



# ASCE Exhibit Rules and Regulations

**1. Contract for Space:** This application for space assignment by the American Society of Civil Engineers (ASCE), hereinafter referred to as Show Management, becomes a contract when signed by the exhibiting company and accepted by ASCE.

**2. Cancellation of Exposition:** Should the exposition be canceled, postponed or abandoned thirty days (30) or more prior to the opening date, the Exhibitor shall be refunded the amount paid for rental space. However, if the exposition is canceled, postponed, or abandoned within thirty (30) days prior to the opening date of such exposition, 50% of the money paid for rental will be refunded.

**3. Payments for Space:** Full payment with signed contract by September 6, 2020.

**4. Cancellation of Virtual Exhibit:** Cancellation notification must be submitted in writing to ASCE Show Management. A refund of the total amount paid less a \$50 processing fee will be made if cancellation is received before September 6, 2020. No refunds will be made for cancellations received on or after September 6, 2020.

**5. Forfeiture:** If an Exhibitor does not follow the rules and regulations set by Show Management, the Exhibitor shall forfeit the amount paid for space, regardless of whether or not the exhibit space is subsequently leased.

**6. Rejection of Application:** Show Management reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of Show Management, incompatible with the general character and objectives of the exposition.

**7. Exhibit Hours:** (Hours subject to change)

- **Monday, September 14** - 12:00 p.m. - 5:00 p.m.
- **Tuesday, September 15** - 11:00 a.m. - 5:00 p.m.
- **Wednesday, September 16** - 11:00 a.m. - 5:00 p.m.
- **Thursday, September 17** - 11:00 a.m. - 5:00 p.m.
- **Friday, September 18** - 11:00 a.m. - 2:30 p.m.

**8. Exhibitor Benefits:** (1) choice of 4 exciting virtual booth designs;

(1) Attendees pass for the conference; live chat with attendees in your virtual exhibit space; opportunity to show videos or download promotional product information cards (pdf's).

**9. Circularization and Solicitation:** Distribution of circulars or promotion material may be made only within the booth assigned to the Exhibitor presenting such material.

**10. Restrictions in Operation of Exhibits:** Show Management reserves the right to restrict exhibits, which because of method of operation, materials, or which detract from the general character of the exhibit hall, or any other reason, become objectionable. This reservation includes anything of a character deemed to be objectionable to the exhibit or that interferes with the activities of neighboring Exhibitors. In the event of such restriction, Show Management is not liable for any refunds or rentals or other exhibit expense.

**11. Giveaways, Drawings, Distribution of Gifts:** All drawings or contests must be completed and all prizes presented to winners prior to closing of the exposition. In the event that the display of the prize is not practical because of its size or other complication, the Exhibitor must display a photo and complete details as to the prizes size, value, color, etc. It is the responsibility of the Exhibitor to notify any winners.

**12. Compliance with the Law:** The Exhibitor or his representative or employees shall not engage in any display, publication, performance, or other activity which is in conflict with any federal, state, or local law, regulation, rule, or ordinance.

**13. Interpretation and Amendment:** The Exhibit Manager shall have full power to interpret or amend these rules. The Exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by Show Management, which shall be as much a part hereof as though fully incorporated herein.

**14. Attendee Listings:** Exhibitors/Sponsors agree to a one-time use of the attendee list provided at the end of the Show solely for the purposes of follow-up. A separate mailing list rental form is available for additional use. Neither the list nor any excerpts thereof may be duplicated, reproduced, reused, or transferred without prior written permission from Show Management. Lists are seeded with decoy names to detect unauthorized use.