



Exhibitor Rules & Regulations

These Rules and Regulations are a part of CAALA Vegas 2021 and should be read carefully to ensure compliance.

The goal of the Consumer Attorneys Association of Los Angeles (CAALA) is to create a professional atmosphere for its attendees throughout the entire convention including all educational sessions and the exhibit hall. In addition, we want Exhibitors to have opportunities to interact with attendees in an environment that is conducive to a successful exchange. We particularly want to ensure that no action of any one Exhibitor in any way detracts from a successful meeting experience for fellow Exhibitors or attendees.

To ensure that these important goals are met, we have established these Exhibit Rules and Regulations. CAALA reserves the right to reject any Exhibit Application for reasons including, but not limited to, the inappropriateness of promoting Exhibitor's product and/or services.

As a condition of exhibiting, each Exhibitor agrees to observe the rules stated in this document, and any Exhibiting Company that does not do so will be subject to whatever action deemed necessary by CAALA to correct or prevent the violation.

It is the Exhibiting Company's responsibility to communicate all information regarding exhibit rules and policies to all members of the company who will be participating in CAALA Vegas, as well as to any agents, contractors, or other personnel authorized or acting on behalf of the Exhibiting Company prior to and during the CAALA Vegas.

We greatly appreciate your cooperation, and we will work hard to ensure that the CAALA Vegas is the best possible forum for marketing your products and services each year.

1. Exhibitor Point System

The CAALA Exhibitor Point System is used to determine notification tiers for exhibitor booth selection at the Annual Las Vegas Convention. Exhibitor points are awarded based on company participation with CAALA during the past two calendar years. Note: Companies who purchase PREMIER SPONSORSHIPS that include the option to pre-select exhibit booths are allowed to select their booth before Tier 1.

2. Exhibitor Eligibility

Exhibiting company must have a current CAALA membership and at least two points during the eligibility period. Only companies offering products, equipment, and/or services which are related to the interest and educational values of CAALA may obtain exhibit space at the convention. **CAALA reserves the right to determine, in its sole discretion, the eligibility of any applicant as an exhibitor.**

3. Exhibit Fees and Assignments

All exhibitor fees must be paid in full, in advance of the convention. **Exhibitors will not be assigned a booth location until full payment is received by CAALA.** Exhibit space is assigned on a first-paid/first-assigned basis and as much in accordance with exhibitor's preference as possible. CAALA reserves the right to determine, in its sole discretion, the exact location of exhibitor's booth space. CAALA further reserves the right to relocate exhibitor's assigned exhibit space, at any time upon advance notification to exhibitor.

4. Booth Sharing Restrictions

The sharing of exhibit space by vendors or companies is strictly prohibited. **The sublease of or license to use any part of the exhibit space by third parties, paid contractors or referral parties is also prohibited.**

5. Sponsorship Cancellation

Sponsorship cancellations will be accepted until **April 30, 2021**. Prior to this deadline, a full refund of sponsor fees will be given minus a 10% cancellation fee. Sponsor cancellations are non-refundable after **April 30, 2021**.

6. Exhibitor Cancellation

Exhibitor cancellations will be accepted until **July 31, 2021**. Send all requests for cancellations and refunds to kwedi@caala.org.

- A full refund of exhibitor fees will be given *without cancellation fee until April 30, 2021*.
- A full refund of exhibitor fees will be given minus a 15%

cancellation fee May 1, 2021-June 30, 2021.

- A full refund of exhibitor fees will be given minus a 50% *cancellation fee July 1 - July 31, 2021.*
- **Exhibitor cancellations are non-refundable after July 31, 2021.**

7. CAALA Convention Cancellation

In the unlikely event the CAALA Vegas 2021 convention is cancelled, all exhibitor and sponsor registration fees will be immediately returned and without penalty.

8. Exhibitor Check-In

All exhibitors must check-in at the Exhibitor Registration Counter in the Grand Ballroom Foyer on the casino level of the Bellagio for their exhibitor packet and badge prior to entering the exhibit hall. **Each booth representative must show I.D. to pick up their own badge.** Only the official CAALA convention badge will be accepted for entry into the exhibit hall and all convention functions.

9. Move-In

Exhibitors shall have access to the exhibit hall for move-in from **3:00 p.m. - 7:00 p.m. on Wednesday, Sept 1 and 8:00 a.m. - 1:00 p.m. on Thursday, Sept 2.** Move-in requiring Freeman assistance must be completed by 11:00 a.m. on Thursday, Sept 2. Exhibitors shall comply with all Freeman and Union regulations where applicable. (See Freeman Exhibitor Kit). All times subject to change.

The exhibit hall opens to attendees at 2:00 p.m. on Thursday, Sept 2. All booths and kiosks must be completely set up and cleared of debris by 1:00 p.m. **NO MOVE-IN OR SET UP WILL BE PERMITTED WHILE EXHIBIT HALL IS OPEN TO CONVENTION ATTENDEES.** For safety reasons, any exhibitor not moved-in by 1:00 p.m. on Sept 2 must move in between 7:00 a.m. - 8:00 a.m. on Friday, Sept 3.

10. Move-Out

Exhibitors will have from **3:30 p.m. - 8:00 p.m. on Saturday, Sept 3** to remove all displays, materials, or property from the exhibit hall. No Exhibit booth or display may be packed or dismantled prior to 3:30 p.m. on Saturday, Sept 3. All exhibit materials must be moved into or out of the exhibit hall through such entrances designated by CAALA, and all moving, dismantling, or packing of exhibit materials or displays must be in accordance with the policies and procedures of Freeman. (See Freeman Exhibitor Information Packet). **EXHIBITORS WHO PACK, TEAR-DOWN**

OR DISMANTLE BOOTH PRIOR TO DESIGNATED MOVE-OUT TIME WILL REVOKE BOOTH SELECTION PRIVILEGES FOR 2022.

11. Exhibitor Personnel/Staffing

	# REPS INCLUDED	MAX # OF REPS	STAFF REQ'D
PREMIUM	5	5	YES
STANDARD	2	5	YES
KIOSK	2	2	NO

EXHIBIT BOOTH: Each exhibit booth must be staffed during all convention show hours. Any exhibit booth which is not staffed for a period of time deemed unreasonable by CAALA staff may be removed from the exhibit hall with no refund being made to the exhibitor.

- The maximum number of booth representatives for any type of booth is five (5).
- Each Premium Booth includes five (5) company representatives.
- Each Standard Booth includes two (2) company representatives.
- Standard exhibitors may purchase a maximum of three (3) additional registrations for booth representatives. A \$350.00 fee will apply for each add'l booth rep. Names of additional reps, as well as the extra fee, must be received by August 13, 2021.

All booth representatives must be paid employees of exhibiting company and must be 16 years of age or older. Company name printed on badge must match name on CAALA member record. **The sublease of or license to use any part of the exhibit space by third parties, paid contractors or referral parties is also prohibited.**

EXHIBIT KIOSK: Exhibit kiosks are designed to showcase company materials without staffing. The maximum number of representatives for each kiosk is two. No additional convention badges can be purchased for this registration type.

12. Exhibitor Guest Restrictions

The exhibit hall is not open to the general public or guests. Exhibitor's guests/clients who are not registered attendees of the convention will not be allowed to enter the exhibit hall. Exhibit hall tours are not permitted.

Exhibitor Policies and Procedures

13. Food & Beverage

Bellagio Resort is the sole provider of all food and beverage served at Bellagio Resort. In compliance with Nevada Liquor Laws, Bellagio Resort is the only authorized licensee able to sell and serve liquor, beer and wine on premises.

14. Booth Space

EXHIBIT BOOTH: Each exhibit booth includes an 8' d x 10' w booth space with an 8' high draped backdrop, 3' high draped side dividers, and a 7" h x 44" w one-line identification sign with company name and booth number. Daily cleaning of the aisles is provided. **EXHIBIT BOOTHS ARE UNFURNISHED.** All furniture and accessories, electrical requirements, specialty carpeting, and booth cleaning are the responsibility of exhibitor. All measurements shown on the floor plan are approximate, and CAALA reserves the right to make such modifications as may be deemed necessary, making equitable adjustment with any exhibitors thereby affected.

EXHIBIT KIOSK: Each exhibit kiosk is approximately 3' wide x 8' tall x 1.5' deep and comes fully constructed with lockable bottom storage cabinet and company name printed on back panel. All optional graphical panels, electrical requirements, and accessories are the responsibility of exhibitor. All measurements shown on the floor plan are approximate, and CAALA reserves the right to make such modifications as may be deemed necessary, making equitable adjustment with any exhibitors thereby affected.

15. Booth Display Space

EXHIBIT BOOTH: Exhibitor's booth display must not obstruct the general view of other booths in the exhibit hall. **Displays that block the general view of neighboring exhibitors must be adjusted at the request of CAALA or Freeman staff. Any displays that are not adjusted will be removed for the duration of the show.** If exhibitor plans any special display(s), exhibitor shall submit drawings for such display(s), in advance of the convention, to CAALA for its approval. Height for all booth backdrops, display equipment, signs and decor or specialty items may not be more than eight feet (8') in height (i.e. plants, pop-up displays). **Side panels for booth displays should not exceed 4' in height. Backdrop for end cap booths (aisle facing double booths, 16'w x 10'd) must not exceed 8' high by 8' wide, centered.** Display material exposing an unfinished surface to neighboring booths is prohibited. View booth diagrams at: www.caala.org/boothdiagram

EXHIBIT KIOSK: Exhibitor's kiosk display must not obstruct the walkway or hall aisle. Displays that block walkway must be adjusted at the request of CAALA or Freeman staff. Any displays that are not adjusted will be removed for the duration of the show.

16. Contractor Services & Information

Booth equipment, furniture rental and shipping can be arranged through CAALA's Expo Service Contractor: Freeman Exposition Services — (888) 508-5054, email: ExhibitorSupport@freeman.com, www.myfreemanonline.com.

17. Special Prize Drawings

Exhibitors may have special prize drawings to promote traffic to their exhibit booth. Winners must be notified directly by exhibitor, not through CAALA. Announcement of winners is not allowed

inside the exhibit hall or meeting rooms.

18. Property Damages

Exhibitors or their agents shall not in any way damage the building, the booths or the equipment of the booths. No signs, parts of exhibits, supplemental lighting or any other exhibit material may be taped, posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, furniture or any interior or exterior surface of the exhibition facility. Anything necessary to protect the building, equipment or furniture from damage which may be caused by any part of exhibitor's display must be used and must be obtained by the exhibitor, at exhibitor's own expense.

19. Promotional Material Distribution Restrictions

Exhibitors and sponsors must limit distribution of materials, demonstrations, entertainment and other promotional activity to the confines of their designated booth, kiosk or sponsorship venue. Promotional activity may not interfere with adjacent booths or intrude on aisle space. Materials may not be placed inside meeting rooms, food & beverage tables, registration desk or lobby areas. Distribution of literature, souvenirs, or novelties by entities who are not official exhibitors is strictly prohibited. Violators will revoke booth selection privileges for 2022.

20. Use of Space

Only souvenirs and novelties which bear general relationship to the exhibiting company or the convention may be distributed by exhibitors from their exhibit space. CAALA reserves the right to prohibit the distribution of any such literature, souvenirs, or novelties which, in the sole discretion of CAALA are deemed to be illegal, offensive, objectionable, or not sufficiently related to the interests and educational values of the convention. **Exhibitors are also prohibited from using costumed people or mannequins whose appearance or dress which, in the sole discretion of CAALA, may be considered offensive to others.**

21. Exhibitor Disruptions

Exhibitors are prohibited from using lighting devices, sound amplification equipment, noisy machinery or loud presentations or entertainment which, in the sole discretion of CAALA, is disruptive to other exhibitors or to the meeting rooms adjacent to the exhibit hall. Exhibits which include any special lighting, sound equipment, or noisemaking devices must be approved by CAALA prior to the opening of the convention.

22. Exhibitor Interference

Exhibitor shall not do, nor permit to be done, anything which may interfere with the effectiveness or accessibility of utility, heating, ventilating, air conditioning, or fire safety systems in the hotel or convention facility. Nor shall exhibitor do, or permit to be done, anything which may interfere with free access and passage in and around the exhibit space areas in the exhibit hall, or in the adjacent meeting rooms or public areas of the hotel.

23. Observance of Laws & Regulations

Exhibitors shall assume and bear total responsibility for compliance with any and all local, city and state safety, fire and health laws, ordinances and regulations regarding the installation and operation of the exhibit. No combustible or flammable material, such as bunting, crepe paper, tissue paper, cardboard, corrugated paper, etc., shall be used by exhibitor for decorations.

All materials used by exhibitor for decorative purposes, such as muslin, velvet, silkscreen, etc., must be flame proof. In addition, all flammable materials and fluids (e.g. packing paper) must be kept in safety containers or removed from the exhibit hall — not openly stored under tables or behind displays. Open flames, butane gas, oxygen tanks, etc., are strictly prohibited in the exhibit hall.

24. Exhibit Operation Restrictions

CAALA reserves the right to close exhibits which in the sole discretion of CAALA staff, are in bad taste, are excessively noisy, employ offensive or unprofessional methods of operation, or in any way detract from the quality of the exhibition, interfere with the other exhibitors, or are deleterious to CAALA's professional image. In addition, exhibitors shall not use their exhibit space or conduct any activities which demean or contravene the products, services, or organization of any other exhibitor.

25. Exhibitor Conduct

CAALA reserves the right to evict any persons or exhibitors whose conduct or attire is deemed offensive, disruptive, unethical, undignified, or in violation of these Policies and Procedures. CAALA also reserves the right to restrict the distribution of materials that are in any way incompatible with CAALA's standards of decorum, taste, or professionalism. In the event of such eviction or restriction, CAALA is not liable for any refunds or other exhibit expense. Unusual advertising plans and stunts which are designed to attract attention to a particular exhibit must obtain written permission from CAALA prior to the opening of the convention.

26. Non-CAALA Events

No exhibitor-sponsored meetings, entertainment, events, or similar activities will be permitted in the host hotel, including meeting rooms, pool cabanas, hospitality suites or other private or public facilities during official convention hours without prior written notification and approval of CAALA.

27. Security

CAALA provides general security within the exhibit hall. However, it is understood and agreed by the exhibitor that they are solely responsible for the security of their own property. Neither CAALA, the service contractor, hotel management, nor any of the officers or employees of the above are, or will be, responsible for the safety of the property of the exhibitor, its agents, or employees from theft, vandalism, damage by fire, water, storm, accident or other causes. Exhibitor understands and accepts that neither CAALA, the service contractor nor the hotel maintain insurance covering exhibitor's property, and it is the sole responsibility of exhibitor to obtain appropriate insurance coverage. It is recommended that all small, portable items such as handbags, laptops, cell phones, iPads, etc. be properly secured or removed from the hall daily when show hours end.

28. Limitations of Liability

Neither CAALA, its officers, directors, members, representatives or employees, suppliers, nor the meeting facility, nor service contractor or their officers, representatives or employees, or subcontractors shall be liable for, and are hereby released from, any claims, liabilities, losses, damages or expenses relating to or arising out of any injury to any personnel of exhibitor or to any other person for any loss of or damage to any property of the exhibitor or any other property where such injury, loss or damage

Exhibitor Policies and Procedures

is incident to, arises out of, or is in any way connected with exhibitor's participation in the convention. The exhibitor shall be fully responsible for any such injury, loss, or damage. Exhibitor shall protect, indemnify, hold harmless, and defend CAALA, its officers, directors, and employees, and the hotel, its subsidiaries, affiliates and their respective owners, employees and agents against any claims, liabilities, losses, damages and expenses arising out of the use of the exhibition premises.

29. Force Majeure

In the event the premises shall be damaged or destroyed, or if the exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of terrorism, act of God, emergency declared by any government agency or by CAALA, or for any reason, this contract may be terminated by CAALA. Upon termination, the exhibitor shall waive any and all claim for damages or compensation, except the pro rata return of the amount paid for space, after deduction of actual expenses incurred in connection with the exhibition, and there shall be no further liability on the part of either party.

30. Americans with Disabilities Act

Pets are not permitted in the meeting rooms, exhibit hall or convention area. Service animals are exempt. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. (Note, national ADA law does not apply to service dogs-in-training. Visit www.ada.gov for official service animal guidelines.)

Exhibitor shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act.

31. Amendments/Enforcement

All matters and questions not covered by these Policies and Procedures are subject to the final judgment and decision of CAALA staff. These Policies and Procedures may be amended at any time by CAALA upon written notice to exhibitors. CAALA reserves the right to enforce compliance with these Policies and Procedures.

32. Exhibitor Responsibility

Exhibitor is responsible for communicating all information regarding these Policies and Procedures to all members of the company who will be participating in CAALA's convention, as well to any agents, contractors, or other personnel authorized or acting on behalf of the exhibiting company prior to and during the CAALA convention.

33. Non-Compliance

Failure to comply with any of the above rules and regulations may result in exhibitor suspension from exhibiting at future CAALA conventions or seminars for a period of time deemed appropriate by CAALA.

Consumer Attorneys Association of Los Angeles Event Harassment, Discrimination, and Safety Policy

CAALA is committed to providing a safe, productive, and welcoming environment for all its members, staff, and attendees at all CAALA-sponsored events. All participants at CAALA-sponsored events, including but not limited to CAALA members and staff, as well as attendees, speakers, volunteers, exhibitors, sponsors, and vendors must comply with this Policy. Members, staff, attendees, speakers, volunteers, exhibitors, sponsors, and vendors are responsible for notifying their guests, if any, that attend CAALA-sponsored events of the existence and content of this policy and all guests must comply with this policy. CAALA-sponsored events include events sponsored by companies and firms held in conjunction with CAALA events, in public or private facilities.

CAALA strictly prohibits all forms of discrimination or harassment on the basis of a protected class, including but not limited to race, color, religion, sex/gender, gender identity, sexual orientation, national origin, disability, pregnancy, marital status, familial status, military status, or age. In response to any incident of unacceptable behavior, CAALA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the CAALA-sponsored event without refund, prohibition of attendance at any future event, and suspension or termination of CAALA membership in accordance with the CAALA bylaws.

Examples of Unacceptable Behavior

- Harassment, intimidation, threats, stalking, or discrimination.
- Physical or verbal abuse.
- Intimidating, hostile, or offensive verbal or written statements based on race, color, religion, sex/gender, gender identity, sexual orientation, national origin, disability, pregnancy, marital status, familial status, military status, or age, that are offensive to a reasonable person in the complainant's position.
- Inappropriate use of nudity and/or sexual images.
- Unwanted touching, unwanted remarks of a sexual nature, and unwelcome comments about someone's body or personal appearance.

It is a violation of this policy to subject to any form of retaliation any individual who makes a good faith report of or participates in the investigation of harassment, discrimination, or other inappropriate conduct, even if that report is mistaken or inaccurate.

Anyone who experiences discrimination or harassment or observes that someone else is being discriminated against or harassed at a CAALA sponsored event is encouraged to report the alleged conduct immediately to the Executive Director or to any member of the Executive Committee (whose contact information can be found on the CAALA website at www.caala.org).

Confidentiality will be respected to the extent practicable so far as maintaining confidentiality is not inconsistent with investigating the report of harassment where necessary, in eliminating or remedying any unlawful harassment or other inappropriate behavior found to have occurred or preventing future harassment or discrimination.

Responsible Drinking

At CAALA-sponsored events, members, staff, attendees, speakers, volunteers, exhibitors, sponsors, vendors, and their guests, who choose to consume alcoholic beverages are expected to drink responsibly.