

PAYMENT AND BENEFITS POLICY

Payment in full for all booths and/or sponsorships is due no later than **July 9, 2025**. Booth and sponsorship commitments made after **July 9, 2025** must be submitted with 100% payment.

IMPORTANT NOTE: Exhibit space reservation and sponsorship commitments are not secured until full payment is remitted. If an exhibitor or sponsor fails to make required payments as described, Association of Advancement Services Professionals (aasp) may release any unpaid items without further notice and without obligation to refund moneys previously paid.

To qualify for and retain the original reserved rate for exhibit space, full payment for the space must be remitted by the posted deadline. If full payment is not received by the deadline, any rate discounts obtained at the time of original booking will become void, the space will be subject to current posted rates, exhibitor will be responsible for the new adjusted total, and full payment must be remitted before space is officially assigned to exhibitor.

IMPLEMENTATION OF BENEFITS

aasp will begin to recognize your company as a sponsor or exhibitor and fulfill agreed-upon benefits once payment in full has been received.

CANCELLATION POLICY

Notice of cancellation of all or a portion of any exhibitor and/or sponsorship commitment must be submitted in writing to aasp via email aaspadmin@advserv.org and is subject to the payment of cancellation fees as outlined below:

<u>Date Notice of Cancellation is Received by aasp</u>	<u>Cancellation Fee</u>
60 days or more prior to event	\$250
30 - 59 days prior to event	50% of total exhibit and/or sponsorship commitment
Less than 30 days prior to event	100% of total exhibit and/or sponsorship commitment

Cancellation fees will be imposed uniformly and will apply whether or not the space is resold.

UNAUTHORIZED EVENTS AND USE OF MEETING SPACE

Sponsors and exhibitors agree not to extend invitations, call meetings, host hospitality events, or otherwise encourage the absence of attendees from the exhibit hall and meeting rooms during the hours of all conference activities and official evening events. All requests for meeting rooms, hotel suites, and special function rooms must be approved by aasp.

ATTENDEE LIST

The aasp 2025 Summit Pre/Post Show Attendee List is the proprietary property of the Association of Advancement Services Professionals (aasp). These lists may only be used to contact attendees up to two times, only for the specific purpose of promoting the sponsor/exhibitor’s participation at the specified show and/or as a follow-up after the show. The Sponsor/Exhibitor agrees not to duplicate, publish, permit the list to be published, merge it into the sponsor's/exhibitor’s company database(s), or use it for any other purpose not expressly provided for in the agreement.

The Pre-Show Attendee List will be sent two weeks prior to the event date and the Post-Show Attendee List will be sent within one week after the event date. The list(s) will only include first name, last name, title, organization, and email for registered attendees who opted in to receive third-party communications.

GUIDELINES FOR EXHIBITS

Installation of Exhibits

Booth spaces will be available for installation from 12:00 PM to 5:00 PM on Tuesday, September 9, 2025 and 8:00 AM to 10:00 AM on Wednesday, September 10, 2025. The installation of exhibits and removal of all boxes and crating must be completed before 5:00 PM on Friday, September 12, 2025.

Arrangement of Exhibits

Exhibitors agree to abide by exhibit display and construction guidelines published by aasp and included in the Exhibitor Services Kit. All exhibitors must remain within the confines of their own space, and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury, or disadvantageously affect the display of other exhibitors. aasp will be the sole assignor of the exhibitor's space location and reserves the right to rearrange the floor plan and relocate any exhibit upon notification with said exhibitor.

Exhibit Space Occupancy

All exhibits must be open for business during the exhibition hours. Exhibitors may not dismantle their display until the official closing time or until the exhibition is officially closed by aasp.

Promotional Activities and Conduct

The Exhibitor may engage in promotional activities within its assigned booth space only. Distribution of promotional materials outside the booth area is prohibited unless expressly authorized by the Organizer.

Any giveaways, contests, or food and beverage distribution must comply with Venue policies and applicable laws. Exhibitors must obtain prior written approval from the Organizer for such activities.

The Exhibitor agrees to conduct themselves and ensure their representatives conduct themselves in a professional and respectful manner at all times during the Event. This includes interactions with attendees, other exhibitors, event staff, and Venue personnel.

Dismantling

Exhibitors agree not to dismantle the booth or do any packing before close of show at 10:45 AM on Friday, September 12, 2025. No part of the exhibit, equipment, or literature may be removed, once it is set up, without permission from the Exhibit Hall Manager.

The exhibitor further agrees to have all materials removed by 5:00 PM on Friday, September 12, 2025. Any materials left on the floor after this time will be stored and charged at the prevailing rates. Greater than average amounts of refuse (large crates, etc) will be discarded with cartage rates charged.

Noisy and Obnoxious Equipment

If the operation of any apparatus produces noise of sufficient volume or odors found to be annoying to neighbor Exhibitors and guests, it will be necessary to discontinue such operation. The Exhibitor agrees that radio, television, motion picture, or other audio-visual aids will be operated in such a manner and place as to provide no inconvenience to other Exhibitors. The

sound may be at a level to reach the immediate vicinity of the Exhibitor's area only and the Exhibits Manager reserves the right to prohibit the use of any equipment contravening these regulations.

Rejection and Penalties

The Exhibits Manager reserves the right to restrict, reject or prohibit any exhibit in whole or part because of noise or for any other reason that becomes objectionable, with or without giving cause. If an Exhibitor is rejected because of violation of these rules, or for any stated reason, no return of exhibit fees shall be made. The exhibitor shall abide at all times by any and all regulations and requirements of the hotel and aasp.