AUSTIN CHAPTER
A Chapter of the Association of Legal Administrators

# Legal Expo Rules and Regulations

## Exhibit Space

Your tabletop display should fit inside your booth and should not interfere with the booth space or enjoyment of those around you. Austin ALA reserves the right to request adjustments be made to your booth. The table and a chair will be provided. The tabletop display must be staffed during the Legal Expo hours and representatives staffing the tabletop display must be employees or distributors of the Business Partner or members of his/her family. A Business Partner may have their table removed to put a piece of equipment or furniture (copier, desk, etc.) in its place if that piece of equipment or furniture is manufactured or sold by the company.

## Business Partner's Authorized Representative

The Exhibit Hall is limited to Business Partners that have contracted and paid for annual sponsorships with the Austin Chapter of ALA ("Austin ALA"). Each Business Partner shall provide Austin ALA with the names and titles of representatives in attendance in the Exhibit Hall on the appropriate registration form by the specified date. The Business Partner and representatives are required to wear Austin ALA identification badges while in the Exhibit Hall and at all Austin ALA Educational Seminar and Legal Expo-related events. The badges are not transferable, and Austin ALA reserves the right to withdraw the use of the badge used to gain admission to the Exhibit Hall, by any person other than the one for whom it was issued. Austin ALA reserves the right to refuse to admit and the right to eject from the Exhibit Hall, or from any space therein, any objectionable or undesirable person or persons, and on the exercise of this authority the Business Partner, for itself, its employees and agents, hereby waives any right and all claims for damages against Austin ALA.

## Tabletop Assignment

Tabletop assignments will be provided upon arrival at the Legal Expo and will not be released prior to the date of the event.

## Tabletop Setup

Tabletop setup may not begin prior to 10:00 am on Thursday, August 16th, 2018 and must be completed by 1:30 pm. The Legal Expo begins at 2:00 pm and all Business Partners must be at their tabletops by this time.

## Expo Theme

The theme of this year's Expo is Old West. Using the theme in your space is voluntary. Each participating Business Partner may decorate their designated space, as well as dress up in attire, to match your space theme. Austin ALA Membership will also be encouraged to dress in their




favorite theme attire. We ask that you use good judgment in your selections. However, you must still adhere to the rules regarding space size and contents as well the restrictions on decorations listed under "Miscellaneous" below.

**Tabletop Dismantle**

Business Partners may not dismantle prior to 4 pm. If a Business Partner is found in violation, that Business Partner's future participation in Austin ALA Legal Expos may be denied. If a Business Partner is unable to dismantle and load out after 4 pm, they may dismantle immediately following happy hour if they so choose.

**Non –Endorsement**

Participation as a Business Partner at the Legal Expo does not constitute an endorsement by Austin ALA.

**Business Partner Attendance**

Business Partner attendance at the Legal Expo is not permitted unless a Business Partner has purchased an annual sponsorship with Austin ALA.

**Legal Administrator Attendance**

Attendees to the Legal Expo will include members and perspective members of the Austin Chapter of ALA along with invited guests and other staff from member firms. Our chapter has over 80 active members. We typically have 50 law firm attendees and there will be approximately 100 Business Partner representatives.

**Liability**

Each Business Partner agrees that it will indemnify, hold and save Austin ALA and InterContinental Stephen F. Austin whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Austin ALA and its agents and InterContinental Stephen F. Austin, on account of injury or damage that may be incident to, arise out of, or be caused either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of the Business Partner or any of its agents, employees, guests, patrons, invitees or any other person entering upon the premises leased with the express or implied invitation or permission of the Business Partner.

The Business Partner covenants and agrees that in case Austin ALA and/or InterContinental Stephen F. Austin shall be made a party to any litigation against the Business Partner, the Business Partner shall and will pay all costs and expenses including reasonable attorney's fees and court costs and expenses incurred by or imposed by the Austin Chapter of ALA, its agents and InterContinental Stephen F. Austin by virtue of such litigation. Business Partners are required to

carry liability insurance. The Business Partner understands that neither Austin ALA nor the InterContinental Stephen F. Austin maintains insurance covering the Business Partner's property and that it is the sole responsibility of the Business Partner to obtain such insurance.

**Shipping & Receiving**

Business Partners are responsible for any shipping/receiving and handling fees that InterContinental Stephen F. Austin may charge to ship and /or distribute boxes to their respective tabletop displays. Boxes may not be shipped to the hotel more than 72 hours prior to the start of the Legal Expo. The InterContinental Stephen F. Austin must be provided with a tracking number for any and all packages being delivered for the Expo. The InterContinental Stephen F. Austin will not be responsible for any loss or damage to materials sent to the hotel prior to Monday, August 13th, 2018. All packages should be shipped to the following address:

InterContinental Stephen F. Austin
Attn: Catering Department
C/O ALA Expo Group
701 Congress Avenue
Austin, TX 78701

**Security**

Every reasonable precaution will be taken to protect property during the Legal Expo. However, neither Austin ALA nor the management of the InterContinental Stephen F. Austin is responsible for the safety of the property of business partners from theft, damage by fire, accident, vandalism or other causes.

**Food and Beverage**

All food and beverage items that a Business Partner has in the space MUST receive prior approval. No open alcoholic beverages may be served from the tabletop exhibit.

**Attire**

Dress is business casual (if you're not dressing up for the theme).

**Parking**

You may load/unload your tabletop display items at the loading dock. (Just past the hotel entrance on 7th Street, turn left into the alley). Smaller items may be brought in through the lobby unloading at Valet in the front of the hotel. You may park in the surface pay-to-park lot at the corner of 7th & San Jacinto, or 7th & Trinity; or Valet Park. Parking will be at your own expense. (Valet parking is $22).

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**Door Prizes**

Door prizes are fun, but not required. If a Business Partner would like to include a door prize, they must be available the day of the Legal Expo. Door prizes will be drawn at the Happy Hour and Austin ALA members must be present to win. Door prizes serve as an opportunity to exchange business cards with members and as a way of drawing a winner for your prize.

**Happy Hour**

Happy Hour will begin at 5 pm, on the 2nd floor, in Stephen F's Bar. All ALA members have been invited to attend, as well as all Business Partners. This presents an opportunity for Business Partners to mingle with ALA members, build connections, and relax. Two drink tickets per representative will be provided. If more than two drinks are desired, the bar will accept cash as well. Drawings for the door prizes will be held at this time.

**Miscellaneous**

No confetti is allowed in the Exhibit Hall. The InterContinental Stephen F. Austin prohibits affixing anything to their walls (e.g., banners, materials, etc.) and Austin ALA reserves the right to restrict exhibits that for any reason become objectionable and also to prohibit or evict any exhibit that may detract from the general character of the Expo. This reservation includes persons, materials, conduct, printed matter, or anything of a character that may be objectionable for the Legal Expo as a whole. In the event of such restriction or eviction, Austin ALA will not be liable for any refunds for rentals or other exhibit expenses.