exhibiting companies should register their personnel in advance.

- Four (4) complimentary "exhibit hall only" badges are provided for each 10' x 10' booth.
- One (1) full meeting registration per each 10'x10' booth purchased, with a maximum allowance of 10 full meeting access registrations per exhibiting company. Exhibitor full meeting access registration will allow exhibitors into Annual Meeting educational programming as well as the Exhibit Hall for move-in, show days and move-out.
- Requests for badges beyond an exhibitor's complimentary allotment will be charged an additional fee. Visit the [AABB Annual Meeting](#) website for details. Payment must accompany the request.

Appropriate badges are required to enter the exhibit hall for installation and dismantle. Installation and dismantle (EACs) companies must check-in at the EAC Check-In Desk to obtain a wristband. If an exhibitor has not submitted the proper notification and the EAC does not have a COI on file with AABB, the EAC will not be permitted onto the Exhibit Hall floor. All working personnel must wear a wristband during scheduled installation and dismantling hours.

Exhibitors may pick up their badges onsite at exhibitor registration located in the convention center using a valid photo ID. Group collection of badges is not permitted.

SECURITY

AABB will provide perimeter security during installation, exhibit, and dismantle hours. Each exhibitor must make provisions for safeguarding goods, materials, equipment, and displays at all times. AABB, its employees, agents or representatives shall not be held responsible for the loss of or damage to any material for any cause and encourages the exhibitor to exercise normal precautions to prevent loss or damage as a result of theft or other causes.

DISRUPTIVE EXHIBITS

Public address, sound-producing, or amplifying devices must be tuned to conversational level and will be monitored by the AABB Exhibit Management team. The operation of any equipment or apparatus that produces odors annoying to neighboring exhibitors or guests, in AABB's sole discretion, will not be permitted.

FORMS OF ENTERTAINMENT OR AMUSEMENT

Attention-getting devices in the form of entertainment or amusement must be approved in writing by the AABB Exhibit Management team prior to the opening of the Exhibit. Only activities that, at the sole discretion of the AABB Exhibit Management, are in keeping with the professional environment of the Exhibit will be allowed.

PHOTOGRAPHY / VIDEOTAPING AND CAMERA CREWS

The use of any camera equipment in the Exhibit Hall other than AABB's official meeting photographer and AABB staff without AABB's Exhibit Management team permission is strictly prohibited. This includes, but is not limited to, any photographic device or equipment, such as a camera, video recorder, camera phones, and/or recording devices, digital, or otherwise. A representative of one exhibiting company is not allowed to photograph or videotape another Exhibitor's booth. Violation of this rule will result in the expulsion of the offending exhibitor from the exhibit hall and a loss of two priority points by the exhibiting company.

Exhibitors wishing to use a photographer other than the designated official show photographer and/or mobile camera crews must comply with the following procedures:

- Exhibitors may request permission from AABB Exhibit Management to use either a non-official photographer to photograph their booth or a non-official mobile camera crew to videotape for internal marketing purposes only. Requests must be submitted via the Photography Request Form through the online Exhibitor Resource Center in September. Non-official photographers and/or mobile camera crews must be escorted to and from exhibitors' booths by AABB Exhibit Management and/or AABB Security.

- All non-official photographers and/or mobile camera crews must complete the Notification of Intent to Use an EAC Form and submit the required Certificate of Liability Insurance through the online Exhibitor Resource Center in September. Please refer to the “Exhibitor Appointed Contractors (EAC)” and “EAC’s Responsibilities” sections of this application for additional information.

For questions or permission to utilize photography of any kind, please contact the [AABB Exhibit Management](#) or call 856-302-0889.

NOTE: AABB Exhibit Management requires schedules or request approval for personnel to enter the hall for the installation and dismantle of stationary cameras and video equipment which will be used by exhibitors for approved booth presentations or activities as long as these are not used for live public/media broadcasts. The Photography Request Form is located in the Exhibitor Resource Center/Exhibitor Service Kit.

SOLICITING

All business activities, circulars, and advertising matter of the Exhibitor may be conducted and/or distributed only within the booth(s) assigned to the Exhibitor. No material may be placed on seats or attached to walls, ceilings, or woodwork in the Exhibit Hall or left in public spaces for distribution. Publishing companies shall not solicit other Exhibitors to advertise in their publications. Exhibitors are prohibited from leaving promotional materials in the Poster Session area.

NOTICE OF DISABILITY ACT

In compliance with the Americans with Disabilities Act of 1990, as amended, AABB will make all reasonable efforts to accommodate people with disabilities. Please contact [AABB Exhibit Management](#) or call 856-302-0889 with your request.

AGE REQUIREMENT

For safety reasons, individuals under 16 years old are NOT permitted in the Exhibit Hall.

SMOKING

Smoking in and around George R. Brown Convention Center (including vapor cigarettes, electronic cigarettes and smokeless tobacco) is prohibited in all indoor areas and no closer than 25 feet from any entrance at designated smoking areas only. A smoking locations map is available upon request.

BREACHES OF CONTRACT

Breaches or infractions of an Exhibitor’s contractual obligations could affect the status of the company’s future eligibility to exhibit and/or result in the termination of the Exhibitor’s display privilege at AABB’s Exhibits. Termination may be effective during the Exhibit Hall hours; at which time the Exhibitor must remove all display materials as soon as possible without disruption of the Exhibit. Expulsion of, or restrictions placed on, an exhibitor may not give rise to a claim for any refund of rental or other Exhibit expenses.

OFFICIAL SERVICE CONTRACTOR INFORMATION - [Freeman](#) is the official general service contractor for AABB.

SHIPPING INFORMATION

All shipments must be fully prepaid. Materials shipped in advance of the Exhibit will be received at an appointed warehouse (up to 30 days in advance of the show), stored, and delivered to the booth location. If you must send your shipment directly to the venue it must arrive at the show site on the scheduled move-in days in order for Freeman Company to receive it. If the shipment arrives prior to the published dates, it will be refused. The advance and onsite shipping addresses will be provided in the Exhibitor Service Kit.

MATERIAL HANDLING

Exhibitors must plan for delivery, removal, storage, and return of shipping crates/boxes. Rates for material handling will be available in the Exhibitor Service Kit.

LABOR (please read Union Rules & Regulations carefully)

Freeman will provide labor for setup and dismantling. We strongly encourage ordering labor in advance of the event. **NOTE:** Labor rates are subject to change without notice.

Full-time employees of an exhibiting company may install and/or dismantle their own exhibit without the assistance of hired union labor as long as that work can be done in an hour or less. Beyond that, install and/or dismantle may be rendered by the local Union arranged through Freeman at the Exhibitor’s expense.

UNOFFICIAL SERVICE CONTRACTORS

Exhibitors who plan to use an installation and dismantle contractor other than Freeman must submit the **Notification of Intent to Use an Exhibitor Appointed Contractor (EAC) Form** which can be found in the online Exhibitor Resource Center. **Exhibitors are responsible for distributing show information to their independent contractors.**

AABB's official suppliers will display the Official Supplier badge in all communications. If outside vendors contact you for housing, meeting space, mailing lists, or other offers, beware of scams and potential fraud. Use only the AABB Official Suppliers. If you do not see an official vendor logo on an order form or question the authenticity of a solicitation for services, please contact [AABB Exhibit Management](#) or call 856-302-0889.

FORCE MAJEURE

The performance of this Agreement is subject to termination without liability upon the occurrence or imminent occurrence of any circumstance beyond the reasonable control of either party either before or during the Event, including, but not limited to acts of God, war, terrorism, government regulations, disaster, pandemic illness, strikes, civil disorder, curtailment of transportation, fire, earthquakes, or any other comparable conditions either in the location of the Event, or in the countries/ states of origin of at least 25% of the attendees or along their routes of travel, making it impractical, illegal or impossible to perform under this Agreement, without liability, upon prompt written notice of the other party.

Should AABB transition to a virtual Annual Meeting only as a result of a force majeure event, all funds received from exhibitors for the 2024 AABB Annual Meeting will be automatically transferred to the virtual 2024 AABB Annual Meeting. If an all-virtual event takes place, AABB will work with exhibitors to provide a virtual exhibiting experience that is comparable to the financial commitment made for the live sessions. Should an exhibiting company choose not to participate in the virtual 2024 AABB Annual Meeting, it must notify [AABB Exhibit Management](#) within one week of notification of transition and a refund will be provided minus a 20% non-refundable administrative fee.

GOVERNING LAW

This Agreement shall be governed by the laws of the State of Maryland (AABB home state) and the Parties agree to submit to the exclusive jurisdiction, and that venue lies, of the courts therein.

CHANGES AND AMENDMENTS

Interpretation of these Terms & Conditions, along with any topics not addressed, are subject to the sole discretion of AABB. AABB may make reasonable changes, amendments, or additions to these Terms & Conditions without notice. Any such changes shall be binding on the Exhibitor.

The above are the Terms & Conditions for exhibiting at AABB Annual Meeting. By signing the online Application and Contract for Exhibit Space, you have agreed to abide by these Terms & Conditions, and all other rules, regulations, instructions and guidelines contained herein.

Please contact [AABB Exhibit Management](#) or call 856-302-0889 if you have any questions. **It is imperative that each Exhibitor notify its participating personnel of these rules.**