

BY CONTRACTING FOR AND/OR UTILIZING EXHIBITION SPACE, EXHIBITOR AGREES TO BE BOUND BY THESE RULES AND REGULATIONS.

1. **CONVENTION CENTER RULES AND REGULATIONS** – Exhibitor agrees to be bound by all rules and regulations of the Pennsylvania Convention Center, including those related to health and safety, a copy of which may be found [here](#). The Convention Center rules and regulations are incorporated by reference. Furthermore, Exhibitors agree to be bound by all on-site rules and regulations AAHOA may implement including but not limited to, health and safety. Personal Protective Equipment (PPE), if required, is the responsibility of each Exhibitor. AAHOA reserves the right to remove any person who does not comply with either the AAHOA or Convention Center rules and regulations, including all PPE requirements.
2. **OFFICIAL SERVICE CONTRACTOR** – To assure orderly and efficient installation, operation, and removal of the displays, and to minimize confusion arising from the presence or solicitation of unknown or unqualified firms, AAHOA has designated Shepard Exposition Services (Shepard) as the official service contractor. Exhibitors, however, are free to use their own display house. Any outside contractor installing and dismantling exhibits must submit a request, in writing, to AAHOA and list the names of all display company representatives working in the exhibit area, along with proof of liability insurance satisfactory to AAHOA.
3. **HANGING RESTRICTIONS** – Hanging signs and graphics are allowed in all standard Peninsula and Island Booths at a maximum, usually height of 16ft, from the floor to the top of the sign. All hanging signs and graphics cannot exceed 4ft in height and sign width cannot exceed the booth space allocation.
4. **DEFAULT OCCUPANCY** – Any Exhibitor (persons or company occupying booth space) failing to occupy exhibitor space contracted for in a timely manner is not relieved of the obligation of paying the full rental price for such space. AAHOA has the right to use such space as it sees fit and to eliminate blank space in the exhibit, if such booth space is not occupied by the Exhibitor prior to the start of the Exposition and to collect and retain any additional sums for that space from a new Exhibitor.
5. **NUMBER OF COMPANIES OCCUPYING BOOTH / SUBLETTING OF SPACE** – AAHOA prohibits the use of a single booth for the display of multiple companies, regardless of company ownership. Exhibitors shall not sublet, share, assign, or delegate any space allotted to them, without the prior consent of AAHOA. Such subletting, sharing, assigning, or delegation without AAHOA's prior written consent is null and void.
6. **EXHIBITOR BOOTH ALLOTMENT** – All Exhibitors must stay within their allotted exhibitor space and may not enter or block another Exhibitor's booth allotment without express permission from that Exhibitor.
7. **RELOCATION OF EXHIBITS** – AAHOA shall have the right, in its sole and absolute discretion, to relocate any exhibits shown on the official floor plan.
8. **SPACE RESTRICTIONS** – Exhibitors shall confine all materials and activities to the exact booth space allocated, and no signs, rails, or related materials shall be permitted to intrude into or over the aisles. All publications, advertising materials and giveaways shall be distributed within the space exhibitor space. No exceptions.
- 9.
- FLOOR PLAN** – All exhibit space marked on the floor plan is available to all paid Exhibitors. The utility of the exhibit booth is believed to be accurate but is not warranted.
10. **FOOD AND BEVERAGE** – All food and beverage services must be contracted through Aramark, unless otherwise approved in writing. Food and beverage product Exhibitors who are germane to events are lawful manufacturers or distributors of food and/or beverage products may distribute samples with written permission from AAHOA and Aramark. Samples must be distributed from those specific Exhibitor booth locations only.
11. **NO EXHIBIT OUTSIDE EXPOSITION** – No Exhibitor participating in the Exposition shall be permitted to exhibit outside of the exhibit hall, while in attendance at the Exposition.
12. **HEIGHTS OF STANDARD IN-LINE EXHIBIT** – Unless a booth includes an island, all 10' x 10' booths are limited to a height of 8' in the back and 3' along the side dividers. The 8' height may be extended along the side rails no more than 4' from the background line of the booth. The rule shall generally not apply to machinery and equipment.
13. **POSITIONING OF EQUIPMENT WITH RELATION TO AISLE** – Machines or equipment operated or demonstrated at any time during show hours shall be placed so that no portion is closer than 12" to an aisle unless prior permission is obtained. Exhibitors must agree to display their exhibits so as not to obstruct the general view or to hide other exhibits.
14. **NOISE** – Public address, sound-producing, or amplifying devices that project sound beyond the Exhibitor's booth, or excessive operating noise that distracts other exhibits, are expressly prohibited. AAHOA reserves the right to restrict exhibits which, because of noise or for any other reason, become objectionable, or which may detract from the character of the Exposition.
15. **FREIGHT DELIVERIES & MATERIALS SHIPPING** – Freight or shipping carriers must deliver freight to the attention of Shepard (the authorized show exposition service provider). Delivery address must reference the name of the Exposition location (2026 AAHOA Convention & Trade Show), show contact name and must not arrive until the first contracted show day (or other date subsequently published). Carriers may not deliver directly to an exhibitor booth. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the Convention Center.
16. **STORAGE** – Exhibitors may store only one (1) days' worth of back stock/supplies in their booth. Storage of combustible materials such as wood crates, cardboard boxes, carpet, etc. on the trade show floor is prohibited.
17. **EXHIBIT BOOTH SET UP** – AAHOA shall furnish to all Exhibitors the specs for the exhibit space. AAHOA reserves the right to remove and or cancel exhibit space or any portion thereof, that AAHOA deems objectionable. Exhibitor is required to fully cover the exposed booth space that they occupy with an approved flooring product such as carpet, hardwood etc. Certain flooring types are not allowed that can damage the trade show hall flooring such as paint, tile and cement. Exhibitor is responsible for any damage that is made to the floor of the trade show hall in their assigned space and will be charged for any repairs that are required.
18. **INSTALLATION AND DISMANTLING** – The exhibit space shall be available for installation on a date and time to be made known in advance. Exhibits shall not be dismantled before the close of the Exposition. Each Exhibitor shall completely install its exhibit booth in the designated area before the opening of the Exposition and shall dismantle its exhibit after the close of the Exposition no later than the

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set deadline. Exhibitors shall not use any passenger elevators to transport any freight associated with their exhibit. Loading and unloading of freight is permitted only through the loading dock. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the Convention Center.

has movable parts must have adequate safeguards to protect the public from injury throughout the exhibit period. All Exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and

19. **SECURITY / RISK OF LOSS** – When the Trade Show is closed, AAHOA shall provide security. AAHOA and the Convention Center, separately or collectively, is/are not responsible for any damage to, or for the loss or destruction of, an exhibit, or for the property of an Exhibitor, its agents, contractors, or employees, resulting from fire, theft, accidents or any causes, or injury to any person resulting from any cause. Claims for loss, damage, or injury are expressly waived by Exhibitor. AAHOA and the Convention Center reserve the right to eject disorderly persons or any person who is causing disruption to an event and/or the conduct of business. AAHOA and the Convention Center maintain an approved list of qualified and pre-approved Exposition security providers. Only providers on this list are permitted to work in the building. If any Exhibitor experiences theft, damage, or loss please immediately contact the facility. Security and local law enforcement will be notified to take appropriate action.
20. **LIABILITY AND INSURANCE** – AAHOA shall not be responsible for any injury, loss, or damage that may occur to the Exhibitor or to the Exhibitor's employees or property, prior, during or after the period covered by the Exposition. AAHOA does not maintain insurance coverage covering the Exhibitor. The Exhibitor expressly releases the foregoing persons and entities from, and agrees to indemnify the same against, any and all claims or expenses for such loss, damage or injury arising from any acts or omission of the Exhibitor, or its employees, agents, contractors, and/or invitees. **Each Exhibitor shall supply AAHOA with Certificates of Insurance at least 30 days prior to exhibition or upon request.** At the request of AAHOA, the Exhibitor shall promptly provide to AAHOA a certificate of insurance showing that Exhibitor has obtained for the duration of the Exposition commercial general liability insurance including contractual liability coverage, covering Exhibitor's liability arising in connection with the Exposition, naming AAHOA, as an additional insured, having a combined single limit per occurrence of not less than \$1,000,000 and providing for at least 10 days prior notice to AAHOA of cancellation, if requested. AAHOA may cancel its lease and/or contract with Exhibitor and retain all fees paid if Exhibitor fails to deliver such certificate in a timely manner, or if such insurance coverage is not maintained during the entire Exposition, including the set-up and removal periods.
21. **PROTECTION OF BUILDING** – Nothing should be posted on, tacked, nailed or screwed, affixed, or otherwise attached to columns, walls, ceilings, floor or other parts of the building or furniture, including any signs, stickers, labels or helium balloons. No clings of any sort are permitted on Convention Center carpeted areas (allowed on Shepard carpeted areas). The Exhibitor is responsible for the costs of protecting the building, equipment, or furniture, and for repairing any damage they cause to any exhibit hall property, including any consequential damage arising from such damage.
22. **FIRE, SAFETY AND HEALTH** – Exhibitors shall be responsible for compliance with local, city, and state ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials shall be reasonably located in or with the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays, and all necessary fire precautions shall be taken by the Exhibitor.
23. **SAFETY GUARDS AND PROTECTION** – Convention guests must be properly protected from injury. Any piece of machinery on display that

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shall service on appliance or device. Multi-plug adaptors must be UL approved and have an overload internal circuit breaker. Home-type “cube” taps and spliced wires or heat generators are prohibited. Exhibitor shall comply with all New Orleans Parish Health Department rules and regulations. Approval for distribution samples must be obtained prior to the Exposition, please contact AAHOA for additional information. A fire retardancy certificate of the display materials and the Exhibitor booth construction must be posted or readily available within the exhibit if the Fire Marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business. Fire extinguishers and hose cabinets, Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aiseways must be always kept clear.

24. **ELECTRICAL** – Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property. Sufficient access and working space must be provided for all electrical equipment and must be approved by Edlen Electrical and must comply with UL, federal, state, and local codes. The following are not allowed: spray painting, saw cutting, any hard construction type of activities (e.g., material sawing, painting, welding, soldering), open flames including candles, smoke emitting devices, use of burning fluids, oils, gasoline, or anything else of like nature. Extension cords must be a minimum of 14 gauge, two-wire, and grounded. Two-wire extension cords are prohibited. All non-current carrying metal parts of fixed equipment, which can be energized, shall be grounded. Under no circumstances shall anyone other than a Convention Center electrician make electrical connections to house equipment. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
25. **PERSONS CONNECTED WITH NON-EXHIBITION** – Any persons who are not Exhibitors, or who are not associated with a registered Exhibitor, are prohibited from dealing, exhibiting, or soliciting within the exhibit area. Exhibitors shall immediately report violations of this rule to AAHOA. No vendor may attend or register for the convention who does not have an exhibit booth at the convention unless approved by AAHOA in writing. Violators of this rule will be asked to leave.
26. **REGISTRATION OF VISITORS** – AAHOA shall always have sole control over admission and registration policies. All persons visiting the convention session rooms and the exhibit area, as well as all Exhibitor personnel, shall be required to register and wear an appropriate badge while in attendance. AAHOA may exclude any person not wearing the appropriate badge. Exhibitor badges may not be ordered for or transferred to any other person.
27. **NO RECORDING OR LOGO USAGE:** No Exhibitor shall record or photograph any content of the convention specifically or of registrants entering Exhibitor’s booth space. No Exhibitor shall use the AAHOA logo without AAHOA’s express written permission.
28. **NON-ENDORSEMENT** – The exposition of products and services at the Exposition does not constitute an endorsement by AAHOA of any Exhibitor, or any products or services exhibited. No Exhibitor is permitted to represent in any manner that AAHOA has endorsed the company or its goods or services.
29. **NO SMOKING** - All Exhibitors, and their employees, agents, contractors, and/or invitees shall refrain from smoking inside the exhibit hall. Those wishing to smoke shall only do so outside of the Convention Center or facility in any designated areas.

30. **FAILURE TO HOLD EXPOSITION** – AAHOA reserves the right to reschedule or cancel the convention or to change exhibit halls or platforms in its sole discretion. In the event of any such changes, all terms including, but not limited to, cancellation and refund policies detailed in the Exhibit Space Reservation Form apply unless otherwise stated by AAHOA in writing.
31. **AMENDMENT TO RULES** – Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject to the decision of AAHOA. These Rules and Regulations may be amended without prior notice at any time by AAHOA and shall be binding on Exhibitors equally with the foregoing Rules and Regulations. Additionally, all Terms & Conditions in the Exhibit Space Reservation Form are incorporated by reference herein.
32. **INDEMNIFICATION** - Exhibitor, for itself, its directors, officers, employees, agents, representatives, servants, licensees, invitees, patrons, guests and contractors and their personal representatives, assigns, heirs and next of kin (all referred to collectively herein as "Exhibitor") hereby releases, waives, discharges and covenants not to sue AAHOA, their directors, officers, employees, agents, representatives, servants, licensees, invitees, patrons, guests or contractors (all referred to collectively herein as "Releasees") and each of them, from all liability to Exhibitor for any and all loss or damage and any claim or demands therefore on account of injury to the person or property or resulting death of Exhibitor arising out of or relating to the Exposition, whether caused by the negligence of the Releasees or otherwise. Exhibitor hereby agrees to indemnify, save and hold harmless the Releasees and each of them from and against any loss, liability, damage or cost from any and all claims, demands, actions, causes of actions, penalties, judgments and liabilities of every kind and description (including court costs and reasonable attorneys' fees) for injury to and/or any death of persons, and damage to and/or loss of property caused by, arising from or growing out of the acts or omissions of Exhibitor incident to the Show, including without limitation, any and all activities Exhibitor may be conducting at the Exposition, or from any breach by Exhibitor of any term or condition of this Agreement.
33. **DAMAGES** – Exhibitor shall return space at the conclusion of the Exposition in good condition and repair, ordinary wear and tear excepted. Any costs incurred by AAHOA or the Convention Center to restore the specific exhibit area to its condition prior to the Exposition, shall be at the sole cost and responsibility of the Exhibitor.
34. **MUSIC/PHOTOGRAPHS/OTHER COPYRIGHTED MATERIALS** – Exhibitor warrants and represents that no music, artistic, or other property protected by copyright or trademark will be performed, reproduced, or used at Exhibitor's booth unless the Exhibitor has prior written permission from the copyright or trademark owner or applicable performing rights organization (BMI, ASCAP, GMR, or SESAC).
35. **MEMBERSHIP LIST LICENSE** – Exhibitor shall be bound by all Membership List License Agreement terms and conditions available upon request at info@aahoa.com.
36. **PROHIBITED MATERIALS** – The following materials are strictly prohibited. Items include but are not limited to: glitter, smoke or fog machines, open candles, hay, straw, woodchips, welding, cutting wires, balloons, and pyrotechnics.
37. **EXHIBITOR CANCELLATION OR DOWNSIZING** - In the event that an exhibitor needs to cancel or downsize their participation to AAHOACON, they must do so in writing to the AAHOA sales team and receive a written acknowledgement by AAHOA. If a written request to cancel is received by October 1, 2025, exhibitor shall be asked to pay a 50% cancellation fee to AAHOA. Any notice of cancellation after that date will be assessed as a 100% cancellation fee. Additionally, any exhibitor contracting after January 1, 2026 that needs to cancel will be required to pay 100% of their contract amount to AAHOA. Any exhibitor that needs to downsize after October 1, 2025 will be assessed a downsize penalty of 50% of the total original contract amount. Any requests to downsize after January 1, 2026, exhibitor will be required to pay 100% of the contracted amount. Deposits that have been made can be used to cover the cancellation and/or downsizing penalties. AAHOA will do its utmost to resell space that is no longer used by exhibitor, however exhibitor and AAHOA agrees that AAHOA is incur substantial losses and exhibitor agrees to pay the liquidated damages regardless of how the space is used by Convention Management. Interest and Collection Fees - In the event that the exhibitor does not meet the financial obligations regarding payments to AAHOA in accordance to the payment schedule, exhibitor agrees to a one and one-half percent (1.5%) per month interest charge and to pay any fees that AAHOA incurs to recover the outstanding debt. After six months of unpaid debt stemming from AAHOACON, AAHOA reserves the right to freeze the exhibitor's participation to future AAHOACON events until debt is settled.
38. **CONVENTION CODE OF CONDUCT** – Exhibitor agrees to adhere to AAHOA's zero-tolerance for any form of discrimination, harassment, or other unacceptable behavior including but not limited to: verbal abuse; disruption of presentations during sessions; posting promotional materials when not registered as an authorized exhibitor, or any other unacceptable behavior. In response to any incident of unacceptable behavior, AAHOA reserves the right to take any action deemed necessary, including immediate removal from the event without warning or refund and to prohibit attendance at any future event. We thank you for respecting your colleagues and our attendees and presenters.
39. **EXHIBITOR BADGES** - Four (4) badges for every 100 NSF of paid exhibit space will be provided free of additional charge to exhibit companies (primary exhibitors) and their staff. Each recipient of an exhibitor badge will provide their name and can only use the badge for their personal entrance and exit to the show floor and/or other AAHOACON events outside the exposition floor. If the exhibitor wishes to exchange a badge to allow a different exhibit staff to enter the show, the exhibitor will be asked to surrender the exhibitor badge of the outgoing staff and the incoming staff will receive a new badge. Additional badges required for staff that are outside the official allotment will be charged to the exhibitor at \$325 per badge. Any exhibiting staff member that is found to be lending their badge to other attendees who lose their badge will receive one warning and on the second offense be required to pay the price indicated above to re-enter the exposition. On the third offense the staff member will be barred from the remainder of the exposition without the possibility to return until the next AAHOACON.
40. **HARASSMENT STATEMENT** - Statement will apply to exhibitors, staff, speakers, volunteers, members, contractors, and attendees. AAHOA will not tolerate harassment of any kind and not limited to ethnicity, religion, disability, physical appearance, gender, or sexual orientation. Harassment includes offensive gestures and verbal comments, deliberate intimidations, stalking, following inappropriate photography and recording, sustained disruption of talks, inappropriate physical contact, and/or unwelcome attention. If a notice of complaint is provided to cease harassing behavior, AAHOACON participant is expected to comply immediately and if participant fails to comply AAHOA reserves the right to remove participant from the show.
41. **UNAUTHORIZED SOLICITATION IN AND AROUND EXPOSITION** - The aisles and other spaces in and around the exposition venue are under the supervision and control of AAHOA. Exhibitors do not have the right to place any displays in the show floor aisles, registration area or other common areas, conduct interviews with attendees on or off the

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exposition floor, distribute literature, or intercept attendees outside their immediate booth location. AAHOA will offer sponsorship opportunities to all exhibitors to create brand and message reach beyond the booth space, however if exhibitor is found to be in violation of unauthorized solicitation, AAHOA will communicate in writing to exhibitor and if after the 1st warning additional unauthorized solicitation persists, exhibitor's booth will be shut down and exhibitor will not be invited to participate to the priority space selection for the next AAHOACON.

42. **COVID-19 HEALTH, SAFETY, & CLEANING** – For the health and safety of its attendees and exhibitors, AAHOA and Shepard may provide nightly electrostatic fogging in the exhibit hall and any other necessary cleaning. While electrostatic disinfection can be safely performed around electronics such as laptops, monitors, and keyboards if it is not applied directly at close range, we recommend putting away paper documents and any other items you do not wish to be sprayed before the scheduled service. For security precautions, we recommend that you remove electronic equipment from your booth overnight. Exhibitors who leave any items at their booths overnight assume their own risk.
43. **COVID-19 SAFETY ACKNOWLEDGMENT, LIABILITY WAIVER, AND RELEASE OF CLAIMS** – The host of this event, AAHOA, has put in place preventative measures to reduce the spread of COVID-19 but cannot control the contagious nature of the novel virus. By attending this event, you and your exhibitors acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you may be exposed or infected. You knowingly assume the risk of injury, harm, and loss. YOU HEREBY RELEASE AAHOA FROM ANY RIGHT TO RECOVER DAMAGES IN THE CASE OF ILLNESS, INJURY, AND DEATH, OR ANY OTHER CLAIMS THAT MAY ARISE INCLUDING ALL LIABILITIES, ACTIONS, DAMAGES, COSTS OR EXPENSES OF ANY KIND ARISING OUT OF OR RELATING THERETO INCLUDING, FOR THE AVOIDANCE OF DOUBT AND WITHOUT LIMITATION, EXPOSURE TO COVID-19. You agree to submit to any health & safety measures required of you as may be determined in AAHOA or the applicable venues sole discretion, which may include temperature check, mask requirement, physical distancing, and participating in contact tracing. You will refrain from attending the event if you have: (i) experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath among others; and (ii) been exposed to or have confirmed a suspected case of COVID-19 or have been diagnosed with COVID-19 and are not yet cleared by state or local public health authorities. You understand you have a duty to self- monitor for symptoms of COVID-19 and an EMT station on-site can answer any questions you may have during the event.
44. **MISCELLANEOUS** - AAHOA reserves the right to evaluate and decide the nature of eligibility for any company to exhibit in AAHOACON. Additionally, AAHOA reserves the right and control pertaining to its admission policy. It is the responsibility of the exhibiting company, all staff, and guests to be fully familiar with these exposition rules and regulations and it is suggested that exhibitors share a copy of these rules and regulations with any potential contractors. Any further inquiries, waivers, concerns etc. regarding the exposition Rules and Regulations should be addressed to **AAHOA Inc. Attn: AAHOACON Convention Management, 1100 Abernathy Rd. Bldg. 500 Ste. 725 Atlanta, GA 30328 Phone: +1 (404) 816-5759**