



AAAI-05 / IAAI-05 Exhibitor Guidelines

The main purpose of the conference is educational and is aimed at increasing the opportunity for professional exchange and interaction among colleagues. AAAI-05 does not endorse any products or services, but simply provides a forum for the disbursement of technical information.

EXHIBIT LOCATION, DATE AND HOURS

The Exhibits are scheduled to be held in the foyer on the third floor of the Westin Convention Center, Pittsburgh. The conference plenary sessions, invited talks, coffee breaks, and registration will be held on this level.

Exhibit hours:

<i>Monday, July 11</i>	<i>9:00 AM – 5:00 PM</i>
<i>Tuesday, July 12</i>	<i>9:00 AM – 4:00 PM</i> <i>7:00 PM – 10:00 PM*</i>
<i>Wednesday, July 13</i>	<i>9:00 AM – 12:00 PM</i>

**A Reception/Poster Session/Demo Session will be held the evening of July 12. We encourage exhibitors to staff their exhibits during this time.*

Times, dates and location are subject to change.

COMPUTER, ELECTRICAL AND TELEPHONE SERVICE: Vendors are required to bring all necessary equipment and material for the successful operation of their exhibit tables. Special electrical connections must be arranged through the Westin Convention Center, Pittsburgh no later than 30 days prior to the start of the conference. Order forms for electrical and internet service are available on the AAAI website.

SPACE GUIDELINES: *Because of space limitations, only tabletop exhibits are allowed.* Each exhibitor will be provided with one, 6 ft x 30 inch draped table on which they may arrange their display. If available and if space permits, additional tables can be provided for a small charge.

PRODUCTS: AAAI reserves the right to refuse the application of any exhibitor whose display materials, product, or overall exhibit is deemed inappropriate for presentation at the AAAI-05 conference. Exhibits will be deemed appropriate if they represent products and services within the field, including, but not limited to, hardware, software, peripherals, telecommunications equipment and services, consulting and research firms, industrial laboratories, book publishers, universities, and so on. In the event it is not clearly apparent that a company and/or its products/services are directly related to the field, AAAI will request sufficient information to determine a company's relationship to the field. Based on a review of the information submitted, AAAI will either grant or deny the right to participate in the Exhibit Program.

DEFAULT OCCUPANCY/UNOCCUPIED BOOTH SPACE: In the event space(s) held by an exhibitor is not set up by 9:00 AM on Monday, July 11, AAAI will use such space as it sees fit. The exhibitor failing to occupy the contracted space remains liable for fees on the space and is not entitled to any refund. All exhibits should be staffed during official show hours. If an exhibitor chooses to leave the exhibit unstaffed for periods of time, the exhibitor remains liable for all products, AV equipment, and other materials left in the exhibit during their absence.

SUBLETTING OF SPACE: The exhibitor shall not sublet or apportion any part of the space assigned or have representatives, equipment, or materials from other firms in the exhibit space. Non-exhibiting firms are not allowed to distribute promotional materials in the exhibit area nor demonstrate their products in another vendor's space.

FIRE REGULATIONS: The exhibitor assumes all responsibility for compliance with local, city, and state ordinances and regulation covering fire, safety, and health. No flammable or gas substance can be used in the exhibit area.

No flammable decorations or covering for display fixtures can be used, and all fabrics or other materials used for decoration or covering shall be flameproof. All wiring devices and sockets shall be in good condition and meet the requirements of local law.

SHIPPING: All packages must be labeled with the function name, date and on-site contact name in care of the Westin Convention Center, Pittsburgh. Please contact AAAI for information. Exhibitors may ship boxes up to **3 days** prior to the start of the meeting, directly to the hotel. Any packages or boxes that need to be shipped out of the Hotel after the function are the sole responsibility of the Exhibitor. AAAI will not be able to provide storage space for exhibitor materials during the conference. This includes shipping materials and boxes (empty or full), display items, or personal belongings. Storage space should be arranged directly with the hotel.

SECURITY: There will be no additional security beyond the standard hotel personnel for the exhibit area. Exhibitors are responsible for the safety and security of all their products, equipment and literature. No items may be left in the exhibit area after 1:00 PM on Wednesday, July 13. Items left unattended are subject to loss. AAAI, its agents, and the Westin Convention Center, Pittsburgh assume no responsibility for damage or loss of boxes, crates, equipment, or any other exhibitor materials.

SALES: Sales are permitted in the exhibitor area. Items offered for sale must be part of the exhibitor's existing product line. The sale of novelty or theme items (i.e. t-shirts, bags, etc.) is prohibited. For sale/sold signs, price tags, or other merchandising information are not allowed.

INSURANCE: Exhibitors are encouraged to confer with their insurance carriers concerning the need for the attachments of endorsements or "riders" to the exhibitor's existing policies to cover activities at AAAI-05.

LIABILITY: Neither AAAI, the Westin Convention Center, Pittsburgh, official service providers, nor any of the officers, directors, agents, or employees of AAAI shall be liable for any damage, loss, harm, or injury to the person or property of any Exhibitor, resulting from theft, fire, water, act of God, accident, labor strike, or any other cause, which damage, loss, harm or injury occurs during the course of or results from an Exhibitor's participation in the Twentieth National Conference on Artificial Intelligence (AAAI-05). Exhibitor shall indemnify and hold AAAI and the Westin Convention Center, Pittsburgh harmless from any and all liability for damage, loss, harm or injury to person or property which might ensue from any cause resulting from or connected with the transportation, placing, removal or display of exhibits. It is the responsibility of the Exhibitor to secure insurance at its own cost and expense and to maintain proper insurance coverage for its property, damage, loss or theft, liability, or business interruption. The Exhibitor assumes all costs arising from the use of patented, trademarked, copyrighted, or service-marked materials, equipment devices, processes or dramatic rights used on or incorporated in the conduct of their exhibit; and the Exhibitor agrees to indemnify and hold harmless AAAI and the Westin Convention Center, Pittsburgh from all damages, costs and expenses in law or equity for or on account of the use of any patented, trademarked, copyrighted, or service-marked materials, equipment, devices, processes, or dramatic rights furnished or used by the Exhibitor, its employees or licensed agents.

CANCELLATION: In the event of the cancellation of the AAAI-05 Exhibit Program because of labor disputes, fire, flood, or act of God, actions against or involving the Westin Convention Center, Pittsburgh, or other unforeseen circumstances beyond the control of AAAI, the liability of AAAI to each Exhibitor shall be limited to the refund of exhibit fees received from the Exhibitor, less a reasonable amount to cover administrative costs incurred. AAAI reserves the right to change the location or dates of the Exhibit Program if deemed necessary. The Exhibitor waives any claim for damages or compensation in excess of the refund referred to above in the event of a cancellation or change of location or dates. The Exhibitor agrees to notify AAAI in writing if he/she intends to withdraw from the Exhibit Program after the application is accepted. It is understood that upon withdrawal from the exhibit program the Exhibitors lose all rights and privileges as exhibitors and that any space regardless of confirmation status is released to AAAI. Canceling Exhibitors will not receive any refund of deposits or exhibit fees, nor may the exhibitor sell or lease the unused space to another firm.

AMENDMENTS: Any regulatory matter not specifically covered herein may be interpreted and enforced by AAAI or its agents. These regulations may be amended from time to time by AAAI-05 Conference officials by written notice to the Exhibitors. Exhibitors, their agents, and employees agree to abide by the foregoing rules and regulations as well as by any amendments or additions made in conformance with the preceding.