



Legal Expo Rules and Regulations

September 12, 2019

Event Schedule

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| 10:00 am – 12:00 pm | Business Partner check in and set up |
| 12:15 pm – 1:15 pm | Lunch for Business Partners and ALA Members |
| 1:15 pm – 3:00 pm | Business Partner check in and set up continues; must be complete by 3pm |
| 1:45 pm – 2:45 pm | Education Session 1 for ALA Members |
| 3:00 pm – 4:00 pm | Education Session 2 for ALA Members |
| 4:00 pm – 6:00 pm | Legal Expo and Happy Hour in the Exhibit Hall |

Exhibit Space

Your tabletop display should fit inside your booth and 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. A 6' table with tablecloth and two chairs is provided. Power and internet services are available; you may opt for services on the registration form. The tabletop display must be staffed during Legal Expo hours and representatives staffing the display must be employees or distributors of the Business Partner or family members. A Business Partner may have their table removed to put a piece of equipment or furniture (copier, desk, etc.) in its place if the piece is manufactured or sold by the company. Advanced notice to remove the table is preferred.

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 is to provide 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 Educational Seminar and Expo-related events. Badges are not transferable. 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 not be released prior to the date of the event.



Tabletop Setup

Tabletop setup may begin at 10:00 am on September 12 and must be completed by 3:00 pm. The Legal Expo begins at 4:00 pm. Business Partners must be at their tabletops by this time.

Expo Theme

This year's Expo is a carnival-themed event. We invite you to join in turning the Expo into a Carnival Midway. 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 the theme. We encourage you to decorate your booth with a carnival game and use your company swag for prizes. To "step right up!" and play a carnival game is a great way to strike up a conversation. We ask that you use good judgment in your selections. You must adhere to the rules regarding space size and contents as well the restrictions on decorations.

Tabletop Dismantle

The Legal Expo is open 4:00-6:00 pm. Business Partners may not dismantle prior to 6:00 pm. If a Business Partner is found in violation, that Business Partner's future participation in Austin ALA Legal Expos may be denied.

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 at 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 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 and Receiving

Business Partners are responsible for any shipping and 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 all packages delivered. The InterContinental Stephen F. Austin will not be responsible for any loss or damage to materials sent to the hotel prior to Monday, September 9. 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 requests for their space MUST receive prior approval. No open alcoholic beverages may be served from the tabletop exhibit. Carnival-themed, individually wrapped treats (such as candy) is permitted.

Attire

Costumes optional. Dress is business casual if you are not dressing up in carnival-themed attire.

Parking

You may load and unload your tabletop display items at the loading dock (located 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. Valet parking is also available for \$25. Parking will be at your own expense.

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 Legal Expo 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 be included during the Legal Expo, 4:00-6:00 p.m. All ALA members, perspective members, invited guests by members, and other staff from member firms have been invited to attend. This presents an opportunity for Business Partners to mingle with ALA members and build connections while members and invited guests visit your booth. Two drink tickets per Business Partner representative will be provided. If more than two drinks are desired, a cash bar will be available in the Exhibit Hall. Drawings for door prizes will be held during this time as well.

Miscellaneous

Confetti is not 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.

Hotel Accommodations

The InterContinental Stephen F. Austin is offering a discounted rate of \$252 to participating Business Partners. Please contact the hotel directly should you be interested in hotel accommodations.

Questions? Please email businesspartners@austinala.org.