

# Exhibit & Sponsorship Contract

ALA's 2021 Annual Conference & Expo, October 3-6, 2021, Austin, Texas

Please complete, sign and return to us via email: [sponsorship@alaannualconf.org](mailto:sponsorship@alaannualconf.org)



## Premium Booth Placement *(mark selections)*



**GOLD SPONSOR**  
(Incl. 20'x20' booth)  \$31,000



**SILVER SPONSOR**  
(Incl. 10'x20' booth)  \$16,000



**BRONZE SPONSOR**  
(Incl. 10'x20' booth)  \$7,500

## Exclusive Attendee Engagement *(mark selections)*

- ALA 2021 Future Firm Opening Reception \$7,500
- Keynote Sponsorship \$10,000
- Recharge Lounge Sponsorship \$5,000
- Coffee Breaks Sponsorship \$3,500
- Association Luncheon Sponsor \$10,000
- Attendee Welcome Experience \$6,000
- Business Partner Lunch \$6,500
- Private Meeting Rooms \$4,500

## Content and Thought Leadership *(mark selections)*

- Business Matters Sessions \$1,500
- Solution Series Webcasts \$4,500

### Conference Journal Ads

#### Premium Placements

- Full-page ad (inside cover) \$2,100
- Full-page ad (inside back cover) \$1,900
- Full-page ad (outside back cover) \$2,500
- Front and back ads on navigational tabs \$1,750/ea

#### Advertising Section Placements

- Full-page ad \$1,500
- Half-page ad \$1,000

## Other Exhibit Opportunities *(mark selections)*

- 10'x10' \$3,950
- 10'x20' \$7,750
- 10'x30' \$11,500
- 20'x20' Island \$15,250

All Corners \$200 per corner. Limited Availability

Exhibit Only Pass \$499  
Number of Passes x \$499 = Total \$

## Brand Awareness and Marketing *(mark selections)*

- Conference Tote Bags (sponsor-provided) \$10,000
- Badge Holders \$10,000
- Signage Sponsorship \$2,500
- Conference Pens (sponsor-provided) \$5,000
- "Know Before You Go" Attendee Email \$1,250
- Daily Conference Attendee Email \$1,500/day

### Mobile App Sponsorships

- Premium App Sponsor \$6,500
- Supporting App Sponsor \$5,500
- App Schedule Sponsor \$3,500
- Rotating Banner Ad Display \$2,500
- Limited Edition Push Notification \$1,100
- App Alert \$500

Please note: The above list is subject to availability. Please contact [sponsorship@alaannualconf.org](mailto:sponsorship@alaannualconf.org) to confirm availability and discuss tailored sponsorship packages. All sponsorship contracts are subject to the terms and conditions listed at [www.ALAannualconf.org/sponsorterms](http://www.ALAannualconf.org/sponsorterms).

TOTAL \$

The undersigned (hereinafter, the "Exhibitor" or "Exhibiting Company"), hereby applies for space in ALA's (Association of Legal Administrators) 2021 Annual Conference & Expo as managed by American Conference Institute, Inc. ("ACI").

## Company Information

Company name: \_\_\_\_\_

Exhibiting as (if different than company name): \_\_\_\_\_

Company address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Web address: \_\_\_\_\_

Primary contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Booth Information

Booth placement (See floorplan for availability): 1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_

## Billing Information

**Invoice my company at the provided address.** I understand that payment is due upon receipt of invoice.

Please make checks (in US dollars only) payable to American Conference Institute and send to: ALA Annual Conference & Expo c/o American Conference Institute Attn: Sponsorship Department, Business Development Coordinator, Two Park Avenue, 20th Floor, New York, NY 10016.

For ACH or Wire Payments information please contact us at [sponsorship@ALAannualconf.org](mailto:sponsorship@ALAannualconf.org).

**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_

**Billing Amount: \$** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**I would like to pay by credit card.**

To process credit card payments, please contact Ken Glass at 416 998 8883.

## Contact our Business Development Team

Annual Conference & Expo Opportunities

### Ken Glass

Sponsorship & Exhibits Manager

[k.glass@ALAannualconf.org](mailto:k.glass@ALAannualconf.org)

416-998-8883

### Cristina Vega

Sponsorship & Exhibits Senior Coordinator

[sponsorship@ALAannualconf.org](mailto:sponsorship@ALAannualconf.org)

### Ron Mathews

Senior Director of Sponsorship & Exhibits

[sponsorship@ALAannualconf.org](mailto:sponsorship@ALAannualconf.org)

This contract for exhibit space and the formal notice of space assignment by the Association of Legal Administrators (ALA) and its agents and assigns constitute a contract for the right to use the specified floor space. This contract should be filed promptly with ALA, acting through its officers, agents, and employees as Management of the Exposition. This application shall become a binding contract upon acceptance by ALA.

The individual signing this agreement represents and warrants that he/she is authorized to execute this binding agreement on behalf of the exhibiting company, and should they be removed from his or her position, the exhibiting company is required to fulfill the obligations under this agreement.

Exhibiting company shall comply with all rules, restrictions and any other directives issued by the Association of Legal Administrators (ALA) in connection with the 2021 Annual Conference & Expo including, but not limited to, information contained in the sponsorship opportunities, confirmation materials, and the Terms and Conditions outlined herein.

## Signature (X)

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

# 2021 ALA Annual Conference and Expo

## Contract Terms and Conditions

When used herein, the terms "User", "Exhibitor" and "Exhibiting Company" means the entity named under the heading "Company Information" on the preceding page.

### Payment Policy:

Complete exhibit assignments and sponsorship deliverables must be accompanied by payment; 50% of the total purchase is due at contract. The balance is due by July 15, 2021. Applications submitted after July 15, 2021, must be accompanied by payment in full. CONTRACTS WILL NOT BE PROCESSED WITHOUT PROPER PAYMENT. No exceptions will be made.

### Eligibility to Exhibit:

ALA reserves the right to exercise its sole discretion in acceptance or refusal of applications without liability of any kind to the applicant. If an applicant is not accepted by ALA, all money paid will be returned to the applicant.

### Space Assignments:

All exhibits will be located at the Austin Convention Center. Dimensions on the floor plan are believed to be accurate but no warrant is made as to the precise accuracy.

An agreement signed by the applicant must be received and confirmed by ALA before space is reserved. All booth assignments will be made on a first-come, first-served basis, and concurrent requests shall be determined by, date of receipt, past exhibit history (based on previous ALA Annual Conference commitment and past 5-year event investment) and special floor requirements in ALA's sole discretion.

ALA reserves complete authority for assignment or reassignment of space. Every effort will be made to ensure the best possible space for exhibitors. ALA reserves the right to relocate display areas at any time for the benefit of the exhibitor or for the betterment of the exposition. Failure to pay an invoice in accordance with its terms may result in loss of booth assignment. Shared space or subletting of booths is prohibited.

### Cancellations:

Cancellations must be made in writing and receive approval from ALA through a mutually signed change order. Full cancellation, without penalty is available until March 31st, 2021. If space is canceled by Exhibiting Company on or before May 31st, 2021, a refund will be made for 50% of the total balance of exhibit space reserved.

If space is canceled by Exhibiting Company on or after June 1st, 2021 no refunds will be made. Any space not occupied by the opening day of the event for which special arrangements have not been made may be reassigned by ALA without obligation to make a refund. A reduction of the number or size of booths reserved is regarded as a cancellation, and the rules of cancellation will apply. Deposits received for canceled booths will not be applied to the remaining balance of other booths held.

### Collections:

Should the account be referred to a collection agency or attorney for any reason, Exhibiting Company and the undersigned agree to pay agreement total, collection fees, any and all lost discounts. Any account referred to a collection attorney will be restricted from future ALA events as determined by ALA.

### Non-endorsement:

The exhibiting of products or services at the ALA Exposition does not constitute an endorsement by ALA. Exhibitors are not permitted to represent that their products or services have been endorsed by ALA unless ALA has specifically provided express written endorsement.

### Marketing Deliverables-Use of Pre- and Post-Conference Attendee Lists:

"User" (Exhibiting Company) may use the mailing list of pre-Conference and post-Conference attendees each for one time only. User will not copy the list or any portion thereof or extract or retain any information. User will not at any time permit any ALA list information to pass into the hands of another person, association, organization, or company. Any prohibited use by user shall constitute a material breach of this contract and shall permit ALA, at its option to cancel this Agreement without further notice. In addition, User shall indemnify and save harmless ALA from all liability, damages and costs that ALA may incur as a result of User's unauthorized use of such mailing lists or any part thereof. User may not send any promotional pieces to persons names on such lists without ALA's prior written approval. More instructions may be included when the mailing list is distributed.

### Advertising and Sponsorship Deliverables:

No advertising placement is guaranteed past the stated materials deadline. Upon exhibit space submission, email logo in an EPS format to [sponsorship@ALAannualconf.org](mailto:sponsorship@ALAannualconf.org). Logos submitted without EPS will not be included in signage onsite. Acceptance of this Agreement does not waive the right of the ALA to reject any Agreement for ad space or reject any advertising copy.

### Exhibit Installation, Storage and Removal:

Installation must be completed by the scheduled close of setup hours. In the event that the Exhibitor fails to install his or her exhibit within the proper setup time, fails to pay the rental charges for space or fails to comply with any provisions concerning the use of the exhibit space, ALA may, at its option, take possession of such booth space and reassign without refund.

Exhibitors shall not be permitted to store packing crates and/or boxes in or behind their booths during the Exhibit Hall period. Properly marked storage may be arranged to be stored and returned to the booth by a service contractor. It is the exhibitor's responsibility to mark and identify his or her crates/cartons. Cartons and crates not properly marked or identified may be destroyed. ALA assumes no responsibility for the contents of improperly labeled cartons or crates.

Dismantling or packing up exhibit booths can begin only after the official close of the Exhibit Hall based on designated and posted hours. Any infraction of the dismantling and packing regulations will result in the automatic loss of priority points and will affect future conference booth placement and/or eligibility to exhibit. All exhibits must be removed by the time noted in the 2021 Exhibitor Kit. The deadline for clearance of all materials from the Exhibit Hall will be enforced. It is the responsibility of each Exhibitor to have material packed, identified, and cleared for shipment by such time. ALA may, at its option, dismantle, dispose of, store and clear from the premises any material goods, property or merchandise of any exhibitor who has failed to comply with the above requirements without liability for damage, spoilage or loss. Such work will be done at the sole expense of the Exhibitor.

### Use of Space:

#### Booth Construction:

All linear booths are 100 square feet (10' x 10') unless otherwise noted. Booths have a back-wall drape that is 8' feet high, with sidewall drapes that are 36 inches high. No special signs, booth construction, apparatus, equipment, lighting fixtures, etc. will be permitted to extend above 8 feet in height. All display fixtures more than 4 feet in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5 feet from the aisle line. An island booth is a display of four or more standard 10' x 10' booth spaces merged with aisles on all four sides. Full use of the space is permitted, but the design of the booth must allow see-through visibility and accessibility from all four aisles. Island booths are shown on the enclosed floor plan. Additional islands may be created by selecting a full block of 10' x 10' booths. No drapery is provided with island booths. Island booth displays may not exceed 20 feet in height. A peninsula booth is a display of two or more booths with aisles on three sides. Peninsula booths must adhere to the following back-wall guidelines: Back walls may NOT exceed 10 feet in width and 8 feet in height, leaving 5 feet on each side for 3-foot side-rail drape and visibility into the booths behind. Booths not following this procedure will be asked to dismantle their back wall – at their own expense. No refunds will be given on space or expenses. Graphics, products, or portions of the display are not permitted outside the confines of the booth unless as supplied by ALA as sponsorship recognition or as part of a sponsorship. Exhibitors are always required to keep their exhibit space neat and orderly. Exposed parts of displays and/or equipment must be finished in a workmanlike and neat manner, so an attractive appearance is presented when viewed from the aisles of adjoining booths. If exhibitor fails to cover or finish these areas, ALA may, at its option and discretion, complete such work at the expense of the Exhibitor.

#### Hanging Signs/Components:

Hanging signs are only permitted above island booths and booths of those companies who have taken advantage of one of the "Sponsorship" of the Annual Conference. Hanging signs (design, cost, rigging) are the sole responsibility of the exhibitor. Exhibitor must use the approved rigging company for installation and dismantle. Signs may not exceed 75% of the booth's dimensions along each side (leaving at least 25% open on each side).

### **Subletting and Sharing of Space:**

Subletting and sharing of space are permitted only for divisions of the same company, with pre-approval of ALA. The subletting and sharing of exhibit space are strictly prohibited to separate companies.

### **Multiple Divisions/Company Mergers:**

Companies with several divisions may choose to average priority points to be grouped together in the space assignment process. The process will allow each division of one company to contract separately, while maintaining its own identity (i.e., exhibit listing, badges, hotel rooms, etc.). In the event that a company merges with, is bought by or purchases another company, the highest number of priority points accumulated will be used as the point total for the new company. ALA must be notified in writing of such changes.

### **Exhibit Staffing:**

As a courtesy to the attendees and fellow exhibitors, it is important that exhibitors open their exhibits on time each day. Exhibiting Company representatives must be physically present in exhibitor's booth during all exhibit hours until the scheduled closing of the Exposition. It is strongly encouraged that all exhibitors staff their booths with a minimum of two representatives to ensure adherence to this regulation. Exhibiting Company representatives physically present in exhibitor's booth must be bona fide employees or distributors of the exhibiting company or members of his or her family. Exhibitors must display goods manufactured or dealt by them in their regular course of business, unless approved in advance by ALA.

Exhibitors will have access into the Exhibit Hall at least one hour before the exhibits open each day. Exhibitors may remain in the hall for a half hour after the close of the Exhibit Hall each day.

### **Distribution of Products and Materials:**

Distribution of advertising and other promotional materials is permitted within the confines of the allotted booth space. Any Exhibitor found distributing promotional materials outside of his or her allotted booth space, not approved in advance by ALA, will be in violation of the exposition rules and regulations. There are to be no retail sales on the show floor resulting in the exchange of currencies.

No firm or organization, individual or company without assigned exhibit space or special ALA approval will be permitted to solicit business or distribute promotional materials within the Exhibit Hall. Any infringements of this rule will result in the prompt removal of the offending person(s) from the Exhibit Hall, and the Exhibitor waives any and all rights for claims against ALA arising out of the enforcement of this rule.

ALA reserves the right to (i) restrict exhibits that, because of noise, method of operation, materials or for any other reason, are objectionable; (ii) prohibit or evict any exhibit that, in the opinion of ALA, may detract from the general character of the show as a whole. All demonstrations or other promotional activities must be within the limits of the exhibit booth.

### **Booth Activity:**

Demonstrations or live interviews must be confined to the limits of the space contracted. The use of magicians, massage therapists, fortune tellers, dancers, mimes, puppet shows, or other entertainment of this nature is prohibited unless the exhibitor has written permission from ALA. If any of these demonstrations, activities or audio-visual sound effects disturbs neighboring exhibitors, results in the obstruction of aisles or prevents ready access to a nearby exhibitor's booth, ALA may, at its option, determine at what point sound must be discontinued. Exhibitors must take every reasonable precaution to minimize the noise of demonstrations or of operating sound devices. Helium-filled balloons or devices are not allowed in the Exhibit Hall. Giveaways may not include stick-on decals or balloons. All exhibitors are required to carpet their booths. All booth decorations must be flameproof.

If inspection indicates neglect in complying with these regulations, or otherwise presents a fire hazard or danger, ALA may cancel all or such part of a display as may be irregular and effect the removal of same at the Exhibitor's expense. The Exhibitor is responsible for having a certificate of flame proofing actively in possession should booth decorations be questioned during inspection. Each Exhibitor is required to be familiar with and in compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety.

### **Liability and Insurance:**

Exhibitor agrees that it will indemnify, hold, and save ALA, American Conference Institute, Inc. (ACI), its affiliates (Canadian Institute/C5) and all of their respective employees, including officers, directors, shareholders, agents, volunteers, contractors and members (collectively "Releasees") and the whole harmless, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against the Releasees

and the Austin Convention Center on account of injury that may be incident to, arise out of, or be caused either proximately or remotely, wholly or in part, by any act, omission, negligence or misconduct on the part of the exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or any other person entering upon the premises leased hereunder with the express or implied invitation or permission of the exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation of the exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by the exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the premises leased hereunder.

The exhibitor covenants and agrees that in case the Releasees and/or the Austin Convention Center shall be made a party to any litigation against the exhibitor or in any litigation commenced by any party other than the exhibitor relating to his lease or to the premises leased hereunder, the exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs and expenses, incurred by or imposed upon the Releasees, its agents and the Austin Convention Center by virtue of such litigation. These terms of indemnification shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of the Releasees, or the Austin Convention Center. Exhibitors requiring the services of independent contractors must have prior approval of the Releasees and will be required to provide to the Releasees the appropriate certificates of insurance of said independent contractors. These certificates of insurance are required to be in possession of said contractors on site at the Exposition at all times.

No exceptions will be made that will interfere with the orderly function or security of the Exposition or with obligations or commitments of the Releasees. All contractor personnel working within the Austin Convention Center must be wearing, in an easily visible location, a photo identification badge issued by their employer or by the union dispatching the labor.

**Exhibitors are required to carry liability insurance in an amount no less than \$2,000,000, and must always have said certificates with them during the exposition. All property of the exhibitor is understood to remain under his custody and control, in transit to or from or within the confines of the Exhibit Hall. Exhibitors are required to carry floater insurance against injury to the person or property of others and must be prepared to furnish a certificate of insurance to the Releasees. The Releasees and the Austin Convention Center's insurance policies do not extend to cover liabilities of exhibitors.**

### **COVID-19 Warning:**

We have taken enhanced health and safety measures for the protection of all our attendees, speakers, sponsors and staff, which are outlined at <https://www.alanet.org/events/annual-conference/getting-here/covid-19-measures>. All registrants and sponsors for the Annual Conference & Expo shall follow all instructions issued by ALA when attending the conference. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. It is extremely dangerous to senior citizens and to any person that has underlying chronic health problems. If you are uncertain as to your health you should not register for the conference until you have consulted a medical advisor about the risks that you may be exposed to. By sponsoring and attending the Annual Conference & Expo, the Exhibiting Company voluntarily assumes all risks related to exposure to communicable diseases such as COVID-19, influenza, etc. and agree not to hold the Association of Legal Administrators (ALA) or, American Conference Institute, Inc. (ACI) (or any of its affiliates), or their respective members, employees, board members, directors, agents or volunteers liable for any illness or injury.

By sponsoring and attending the Annual Conference & Expo, the Exhibiting Company confirms that (a) you are fully aware the risks and hazards with respect to communicable diseases such as COVID-19, influenza, etc. inherent in your attendance and participation at the conference; (b) you have read and agreed to abide by the conference's safety measures on <https://www.alanet.org/events/annual-conference/getting-here/covid-19-measures>; (c) you freely and voluntarily agree to assume all risks that may result from contracting COVID-19 and other communicable diseases such as influenza, etc., including the risk of death, bodily injury or property damage, regardless of severity, that you may sustain as a result of your attendance at the conference; and (c) you agree to release American Conference Institute, Inc. (ACI), its affiliates (Canadian Institute/C5), ALA and all of their respective employees, including officers, directors, shareholders, agents, volunteers, contractors and members (collectively "Releasees") from all damages or claims ("Claims") of any kind that you might suffer if you contract COVID-19 or other communicable diseases, and will not hold any Releasees liable for any such Claims.



## Security:

Reasonable precautions will be taken to protect property during the Expo. However, neither ALA and the Official Service Contractor, nor the management of the Austin Convention Center, is responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism, or other causes. Individual booth security is available at an additional fee to exhibitors, and it is strongly advised that exhibitors carry additional insurance for theft or damage to their displays or other personal property while such property is located at or in transit to or from the exhibition site. While ALA provides security guards, this is solely as an accommodation to exhibitors, and ALA assumes no responsibility for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. The Exhibitor expressly agrees to save and hold harmless American Conference Institute, Inc. (ACI), its affiliates (Canadian Institute/C5), ALA and all of their respective employees, including officers, directors, shareholders, agents, volunteers, contractors and members (collectively "Releasees") from any and all claims, liabilities and losses for injuries to persons (including death) or damage to property arising in connection with exhibitor's use of the exhibit space.

## Care of the Building and Equipment:

Exhibitors and their agents shall not injure or deface the walls, floors or any part of the exhibit building, booth, materials or equipment of another exhibitor or the Austin Convention Center. If such damage appears, the Exhibitor causing such damages is liable to the owner of the property so damaged.

## Labor:

Exhibitors are required to observe all contracts in effect between the Association, service contractors, the Austin Convention Center and any labor organizations involved. All rules, regulations and restrictions will be outlined in the official Exhibitor Service Manual.

## Official Service Contractor:

GES Exposition Services is the Official Service Contractor for the exposition and is in total charge of the exhibit area production. The Exhibitor shall provide only the material and equipment that are owned and are to be used in the exhibit space. All other items used in the booth are to be provided through arrangements with the above contractor. Payment for services provided to the Exhibitor by contractor is the responsibility of exhibitor. A link to the forms for ordering auxiliary services (Exhibitor Service Manual) will be supplied to exhibitors approximately 60 days prior to show time from GES Exposition Services.

## Exhibitor's Authorized Representatives:

The Exhibit Hall is limited to individuals, business firms and manufacturers that have contracted and paid for space assignments. Each exhibitor shall provide ALA with the names and titles of personnel in attendance at the exposition on the appropriate exhibitor registration form included in the Exhibit Service Manual of order forms by the specified date.

Said representative shall be authorized to enter such service contracts as may be necessary on behalf of the exhibiting company, for which the Exhibitor shall be responsible. For each 10' x 10' booth, each exhibiting company will receive four badges for booth personnel.

Additional badges are available at \$299 each if purchased by the published date. The Exhibitor and representatives are required to wear these identification badges throughout the Exposition and while attending all ALA Conference related events. The badges are not transferable, and ALA reserves the right to withdraw the use of the badge used to gain admission to the Exposition by any person other than the one for whom it was issued.

The Exhibitor shall keep at least one attendant in its booth during the hours the Exposition is open. No one under the age of 18 will be allowed in the Exhibit Hall. No exceptions will be made. ALA reserves the right to refuse to admit and 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 Exhibitor, for itself, its employees and agents, hereby waives any right and all claims for damages against ALA.

## Food and Beverage Services:

All arrangements for the provision of food and beverage in conjunction with exhibits must be approved in writing by the convention center caterer (this includes bottled water as a giveaway). No alcohol is allowed in Exhibit Hall or booths, except as approved by ALA. The convention center caterer reserves the right to regulate the size and type of samples and giveaway items. Every food and beverage item in an exhibit booth must be provided by and approved by the official caterer in writing. Exhibitors that bring in outside food and beverages to their exhibits without permission risk forfeiture of their product and/or commissions and are subject to fees for doing so from the caterer. No selling of food or beverages is permitted.

## Social Functions/Special Events:

Any exhibitor-held hospitality, function or social event must be pre-approved by submitting a complete Private Event Request form to ALA. Social functions are

allowed only during program-free hours and must not conflict with any of ALA special programs, social and theme events. Failure to comply may result in loss of priority points or denial of participation in all future ALA Conferences, meetings, and events. Exhibitors may not host a private event in a location that has been secured by ALA.

## Conference Postponement or Cancellations:

ALA, in its discretion, shall have the right to postpone or cancel the Conference & Expo and shall not be liable in any way to the Exhibitor for losses resulting from such delay or cancellation. ALA will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: By reason of the facility being damaged or destroyed by fire, act of God, global pandemic, terrorism, public enemy, war or insurrections, strikes, the authority of the law, or for any cause beyond ALA control. It will, however, in the event of its not being able to hold an exhibit for any of the above-named reasons, reimburse Exhibitor on a prorated basis for the amount already paid by Exhibitor for exhibit booth space.

## Complying with ALA Rules & Regulations:

Exhibitor agrees to comply with all rules and regulations of ALA, Austin Convention Center and all other rules and regulations that apply to Austin, Texas. ALA will provide the Austin Convention Center and its service providers with each exhibitor's contact information.

## Association of Legal Administrators Meeting Code of Conduct

The Association of Legal Administrators (ALA) is committed to providing a safe, productive, and welcoming environment for all meeting participants and ALA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, guests, ALA staff members and service providers, are expected to abide by this Meeting Code of Conduct ("Code") whether participating in-person or virtually. This Code applies to all ALA webinars, educational sessions, conferences, meetings and meeting-related events, including those sponsored by organizations other than ALA but held in conjunction with ALA events, whether on public or private platforms (collectively, "meetings").

ALA has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at or during meetings. If you experience harassment or hear of any incidents of Unacceptable Behavior, ALA asks that you immediately inform either April L. Campbell, JD, Executive Director, [acampbell@alanet.org](mailto:acampbell@alanet.org) or 847-267-1570, or Renee Tibbetts, Director of Human Resources, [rtibbetts@alanet.org](mailto:rtibbetts@alanet.org) or 847-267-1365 so that ALA can take the appropriate action.

Unacceptable Behavior includes, without limitation:

- Harassment, intimidation, or discrimination in any form.
- Verbal or written abuse of any attendee, speaker, volunteer, exhibitor, ALA staff member, service provider, or other meeting participant.
- Examples of verbal and written abuse include, but are not limited to, comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, guest, ALA staff member, service provider, or other meeting participant.
- Disruption of any element of an in-person or virtual meeting. Other behavior, actions or activities deemed disruptive, unacceptable, or contrary to the best interests of ALA as determined by ALA in its sole and absolute discretion.

In addition, the following rules apply to all ALA meetings:

- Presentations, postings, comments and messages may not contain promotional materials, special offers, job offers, product announcements, or solicitations for services. ALA reserves the right to remove such messages and potentially ban the source(s) of such solicitations from its meetings.
- Participants may not copy or take screen shots of Q&A or any chat room activity that takes place in the virtual space.
- All meeting participants must comply with the instructions of ALA staff, session moderators, and presenters

ALA reserves the right to take any action it deems necessary and appropriate, including immediate removal from a meeting without warning or refund, in response to any incident of Unacceptable Behavior or other violation of this Code, and ALA reserves the right to prohibit attendance at any future virtual or in-person meeting.

## Amendments:

Any and all matters and questions not specifically covered by the preceding regulations shall be subject to the decision of ALA. This contract shall be binding on Exhibitors equally with the foregoing conditions. Exhibitors shall be notified in writing of any amendments to these regulations.

This agreement is governed by the applicable statutes of the State of Texas.

This document contains the entire agreement between the parties.