Rules and Regulations for Exhibiting
2014 JMM, Baltimore, MD

Terms of Agreement

The enclosed Exhibits Space Contract, properly executed by the Exhibitor and accepted in writing by the American Mathematical Society (AMS) and the Mathematical Association of America (MAA), shall be considered a binding agreement between all parties and subject to the rules stated in this document, the regulations of the Baltimore Convention Center and the contract rules and regulations of the Local Union, if applicable. The parties hereby agree that there are no other understandings or agreements between the parties, which are not contained in these documents.

Hours of Operation

Set Up & Tear Down:
Move-In Hours: Tuesday, January 14, 2014 from 8:00 a.m. to 4:00 p.m. and Wednesday, January 15, 2014 from 8:00 a.m. to noon.
Move-Out Hours: Saturday, January 18, 2014 from noon to 4:00 p.m.

All exhibitors are required to be set up by 11:00 a.m. on January 15, 2014 or they forfeit their assigned space.

The decorator will provide sufficient labor so that the above move-in and move-out schedules can be followed.

Show Hours: Wednesday, January 15, 2014 from 12:15 p.m. to 5:30 p.m., Thursday, January 16, 2014 from 9:30 a.m. to 5:30 p.m., Friday, January 17, 2014 from 9:30 a.m. to 5:30 p.m., and Saturday, January 18, 2014 from 9:00 a.m. to Noon

Product and Service Eligibility Requirements

A. All exhibitors must provide accurate information and must not be deceptive or misleading.
B. Companies are eligible to exhibit if they meet at least one of the following criteria:
   1. Products and services directly related to and useful in the practice of the mathematical sciences,
   2. Products and services indirectly related to the practice of the mathematical sciences that are used by, support, or are otherwise beneficial to mathematicians in their practices; or
   3. Products and services not specified in these rules and regulations that are unrelated to mathematical sciences but have been approved in writing by the AMS Director of Meetings.

Booth Information/Space Rental

The exhibits will be located in Exhibit Hall F of the Baltimore Convention Center.

Each exhibitor is furnished with a 10’ x 10’ booth that includes an 8’ high background drape and a 3’ high side divider drape. A 7” x 44” sign will be furnished with exhibitor’s company name in all upper case letters and booth number. Each New Venture exhibitor is furnished with an 8’ x 10’ booth that includes an 8’ high back wall, an 8’ skirted table, two chairs, a waste basket, and a one-line booth ID signs.

Exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. Display materials may occupy air space above your booth at a maximum height of 8’. Plans for oversize displays are to be submitted to the Exhibits Coordinator before construction is ordered. Any special or unusual

exhibit construction or installation must be approved in advance by the Exhibits Coordinator. Please note that the ceiling height varies in different areas of the Exhibit Hall. Please check with the Exhibits Coordinator if your booth requires a height taller than 8'.

To optimize exhibit space, the AMS and the MAA reserve the right to move booth locations or deny changes to booth assignments, when necessary.

Use of Display Space

All demonstrations and distribution of literature and promotional materials must be within the confines of an exhibitor's contracted booth space. Should storage boxes interfere with the professional appearance of the hall, show management reserves the right to remove the boxes/materials or drape the area at the exhibitor's expense. Reassignment, subletting, or sharing any part of allotted booth space is prohibited. Solicitations and distribution of printed advertising must be confined to booth space only, unless other arrangements have been made prior to the Grand Opening Event. Interference with normal traffic flow and infringement on neighboring exhibits will NOT be permitted. Interactions with participants should occur within the confines of and exhibitor's contracted booth space.

Carpeting

Exhibit Hall F in the Baltimore Convention Center is not carpeted. Exhibitors may order carpeting through the decorator.

Sound

No music of any kind will be allowed in exhibits. Announcements may be made by the Exhibits Coordinator only.

Photography

Photography of a fellow exhibitor's exhibit or display is not permitted.

Smoking

Smoking is not allowed in the Baltimore Convention Center at any time.

Lighting

Lighting by use of lanterns and candles is prohibited.

Balloons and Decorations

The use of Mylar balloons is prohibited in the Baltimore Convention Center. Helium balloons are permitted in the Baltimore Convention Center; however, they cannot be released. Any exhibitor using balloons will be responsible for the cleanup and disposal. Any failure to do so will result in a labor fee of US$150 per hour per staff member for a four (4)-hour minimum at the Exhibitor's expense. No pins, tacks, nails, staples, or adhesives of any kind are permitted on any wall, door, or column. The use of confetti cannons, smoke machines, and pyrotechnics are forbidden in the Baltimore Convention Center.

Booth Staffing

Exhibitors are required to keep their booth(s) staffed with at least one attendant during exhibit hours. Failure to do so may result in removal of the exhibit from the meeting at the exhibitor's expense.

Packing of equipment, books, literature, etc., or breakdown of exhibits will not be permitted before noon on January 18, 2014. Those who violate these rules without sufficient cause or prior permission (to be determined by the Exhibits Coordinator) will be required to pay a penalty of US$100.

Security
Security will be provided on a 24-hour basis, commencing with installation and concluding at move-out. However, exhibitors are solely responsible for their own exhibit materials and personal property and should insure their exhibit and personal property against any damage or loss.

Catering
All catering needs for exhibit space MUST be ordered through Centerplate. If outside catering vendors are used, there will be fees charged by the Baltimore Convention Center. For all catering needs, please contact Susan Noah, Baltimore Convention Center, at 410/649-7117 or susan.noah@centerplate.com

Americans with Disabilities Act
Exhibitors shall at all times comply with the provisions of the American with Disabilities Act, including but not limited to, the wheelchair access provisions thereof.

Outside Contractors
A. Exhibitors may use approved outside contractors to perform all work desired at their booth space. The AMS and the MAA assume no liability for any work performed by such contractors, and exhibitors shall look solely to damage resulting from work performed by such contractors.
B. All outside installation and dismantling contractors or individuals hired directly by exhibitors to erect and dismantle exhibits shall provide the Exhibits Coordinator and the Official Contractor with a valid Certificate of Insurance at least 45 days prior to the opening of the JMM Exhibits so permission may be given for said contractor(s) to operate.
C. All approved contractors must receive special 'outside' badges from Brede Exposition Services prior to the opening of the JMM Exhibits and must wear them at all times while in the exhibit hall.

Press Releases and Media Coverage
The JMM attracts widespread media attention and has its own pressroom. The JMM Press Room sends out news releases of highlights and key events of the JMM to key press representatives. All sponsors are invited to submit fact sheets/releases about their missions and news to the Public Awareness Office at pao@ams.org. Releases about products and services are not accepted.

Internet Access
To provide FREE Wi-Fi access to all exhibitors in the exhibits area and to all participants in the networking area located directly in front of exhibits, a mandatory small service fee of US$140 will be charged to each exhibiting company. This one-time fee will cover the entire week and the Joint Mathematics Meetings Exhibitors will be given credit for this service in both areas. Exhibitors who require a hard wire line may purchase it separately on an application that will be provided in the Service Kit that will be mailed by the second week of October.

Meeting Room Space
A limited number of meeting rooms will be available to registered exhibitors for a rental fee. If you are interested in reserving meeting space, please contact Melissa Colton @ 401-455-4053 or mac@ams.org.

Limitation of Liability
Each exhibitor must make provision for the safe guarding of his goods, materials, equipment and display at all times, and wherever the same may be located within, on, or about the Baltimore Convention Center premises. The American Mathematical Society, Mathematical Association of America, Brede Exposition, and the Baltimore Convention Center will not be responsible for property damage or loss by, or for, any cause, and exhibitor hereby waives any right to claim liability against them for the same.

The exhibitor assumes full responsibility for property damage, personal injury, or death to any party by reason of exhibitor's participation in the exhibits or in meeting activities, and exhibitor agrees to defend, indemnify, and hold the American Mathematical Society, Mathematical Association of America, Brede

Exposition, and the Baltimore Convention Center, its officers, staff, and subcontractors, harmless from all liability which might occur from any act of God or any cause whatsoever arising out of exhibitor's participation in the JMM Exhibits or in meeting activities. The American Mathematical Society, Mathematical Association of America, Brede Exposition, and the Baltimore Convention Center, its officers, staff, and subcontractors will not be liable for injuries to any person or for damages to property owned or controlled by exhibitor, which claims for damages or injuries may be incident to, arise from, or be in any way connected with exhibitor's occupation of display space, and the exhibitor agrees to defend, indemnify and hold the American Mathematical Society, Mathematical Association of America, Brede Exposition, and the Baltimore Convention Center, its officers, staff, and subcontractors harmless against all such claims.

The exhibitor expressly understands and agrees that the foregoing limitation of liability clauses apply not only during the exhibit hours, but also at all other hours of the day for the period extending from the commencement of installations until the final removal of all the exhibitor's property and personnel from Exhibit Hall F and to any latent contingent damage, injuries, or liability arising or discovered at a later date as the results of or arising out of exhibitor's participation in the JMM Exhibits.

The American Mathematical Society, Mathematical Association of America, Brede Exposition, and the Baltimore Convention Center will not be responsible to any degree whatsoever for any ill effects caused any person or group of persons in attendance prior to, during, and after the close of the JMM Exhibits for any samples taken, or by other means given them by the exhibitor representative.

Compliance with the Law

The exhibitor shall not engage in any display, publication, performance, or other activity that is in conflict with any federal, state, or local law, regulations, rule or ordinance, nor shall the exhibitor, or its representatives or employees, engage in any lewd display, publication, or performance.

Cancellation

A penalty charge of US$200 per booth will be applied for booths cancelled before **August 28, 2013.** Refunds cannot be issued for booths cancelled after **August 28, 2013**. Refunds cannot be issued for any changes made by the exhibitor in booth rentals after **October 29, 2013**. Refunds will be issued in the same form that funds were received.

Violation of Contract

A. The AMS and MAA reserve the rights to inspect all products to be exhibited to ensure compliance with the Rules and Regulations set forth in this document.
B. Any exhibitor shall be subject to eviction, without refund, if this contract is violated.

Insurance

Each exhibitor is required to be covered by Public Liability Insurance, naming the American Mathematical Society and the Mathematical Association of America as co-insured in the amount of not less than US$300,000 for injury to each person, not less than US$1,000,000 for each accident and not less than US$1,000,000 property damage for each accident, to protect against possible claims arising out of the operation of the booth.

Theft and fire insurance floater policies are highly recommended. Small or easily portable articles of value should be properly secured or removed after exhibit hours. JMM insurance policies do not include fire and theft coverage for individual exhibit booths.

Inability to Perform

In the event of fire, strikes, or other uncontrollable circumstances rendering the exhibit area unfit or unavailable for use, this contract will not be binding and all fees paid by exhibitor will be promptly refunded to exhibitor.

Baltimore Tax Information

Baltimore tax information will be announced by mid-September 2013.

Exhibitor Activities

Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, and hospitality suites that are in conflict with the official program of the Joint Mathematics Meetings, whether such activities are at or away from the hotel. Exhibitors must email the Logistics Coordinator, Melissa Colton (mac@ams.org), for written approval as to time, date, and place any program the exhibitor intends to hold at or in conjunction with its exhibit.

Exhibitor Services

Information on registration for a badge, hotel reservations, shipping, etc., will be sent by the Mathematics Meetings Service Bureau by **September 3, 2013** to all exhibitors who have reserved space. An Exhibitor Service Kit will be sent electronically from Brede Exposition Services to exhibitors by the second week of October. This kit will contain information and all order forms for additional services. Please contact the decorator directly with any questions regarding the Service Kits. An Exhibitor Service Desk, which will be located on the exhibits floor, will be staffed by Brede Exposition Services throughout move-in, show hours, and move-out periods.

Important Contact Information:

Exhibits Coordinator:
Christine Davis, American Mathematical Society, 201 Charles Street, Providence, RI 02904-2294, 800-321-4267 x4137, 401-455-4004 fax, or cpd@ams.org

Mathematics Meetings Service Bureau:
PO Box 6887, Providence, RI 02940-6887,
800-321-4267 x4144 or x4137, 401-455-4004 fax, or mmsb@ams.org

Official Decorator
Brede Exposition Services, 2501 East Magnolia St., Phoenix, AZ 85034-6918, 602-275-5900, 602-275-5959 fax