

2024 ASA Staffing Law & Compliance Conference Application and Contract for Exhibit Space

The Westin Washington, DC, Downtown ■ May 16–17

 Company Name

 Company Contact

 Title

 Address

 City / State / ZIP Code +4

 Phone

 Email

 Website

 Signature

 Date

The above information will be used for all billing and correspondence. ASA maintains only one company contact per 2024 ASA Staffing Law and Compliance Conference Application and Contract for Exhibit Space for any published listings, billing, updates, and other correspondence. Signature and proper payment *must* accompany application—those without will not be processed. Signature above affirms authorization to bind company, acceptance that this application constitutes a contract, and agreement to abide by all terms and conditions.

BOOTH LOCATION

Please list your top three choices below. ASA will make every effort to accommodate each applicant's preferred booth location. However, ASA cannot guarantee location requests or that you will be contacted if your preferences are not available. If your choices are not available, ASA will do its best to place you close to one of your top choices. ASA reserves sole judgment in making booth location assignments, rearranging the floor plan, or accommodating booth structures.

 FIRST CHOICE SECOND CHOICE THIRD CHOICE

If possible, please **separate** our booth from the following companies:

1. _____ 2. _____ 3. _____

If possible, please locate our booth **near** the following companies:

1. _____ 2. _____ 3. _____

INSURANCE

Name of the insurance company providing commercial liability coverage for your company at 2024 ASA Staffing Law and Compliance Conference (see section 11B of Terms and Conditions):

PRIZE GIVEAWAY

YES, I will provide a prize valued at \$250 or more. Details to be provided by ASA.

EXHIBITOR REGISTRATION

Exhibitors are allotted two complimentary registrations per 10' x 10' booth. Additional registrations may be purchased.

BOOTH FURNISHINGS

All 10' x 10', 10' x 20', and 10' x 30' booths include back- and side-wall draping and identification sign. Accommodations can be made for electricity and audiovisual equipment, and other furnishings and services are available for rent.

RATES	10' x 10'	10' x 20'	10' x 30'	20' x 20'
Member	\$4,480	\$7,260	\$10,220	\$16,030
Nonmember	\$6,380	\$10,720	\$15,160	\$23,870

*To qualify for member rates, company must be an ASA associate member in good standing at time of application and during the conference.

SELECT BOOTH SIZE

10' X 10' 10' X 20' 10' X 30' 20' X 20'

ADVERTISING IN RESOURCE BOOK

- YES, add a full-page ad in the Resource Book for \$1,855.
- YES, add a half-page ad in the Resource Book for \$1,480.
- YES, add a quarter-page ad in the Resource Book for \$875.

AD SPECIFICATIONS (For additional specifications, please contact ASA)

AD SIZE	WIDTH	HEIGHT
Full Page (<i>Bleed Size</i>)	8-1/4" (8-1/2")	10-7/8" (11-1/8")
1/2 Page Horizontal (<i>No Bleed</i>)	7-1/4"	4-3/4"
1/4 Page Square (<i>No Bleed</i>)	3-1/2"	4-3/4"

Artwork Deadline: March 31, 2024

CALCULATE AMOUNT DUE

Booth Rate: \$ _____

Subtotal: \$ _____

Resource Book Ad: \$ _____

Total Amount Due: \$ _____

PAYMENT AND CANCELLATION INFORMATION

All applications must be paid in full, and all sales are final.

METHOD OF PAYMENT

- Check enclosed** (*payable to American Staffing Association in U.S. dollars drawn on a U.S. bank*)
- Charge credit card:** Contact ASA with the credit card information upon submission.

CONTACT

Sarah Senges: 703-253-2042 or ssenges@americanstaffing.net

ASA Use Only	
Date contract received:	Booth number:
Date invoice sent:	Date balance received:

Terms and Conditions

2024 ASA Staffing Law & Compliance Conference ■ The Westin Washington, DC, Downtown
American Staffing Association ■ 277 S. Washington St., Suite 200, Alexandria, VA 22314-3675

1. TERMS OF AGREEMENT

A. Application: Any company that is an ASA associate member or eligible for associate membership may submit an application to exhibit at the expo. ASA will not accept applications from companies whose purpose in exhibiting is to recruit the employees of staffing firms, or to buy or sell staffing firm interests, franchises, or licenses. All applications are subject to ASA approval. All products and services promoted by exhibitors must be directly related to the staffing industry. ASA reserves the right to determine the suitability of all exhibitor products or services for the expo and, in its sole judgment, may approve, reject, or revoke any application for any reason.

B. Terms: The applicant, if approved by ASA as a 2024 Staffing Law and Compliance Conference exhibitor, agrees to abide by the terms and conditions of this contract and any rules and regulations set forth in the 2024 Staffing Law and Compliance Conference Exhibitor Service Manual before, during, and after the ASA conference, and by other reasonable rules considered necessary by ASA, the official decorator, and the Westin Washington, DC. ASA shall have the sole authority to interpret and enforce all rules and regulations, to make any amendments thereto, and to make further rules and regulations as necessary to ensure the orderly conduct of 2024 Staffing Law and Compliance Conference. The parties hereby agree and acknowledge that any waiver of or failure to exercise any right provided for herein shall not be deemed a waiver of any further or future right under this contract.

2. PAYMENT, BOOTH CANCELLATION, REFUND, AND BOOTH REDUCTION POLICY
All applications must be paid in full upon submission, and all sales are final. All cancellations must be requested in writing. Cancellation relinquishes all benefits provided to exhibitors. ASA will not credit any payments made toward future exhibiting or advertising fees.

3. EXPO LOCATION

Exhibit booths will be located at the Westin Washington, DC.

4. BOOTH EQUIPMENT AND SERVICES PROVIDED

Excluding island booths, back- and side-wall draping and one identification sign (7" high x 44" wide) will be provided by ASA at no cost to the exhibitor. Color and type of drape is determined by ASA. Other drapery as well as furnishings, including carpet, tables, and chairs, may be ordered at exhibiting company's expense. Adequate lighting will be provided in the exhibit hall; however, other services—such as compressed air and water, electricity, telephone, and internet access—will be provided by the Westin Washington, DC, at an additional charge to the exhibiting company. Order forms for these services will be provided in the 2024 Staffing Law and Compliance Conference Exhibitor Service Manual.

5. RULES AND REGULATIONS

All exhibitors must abide by the rules and regulations of any relevant and applicable governmental entity, labor union agreement, the Westin Washington, DC, and as may be published in the 2024 Staffing Law and Compliance Conference Exhibitor Service Manual. ASA abides by the general guidelines and protocols published by the International Association of Exhibits and Events.

A. Exhibit Booth Structure: No walls, partitions, decorations, or other obstructions may be erected that in any way interfere with the view of another exhibitor. Exhibitors that wish to use any nonstandard booth equipment, signs, decorations, or arrangements of display materials that in any way conflict with the stated regulations herein must submit a detailed sketch or layout (including all dimensions) prior to the 2024 Staffing Law and Compliance Conference, for approval by ASA.

B. Standard Exhibit Configuration (10' x 10', 10' x 20', and 10' x 30' booths): Exhibits must not be higher than 8' in the back and 4' on each side. Display fixtures over 4' high must be confined to within 5' of the backline of the booth; nothing over 4' high may be within 5' of the aisle line (in the front half of the booth). Hanging signage and other items from the ceiling is not permitted.

C. Island Exhibit Configurations: Island exhibits must not be higher than 16' (subject to expo hall ceiling height). Multistory exhibits must be approved through stamp or signature of a structural engineer indicating that the structure is properly engineered for the proposed use. All island configurations and multistory exhibits must be preapproved by ASA and the Westin Washington, DC.

D. Exhibit Materials: No combustible decoration, such as crepe paper, cardboard, or corrugated paper, may be used at any time. All packing containers, excelsior, and wrapping paper (which must be flameproof) are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken, or any other decoration must stand a flameproof test as prescribed by the fire ordinance of the city of Washington, DC. Open flames, butane gas, acetylene, oxygen tanks, or other flammable materials are prohibited. Balloons are prohibited.

E. Exhibit Booth Staffing: Exhibitors are required to staff their booths at all times the expo hall is open, including opening the booth on time and being present throughout the open hours until the expo hall is closed each day. All booth staff must be employees or contractors of exhibiting company and registered for the 2024 Staffing Law and Compliance Conference. Any exhibitor that breaks down before the final closing of the expo hall will be fined \$1,000.

F. Soliciting Confined to Booth: Soliciting, demonstrating, surveying, or any other commercial activity may be conducted only within the confines of an exhibitor's own booth and may not interfere with neighboring booths. "Suitcasing" or soliciting business or conducting other commercial activity in the aisles of the expo hall, in a booth of another exhibitor, during educational sessions, or anywhere else in the Westin Washington, DC—including public areas and guest, meeting, and hospitality rooms (except as approved in advance by ASA)—is strictly prohibited; violators will be required to leave the premises.

G. Contests/Raffles/Giveaways: Contests, lotteries, raffles, and games of chance may be conducted only with the prior approval of ASA and the Westin Washington, DC, and must comply with all applicable state and local sweepstakes laws.

H. Noise: The sound on any audio equipment must be kept at a volume not to exceed that of normal conversation or 80 decibels.

I. Music License and Other Intellectual Property: Each exhibitor shall obtain all necessary licenses and permits to use music, photographs, or other copyrighted material in exhibit booths or displays.

J. Destruction of Property: Nothing shall be posted on, tacked, nailed, screwed, taped, stapled, or otherwise attached to ceilings, columns, walls, floors, painted surfaces, or other parts of the building or furniture. No holes may be drilled, cored, or punched in the building. All property destroyed or damaged by an exhibitor must be replaced in original condition by the exhibitor at the exhibitor's expense.

K. Subletting Space: Booth sharing is prohibited, except as otherwise allowed by ASA. No exhibitor may assign, sublet, or apportion all or any part of its contracted space. Any materials other than those manufactured or distributed by the exhibitor in the regular course of business may not be displayed by the exhibitor or be allowed by the exhibitor to be displayed by other persons or firms.

L. Decorum: ASA may, in its sole discretion, exclude or require modification of any display or demonstration that it considers improper, disruptive, unsafe, or otherwise not in keeping with the character of the 2024 Staffing Law and Compliance Conference. Exhibitors shall be bound by all decisions of ASA in all matters related to the conference and its expo.

6. RIGHT TO REMOVE THE EXHIBITOR'S PROPERTY

ASA reserves the right to remove from the expo hall any or all property of any exhibitor should Staffing Law and Compliance Conference be canceled or relocated, or should the exhibitor violate any of the terms and conditions of this contract. This right may be exercised without prior notice.

7. PATENT, COPYRIGHT, OR TRADE SECRET

The exhibitor agrees to hold ASA and its officers, directors, employees, and agents harmless from all loss, claims, causes of action, obligations, suits, damages, liability, expenses, and costs including attorney's fees arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor or exhibitor's agents or employees of any patent, copyright, trademark, service mark, trade secret, or other intellectual property right or privilege.

8. FLOOR PLAN

ASA may modify the floor plan at any time as may be required to ensure, in its sole judgment, the best interests of Staffing Law and Compliance Conference exhibitors and attendees.

9. SECURITY

Neither ASA nor the Westin Washington, DC, will be in any way liable or responsible for the loss, theft, damage to, or disappearance of personal or commercial property from exhibitor's booth or the expo hall. ASA will provide security personnel in the expo hall during setup, during the show, and during teardown. However, exhibitors that desire additional security to protect their booth, company, or personal property should coordinate with the Westin Washington, DC, before 2024 Staffing Law and Compliance Conference to arrange for approved security services.

10. CANCELLATION OR RELOCATION OF STAFFING LAW

Neither party shall be liable for failure to perform its obligations under this agreement if the expo is cancelled or interrupted due to events beyond reasonable control, including—but not limited to—strikes; acts or threats of terrorism; riots; wars; fire; acts of God; and acts in compliance with any applicable law, regulation, or order (whether valid or invalid) of any governmental body, except that exhibitor will be charged pro rata for any productive use of booth space before or after such event. Individual acts of theft or vandalism resulting in loss of or damage to exhibitor's property shall not be considered an event covered by this paragraph.

11. LIABILITY AND INSURANCE; INDEMNITY

A. ASA shall not be liable for loss or damage of any property of exhibitor that exhibitor may suffer during installation, Staffing Law and Compliance Conference itself, or during removal by reason of burglary, fire, accident, or any destructive cause.

B. Exhibitor shall, at its own expense, secure and maintain through the period of 2024 Staffing Law and Compliance Conference, inclusive of move-in and move-out days, commercial liability insurance with combined single limit of at least \$1 million per occurrence for bodily injury and property damage. Such insurance shall name as additional insured the following: American Staffing Association, the Westin Washington, DC, and their respective members, officers, agents, and employees. At least 60 days prior to the move-in date, exhibitor shall provide ASA with a certificate of insurance as evidence of coverage.

C. Exhibitor agrees to indemnify, hold harmless, and defend ASA and the Westin Washington, DC, and their respective members, officers, directors, agents, and employees ("Indemnities") from and against all liabilities, damages, actions, losses, claims, and expenses (inclusive of attorney's fees) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any act, omission, negligence, gross negligence, willful misconduct, fault, or violation of law or ordinance by the exhibitor or its employees, agents, contractors, patrons, or invitees.

12. GOVERNING LAW; WAIVER

This contract shall be governed, enforced, and construed in accordance with the laws of the Commonwealth of Virginia. Any legal action relating to this contract shall be brought in state or federal courts located in the Commonwealth of Virginia and the parties hereby irrevocably consent to the personal and subject matter jurisdiction of such courts for such purpose. ASA's waiver of, or failure to exercise, any right provided for in this contract shall not be deemed a waiver of any further or future right under this contract.