EXHIBITOR RULES AND REGULATIONS

Exhibition location, dates and hours:
The LASA 2020 Exhibition will take place in the Expo Guadalajara, Mexico, in Guadalajara Ballroom, Salon 9. The Exhibit hall will be open Wednesday, May 13, Thursday, May 14th and Friday, May 15th from 9:30am to 7:30pm; and on Saturday, May 16th from 9:30am to 12:30pm.

Install and tear down (subject to change):
Exhibitors will set up their exhibits on Tuesday, May 12th from 4:00pm to 7:00pm. All exhibits must be completed by 7:00pm.
Exhibitors will begin tearing down their exhibits on Saturday, May 16th at 12:30pm and must be completed by 3:30pm.

Registration:
Registration will take place at the registration desk of Expo Guadalajara on the ground floor off the parking garage. However, exhibitor badges will be sent to you ahead of time to be printed prior to arrival. Three exhibitors' badges (good for all Congress activities) will be provided for each booth. Exhibitors are required to wear their badges at all times for admission to the Exhibition Hall. Only authorized booth representatives will be allowed in the Exhibit Hall during set-up and teardown hours. LASA does not provide complimentary extra badges for exhibitors that share the same booth. Up to four (4) additional badges may be purchased for $40 each. Note: Participants in the congress (presenters, organizers, chairs and discussants) will need to pay their individual registration.

Laws and regulations:
Exhibitors must comply with all fire, health and safety regulations at the Convention Center. Excess exhibition materials must be properly stored with the official service contractor and shall not be located under booth tables, in aisles or behind drapery. No construction is allowed in or outside the booths. The booth must be manned at all times during the Exhibition hours. It is prohibited to assign or sublet any space assigned. Exhibitors are responsible to obtain insurance covering the Exhibitor’s property. Exhibitors understand that neither LASA nor the Expo Center is responsible for providing any insurance to exhibitors.

Sales and Taxes:
All exhibitors who conduct sales during the Congress are responsible for obtaining a valid license and collecting sales tax in the Exhibition Hall. Exhibitors are responsible to have all the business & custom requirements associated with Mexico. Exhibition Cargo will provide the necessary documents.

Security:
LASA will provide security during exhibitors’ install, tear down, and when the exhibit hall is open to the public. The exhibit hall will remain locked when the hall is closed to the public. LASA and the Hotel are not responsible for any loss or theft of exhibitors’ materials. LASA and the Hotel are not liable for harm or damage to exhibitor property, employees or agents due to theft, fire, accident, or other causes. The exhibitor hereby releases LASA and the Hotel from any such claims of any kind and nature, and agrees to indemnify LASA and the Hotel against any claims arising from the activities of the exhibitor, its officers, agents and employees.

Private Functions:
Exhibitors may not schedule or host private functions, cocktail parties, special events or other hospitality functions without the consent of the Book Exhibit Coordinator. Social functions must be programmed and scheduled at a time and place that does not interfere with the activities of the exhibition.

Damage to Property:
The exhibitor is liable for damages caused by the exhibitor, exhibitor’s agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor’s property. It is prohibited to use any kind of paint, lacquer, adhesive or other coatings to building columns, floor or walls, or to booth equipment.

Labor:
Exhibitors have the option of utilizing the official service contractor for additional furniture. LASA won’t be responsible for any fees or extra charges for any services contracted by the exhibitor.

Others:
All points not covered specifically by these regulations are subject to the decision of LASA. LASA may, in its sole discretion, make reasonable changes, amendments, or additions to Contract Regulation. LASA will provide exhibitors written notice of any change or addition to these regulations.