AMERICAN SCHOOL COUNSELOR ASSOCIATION

EXHIBITOR TERMS AND CONDITIONS

LIABILITY

The exhibitor agrees to make no claim, for any reason whatsoever, against ASCA, the Greater Columbus Convention Center or any other contractors for loss, theft or destruction of goods, or for any injury to self or employees. Nor will claim be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for removal of the exhibit or for failure to hold the conference as scheduled.

Due to liability, NO ONE UNDER 18 will be allowed in the exhibit hall or any conference space such as breakout sessions, general session, etc., at any time.

Indemnification. The exhibitor to the extent of its negligence or breach of these Terms and Conditions here indemnifies ASCA.

ASSIGNMENT OF SPACE. Space is assigned to exhibitors in ASCA's sole discretion.

UNOCCUPIED SPACE

Should any rented exhibitor space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, ASCA reserves the right to rent that space to any other exhibitor or use that space for such purposes as it may see fit without any liability on its part. This clause shall not affect the obligation of the exhibitor to pay the full amount specified in the space rental agreement should ASCA not resell the space.

ACCEPTABILITY OF EXHIBITS

ASCA reserves the right to restrict who may exhibit at the conference and exhibit sales activities that it deems inappropriate or unprofessional. ASCA reserves the right to refuse to sell exhibit space to any company it deems objectionable or at cross purposes to the association's mission. ASCA may require exhibitors to submit samples of products and/or publications on request.

Conduct. All exhibits will be to serve the interest of ASCA members and will be operated in a way that will not detract from other exhibits, the exhibition or the meeting as a whole. Show management reserves the right to request the immediate withdrawal of any exhibit ASCA believes to be injurious to the purpose of the ASCA Annual Conference or its participants. Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by ASCA to be objectionable are expressly prohibited in the exhibition area and in any meeting room. Exhibitors may not film or take pictures of attendees without the express permission of show management and affected participants.

No Suitcasing. Anyone observed to be soliciting business in the aisles or other public areas, or in another company's booth, will be asked to leave immediately. Additional penalties may also be applied. Please report any violations you may observe to Show Management. Exhibitors shall not place any promotional material on tables in common areas or the like outside of their assigned exhibit space.

Animals or machinery are not allowed on the exhibit floor without prior approval from show management.

The purpose of the exhibition is to further the education of conference attendees through product and service displays and demonstrations. Products or services exhibited must be pertinent to the attendees' professional interest or otherwise expressly permitted by ASCA. TENS products, light therapy products, skin rejuvenation products, lotions, cosmetic skin care products are prohibited participating or selling of products at the ASCA Annual Conference. In addition, ASCA reserves the right to prohibit any company, association, or entity from exhibiting at the conference who has products or services that overlap with the products and services ASCA provides.

ASCA Products and Intellectual Property. Exhibitors shall not reproduce, copy, distribute, market, sell, resell, or otherwise commercially use any ASCA-created products, publications, educational materials, digital content, trademarks, logos, or other intellectual property without ASCA's prior written consent. Any unauthorized use may result in removal from the event without refund and may affect the exhibitor's eligibility to participate in future ASCA events. By submitting an exhibit application, the exhibitor acknowledges and agrees to comply with this requirement.

Misrepresentation of Company or Products. Exhibitors must provide complete, accurate, and truthful information during the application process and throughout participation in the event. Any exhibitor found to have misrepresented its company, products, services, affiliations, ownership, or eligibility to exhibit, or to have provided false or misleading information in its application or during the event, may, at the sole discretion of ASCA, be immediately removed from the exhibit hall without prior notice. Exhibitors removed for misrepresentation shall forfeit all exhibit fees, sponsorship fees, and any other amounts paid and shall not be entitled to a refund or compensation of any kind. ASCA further reserves the right to prohibit such exhibitor from participating in future ASCA events.

Sales. Exhibitors are responsible for obtaining any required permits and for any tax obligations if engaging in retail sales during the event.

FIRE, SAFETY AND HEALTH

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment. Necessary fire precautions will be the responsibility of the exhibitor.

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DAMAGES TO PROPERTY

Exhibitors are liable for any damage caused to building floors, walls, columns or tables or to any other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns, floors, walls or tables.

DEADLINES AND CANCELLATIONS

Payment is due 30 days from the date of the invoice, which will be issued at the time the order is placed. If payment is not received by the date on the invoice, then the exhibitor forfeits the exhibit space and/or sponsorship.The conference app and website information cutoff date to add or edit information is July 1. No changes will be permitted after this date.

If artwork is not provided or is not in the file format required to ASCA by the due date requested, then the organization will forfeit that sponsorship opportunity and no refunds will be permitted. Any cancellation must be requested in writing via email to sales@schoolcounselor.org. Requests received prior to April 1, 2027, will receive a full refund less a $100 service fee. Requests received April 1–May 15, 2027, will incur a 50% penalty. No refunds will be granted after May 15, 2027.

EXHIBITOR SETUP

Any exhibitors who haven't set up their exhibit space prior to 10 a.m. on Saturday, July 17, will be assessed a fee equal to that of their exhibit booth.

EXHIBITOR TAKE DOWN

Any exhibitors who take down their booth and/or leave the exhibit hall prior to Monday, July 14, at 2 p.m. will be assessed a fee equal to their booth charge. All storage and handling charges due to failure to remove exhibit materials from the display or storage area at the conclusion of the move-out period shall be the responsibility of the exhibitor. If move in and move out are not conducted during scheduled time, a fee may be assessed. **Move out prior to the scheduled time will result in not being able to participate in future events.** ASCA reserves the right to relocate assigned space.

GUIDELINES, RULES & REGULATIONS FOR DISPLAY

A standard booth (10′ x 10′) will have an 8′ back drape and 3′ side rails. The height of the back of your space may not exceed 8′. The front of a booth (5′ from the aisle to the middle of a booth) may not extend any higher than 42″, so as not to obscure the sight line of other exhibitors. Side rails must not exceed 36″ to prevent any obstructions that would interfere with the view of the other booths. High counters must be placed at least 2′ back from the booth entrance, so as not to cause aisle traffic.

Only exhibitors with island booths are allowed to suspend from or attach signs, parts of exhibits or any other exhibit materials to the ceiling of the exhibit hall.

Sound Devices, Lighting and other Presentation Devices. Public address, sound producing or amplification devices that project sound must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitor and their patrons, nor cause the aisles to be blocked. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Noise levels must be held to a 70-decibel maximum at all times. Show Management will monitor the 70-decibel regulation onsite. If an exhibitor is in violation of the 70-decibel regulation, they will receive one warning. If the exhibitor continues to operate noisemaking exhibits in excess of 70-decibels after the first warning, show management reserves the right to cut the power of the offending mechanism, or otherwise ensure the noisemaking mechanism is shut off. Any expenses incurred in this instance will be the sole responsibility of the exhibitor. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ASCA reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

Exhibitor shall keep assigned space neat and clean at all times. All exhibit spaces MUST BE FULLY CARPETED or have suitable flooring on top of the concrete surface.

Exhibitors shall dress appropriately in business casual (organization logo attire is acceptable) or business attire. Flip flops are NOT acceptable. During show hours, each exhibit must be staffed by an exhibitor representative. Exhibitor shall conduct themselves in a professional manner at all times during the exhibition. Exhibitor and its representative may not smoke at the exposition, sessions and social functions. This includes e-cigarettes.

Exhibitor/sponsor badges cannot be exchanged with another individual. Exhibitor may not assign, sublet or share any part of the exhibit space contracted to it. Only division companies with a common parent company may lease booth space jointly, and a minimum of one standard booth per division is required. For directory listings, only one company name listing is allowed per each standard booth space.

ASCA does not sell attendee lists. Any solicitations from third-party organizations are not valid.

By submitting an exhibit application, the exhibitor acknowledges that they have read, understand, and agree to abide by these Exhibitor Terms and Conditions. ASCA reserves the right to interpret and enforce these Terms and Conditions at its sole discretion, and all decisions made by ASCA shall be final.