ASA Policy on Exhibits, Advertisements, Sponsorships, and Sales

All items exhibited, advertised, sponsored, and/or sold under the auspices of the American Sociological Association (e.g., at the Annual Meeting, in Footnotes, or in direct mailings to the ASA membership) must be of a nature that they can reasonably be considered to be (1) “tools of the trade” by sociologists acting in their professional capabilities as faculty, students, and/or sociological practitioners; (2) of benefit to individual; or (3) of benefit to the ASA.

The character of the exhibits, advertisements, sponsorships, or sales is subject to the approval of the Executive Officer or her/his designee. The ASA reserves the right to refuse any application for exhibit space, advertising, sponsorship, or sales, and to curtail or cancel any such exhibit, advertisement, sponsor, or sale. This policy applies to unacceptable displays, advertisements, or sales of novelties and souvenirs, as well as the personal conduct of exhibits or their representatives.

Rules and Regulations

COVID-19 Protocols
ASA is carefully monitoring recommendations from the Centers for Disease Control and Prevention and others regarding the COVID-19 situation as we make plans to host the Annual Meeting in Los Angeles. ASA will be taking many steps to ensure the health and wellbeing of meeting attendees. All booth personnel are required to be fully vaccinated with booster and wear a mask at all times onsite or when using shuttle service. Access to all ASA space will be limited to registrants wearing meeting badges. We recognize that the COVID-19 situation is fluid and would like to remind attendees that requirements may change in line with evolving conditions. Exhibitors will be required to follow all health and safety protocols mandated at the time of the meeting.

Exhibitor Representative Responsibilities
For each exhibit, one person will be designated as the primary contact. This person will receive all relevant materials relating to the exhibit. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to ASA and to other contractors and subcontractors. At least one representative must be present at the exhibit booth during all official hours of the exhibit show.

Exhibitor Registration
Each 10’ X 10’ booth space includes three (3) exhibitor registrations. Any exhibitor wishing to include more individuals must register for the annual meeting at the prevailing rate. Exhibitor registration is restricted to booth personnel only.
Admission to Exhibit Hall
ASA shall have sole control over all admission policies at all times. Badges must be worn at all times. Security will be checking for badge identification on all exhibit personnel during restricted hours (ie set-up, tear down, etc.).

Exhibit Show Decorator
The official show decorator is Freeman. Booth furnishings, electrical, internet, etc. are to be ordered using the forms provided in the exhibitor’s kit provided by Freeman. The booth and exhibit areas are not carpeted. If you would like carpet, you will need to order it. The aisles will be carpeted in Tuxedo. Electrical installation must conform to all rules and regulations and to all national, province, and local codes, as well as facility regulations.

Shipping and Storage
All material handling and storage arrangements will be managed by Freeman. Information will be provided in the exhibitor kit. Exhibitors may not hand carry booth materials into the exhibit hall. ASA will not be responsible for exhibitor shipping costs and needs. If an exhibitor chooses to ship booth materials directly to the facility, it is to be shipped to the attention of the primary person for that exhibit. That person will be responsible for all shipping and delivery charges by the facility.

Use of Exhibit Booth Space
Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Distribution by the exhibitor of any printed materials, souvenirs, or other articles must be confined to the booth space assigned. No exhibit or advertising material will be allowed to extend beyond the space assigned to the exhibitor. Aisles must be kept clear.

Display materials or equipment at the sides of the exhibit booth shall not exceed the height of the booth drape (3’ at the sides and 8’ in the back) of the exhibit space. All materials used for decoration, i.e., paper, cardboard, cloth, etc., shall be flame-retardant. Safety and fire exits and equipment must be left accessible and in full view at all times. Display materials or equipment of significant size must be pre-approved by ASA. All special requests must be submitted in writing prior to the exhibit hall opening. Dismantling or removing an exhibit or materials, including packing of literature or product before the official closing of the exhibit hall is prohibited.

No exhibitor shall assign, sublet, or share the whole or any of the booth space assigned without the consent of ASA and approval of the terms thereof. No company or organization, not assigned space in the exhibit hall, will be permitted to solicit business in any manner within the exhibit hall.

The use of sound devices is prohibited. Any demonstrations or presentations must be conducted at a low volume so that nearby exhibitors are not affected. Food and beverage is allowed in exhibit booths but date and time must be approved by ASA in advance.

Security
The exhibitor is solely responsible for his or her own exhibit material and should insure materials against loss or damage. ASA will employ reputable guards and will take reasonable precautions to safeguard the exhibit hall.

Liability
It is mutually agreed that ASA, the LA Convention Center, and Freeman shall not be liable to any exhibitor for any damage to or for the loss or destruction of an exhibit or the property of exhibitor or injuries to his/her representative resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor.
Exhibit and Advertising Contract

Contact Information
Primary Contact __________________________ Title __________________________
Company Name __________________________________________________________
Address _________________________________________________________________
City __________________________ State/Province __________ Zip ____________
Phone __________________________ E-mail ________________________________
Company Website _______________________________________________________

Digital Banner Ad – This banner ad placement on the ASA online program is visible at all times, on all pages. The banner will rotate continuously through all ads received and will link to a webpage of your choice. Art specs: 600px wide x 70px tall, high quality (at least 300 dpi) jpg or png file. Please email to meetings@asanet.org by June 30.

Advertising
☐ Digital Banner Ad $350

Total Amount Due $____________

In accordance with the Rules and Regulations governing rental of exhibit space, the undersigned hereby applies for exhibit space at the ASA Annual Meeting, August 5-9, 2022. Exhibitor also understands that these regulations are incorporated into this contract by reference and that this application becomes a contract when payment is accepted by ASA. Booth assignments are made in order of receipt of application.

Exhibit Booth
☐ 10’ X 10’ (1 booth) $2,500
☐ 10’ X 20’ (2 booths) $3,750
☐ 10’ X 30’ (3 booths) $4,375
☐ 10’ X 40’ (4 Booths) $5,000

Total Booth Package $____________

Grand Total Due $____________

☐ Check or Money Order #: ____________ Make payable to: American Sociological Association
*An invoice will be created and sent to the primary contact upon request.
Charge my: ☐ Master Card ☐ Visa ☐ American Express ☐ Discover Card
Credit Card #: __________________________ Exp. Date: __________ CVC: ________
Name as it appears on Card: ________________________________________________
Authorized by: _______________________________________________________________________

Return Exhibit and Advertising Contract to: Heather Young, Meeting Services Associate, hyoung@asanet.org