EXHIBITOR RULES AND REGULATIONS

Exhibition location, dates and hours:
The LASA2020 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):
Exhibitor 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.
Booth dismantling is not permitted until the Exhibition officially closes at 12:30pm on Tuesday, May 12th.

Assignment of space:
Booth Assignments are made on a first-come, first-serve basis in the online exhibitor reservation system. Booth location is guaranteed with the receipt of payment by each deadline. Otherwise, the booth may be reassigned and a new location assigned once payment is received. If payment is being made by check, the booth will be reserved for three (3) weeks; if the check is not received by then, the booth space will be reassigned and a new location assigned once the check is received.
If two institutions have merged, the booth space may only be occupied and operated by the original paying exhibitor.

Eligibility to exhibit and advertise:
The contents and materials on display must be consistent with the Latin American Studies discipline, and the professional development of scholars, professionals, educators, and students. LASA reserves the right to restrict exhibitions and advertising materials that are inconsistent with the referral mentioned above and that interfere with the best interest of the overall exhibition.

Rental Fees and Payment Schedule:
A minimum deposit of 50 percent of the total booth rental fee must accompany the application. The balance of the rental fee is due before February 1, 2020. Those wishing to exhibit after the deadline, assuming space availability, will be required to pay in full with a check, Visa, MasterCard or Amex.

Cancellations:
If an exhibitor is forced to withdraw from participation by February 1, 2020, all sums paid by the exhibitor less a $375 service fee will be refunded. No refunds will be issued after February 1, 2020. Cancellations are not effective until received and acknowledged in writing by LASA. No refund will be made if an exhibitor fails to occupy the space; nor on materials which do not arrive or arrive late. Failure to remit payment for the booth rental by February 1, 2020 constitutes cancellation of the contract, and the space will be subject to resale without refund. LASA reserves the right to rearrange the floor plan if any problem arises. If an exhibitor fails to occupy space contracted by Tuesday, May 12th at 7:00pm, the space may be reassigned by LASA without obligation of a refund. The exhibitor that arrives after the set-up time has to occupy a relocated space.

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.