

ALD/ALE 2025 Exhibit/Sponsor Rules and Regulations

EXHIBIT MANAGEMENT: The words “Exhibit Management,” “Management,” and “Society” as used herein refer to AVS (American Vacuum Society), its officers, directors, employees, members, or agents.

LOCATION, DATES, & HOURS: The exhibit location, dates, and hours will be as indicated on the reservation form. Exhibit Management reserves the right to make changes in the exhibit dates/hours; however, such changes will be made known as far in advance as possible.

BOOTH ASSIGNMENTS & WAIT LISTING: Booth space will be assigned at the discretion of Exhibit Management based on a first-come, first-serve basis (based on time/date of receipt of registration form and on booth configuration). Exhibit Management reserves the right to make changes to the floor plan, such changes will be made known as far in advance as possible. Exhibitors are limited to purchasing two spaces. Full payment is due upon registration to fully secure space. Whenever possible, booth assignments will be made in keeping with the location preferences requested by the exhibitor. If one or more of exhibitor’s preferred booths is not available, assignment of the most comparable booth still available will be made. Exhibit Management reserves the right to alter the exhibitor’s assigned location at any time if deemed in the best interests of the Exhibition. Exhibit Management will consult with exhibitor before exercising its discretion.

If exhibit spaces are sold out, a wait list will be formed. The wait list will be operated on a first-come, first-serve basis (based on time/date of receipt of registration form and on booth configuration). If exhibit space does not become available and we are able to provide a Literature Display space, AVS will inform those vendors on the wait list as noted above.

Exhibit space is not guaranteed until you have been sent confirmation with your exhibit space number(s) and payment receipt.

BOOTH SPACE & DECORATION: Management shall have full discretion and authority in the placement, arrangement, and appearance of all items displayed by the exhibitor. No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted without the knowledge and written consent of Management. Exhibitors agree to arrange their exhibits so as not to obstruct the general view of, nor hide other exhibits. Displays, furniture, signage, or any other materials are not allowed outside of the allotted booth space indicated in this prospectus—this includes any additional banners or signage as ALL items must be within the confines of the allotted booth space. Overall display height is restricted to 8 feet. No partitions or side rails, other than what is provided by Management, are allowed unless specifically approved in advance. Failure to comply is grounds for Rejection & Penalties as indicated below.

BOOTH INSTALLATION & DISMANTLING: Displays must be completely assembled and dismantled according to the times indicated in this prospectus. All exhibits must be adequately staffed during the exhibition hours indicated in this prospectus. Exhibit booths may not be dismantled, nor may any packing be done prior to the final closing time of the exhibit after the attendees have vacated the exhibit area.

BOOTH ACCESSIBILITY: Under Title III of the Americans with Disabilities Act, each exhibitor is responsible for making their exhibit accessible to people with disabilities and shall indemnify Exhibit Management and the facility against failure to do so.

ADVERTISING MATTER & SIGNAGE: Management prohibits distribution of advertising matter, signage, or anything else it considers objectionable outside of the exhibitor’s booth. Failure to comply is grounds for Rejection & Penalties as indicated below.

ADMISSION: Management shall always have sole control over admission policies. Children under the age of 12 are not permitted on the exhibit floor unless accompanied by an adult. Exhibiting companies will receive one conference badge per booth and all other personnel and guests must register separately for the meeting.

COMPETING EVENT: Hospitality/Meeting space is available for receptions, product demonstrations, meetings, etc. and must be reserved through Exhibit Management. Scheduling of private functions, cocktail parties, or other events during exhibit hours or during any AVS sessions or special functions is strictly prohibited.

REJECTION & PENALTIES: Management reserves the right to restrict, reject, prohibit, or eject any exhibit, in whole or in part, which because of noise, safety hazards or for other prudent reasons becomes objectionable. If an exhibit or exhibitor is ejected for violation of these rules and regulations, no return of rental shall be made.

RULE CHANGES: Exhibit Management reserves the right to modify or supplement these rules as it deems appropriate to the operation of the exhibit, and exhibitor agrees to be bound by them. Violations of any of these terms or regulations on the part of exhibitor, its employees or agents shall, at the option of Exhibit Management, constitute cause for Exhibit Management to terminate this Agreement, expel exhibitor from the exhibit, and exhibitor shall forfeit all fees paid to Exhibit Management.

CANCELLATIONS: For cancellations received on or before April 1, 2025, all sums, less a service charge of \$100 will be returned to the exhibitor. After April 1, 2025, no refunds will be made.** Any refunds for cancelled exhibit space will be made after the completion of the Exhibition. No sponsorship refunds will be provided.**

SECURITY & LIABILITY: It is suggested that each exhibitor insure his own property against loss and theft. Neither Exhibit Management, International Convention Center Jeju, nor the designated decorator will assume responsibility for the safety of the property of the exhibitor, his officials, agents or employees, from theft, damage by fire, accidents or other causes but will use reasonable care to protect them against such loss.

The exhibitor agrees to make no claim against Exhibit Management, International Convention Center Jeju, nor the designated decorator, and will protect, indemnify, defend, and save the above-named, harmless from any and all losses, costs, damages, liability, or expenses (including attorney’s fees) arising from or by reason of any accident, bodily injury, property damage, theft or loss, or other claims or occurrences

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to any person, including exhibitor, its employees and agents, or any business invitees, arising out of or related to exhibitor's occupancy or use of the exhibition premises in the exhibit or in and adjacent to the International Convention Center Jeju, including storage and parking areas.

The performance of this agreement is subject to termination without liability by either party upon the occurrence of any cause beyond the control of either party—including without limitations, acts of God, war, government regulations, disaster, pandemic/epidemic illness, strike or threat of strikes (except that neither party may terminate this Agreement for situations involving that party's own employees), civil disorder, or curtailment of transportation facilities—to the extent that such cause makes it commercially impracticable, illegal or impossible for Exhibit Management to provide exhibit space. In the event of its not being able to hold the exhibit for any of the above-named reasons, Exhibit Management will refund to each exhibitor the amount paid for the space, less a proportionate share of all the expenses incurred by Exhibit Management for the exhibit.

SUPPLIERS: Exhibitor acknowledges that Exhibit Management does not own, operate or in any other manner exercise any control or influence over third party suppliers to the exhibit, and that Exhibit Management acts solely as exhibitor's agent in arranging with such suppliers for the provision of goods and services for the exhibit. As such, Exhibit Management does not assume any responsibility for and cannot be held liable for any personal injury, property damage or other loss, accident delay, inconvenience, or irregularity which may be occasioned by any wrongful or negligent acts or omissions on the part of any of the suppliers, their employees, or any other party not under the control of Exhibit Management.

INSURANCE: Exhibitor agrees to maintain general liability insurance in an amount not less than One Million Dollars (\$1,000,000) over its general liability under this Agreement, and shall name as additional insured under exhibitor's liability policy for the period of the exhibit including and over many make-out periods Exhibit Management (American Vacuum Society); the designated decorator; and all directors, members, officers, agents, employees, affiliates and subsidiaries of each of the above. Copies of additional insured endorsements and primary coverage endorsements and, if requested, complete copies of policies, shall be furnished to Exhibit Management sixty (60) days before the first day of the event.

AVS RECORDING & PHOTO POLICY: AVS reserves the rights to any approved audio and video production of presentations at all AVS events. No individual or entity may electronically record or broadcast any portion of the AVS Meeting without prior written consent of AVS. Unauthorized recording (audio, video, still photography, etc.) of presentations during sessions, posters, exhibits, workshops, tutorials, etc., without the express written consent of AVS and individual authors, is strictly prohibited. Press representatives must receive a Press Pass and photo/recording permission from AVS. Attendees or exhibitors are encouraged to network and enjoy the meeting experience. As such, capturing memories of casual meeting activities and networking is permitted with the permission of those being prominently photographed. Photographing

formal meeting presentations, posters, or displays is forbidden without permission of AVS and the presenter.

AVS CODE OF CONDUCT: It is the policy of the American Vacuum Society (AVS) that all participants, including attendees, vendors, AVS staff, volunteers, and all other stakeholders at AVS meetings will conduct themselves in a professional manner that is welcoming to all participants and free from any form of discrimination, harassment, or retaliation. Participants will treat each other with respect and consideration to create a collegial, inclusive, and professional environment at AVS Meetings. Creating a supportive environment to enable scientific disclosure at AVS meetings is the responsibility of all participants.

Participants will avoid any inappropriate actions or statements based on individual characteristics such as race, color, national origin, religion, sex, disability, age citizenship status, genetic information, sexual orientation, gender identity or expression, or any other characteristic protected by law. Disruptive or harassing behavior of any kind will not be tolerated. Harassment includes but is not limited to inappropriate or intimidating behavior and language, unwelcome jokes or comments, unwanted touching or attention, offensive images, photography without permission, and stalking.

Violations of this code of conduct policy should be reported to: Yvonne Towse, yvonne@avs.org. Following an investigation, if appropriate, sanctions may range from verbal warning to ejection from the meeting without refund, to notifying appropriate authorities. Retaliation for complaints of inappropriate conduct will not be tolerated. If a participant observes inappropriate comments or actions and personal intervention seems appropriate and safe, they should be considerate of all parties before intervening.

I have read and agree to the above terms.

Please Use the Online Form that Opens
January 8, 2025 at 10:00 a.m. Pacific Time

Print Full Name

Signature

Date

All Exhibitors/Sponsors must review, sign, and submit this ALD/ALE Rules & Regulations form with the registration form.