



**American Studies Association**  
 PO Box 19966, Baltimore, MD 21211-0966  
 Email: [annualmeeting@theasa.net](mailto:annualmeeting@theasa.net)  
 URL: <https://theasa.net/>

**ANNUAL MEETING OF THE AMERICAN STUDIES ASSOCIATION  
 EXHIBIT BOOTH RENTAL CONTRACT  
 HILTON BALTIMORE INNER HARBOR  
 NOVEMBER 14-17, 2024**

<b>Name of Exhibiting Company</b>		<b>E-mail Contact</b>	
<b>Address</b>			
<b>City, State, Zip Code</b>			
<b>Area Code and Telephone Number</b>		<b>FAX Number</b>	
<b>Exhibits Manager</b>		<b>Direct Extension</b>	
<b>1st choice</b>	<b>2<sup>nd</sup> choice</b>	<b>3<sup>rd</sup> choice</b>	<b>4<sup>th</sup> choice</b>

Booths will be assigned based on preferences listed below in the order of receipt of signed contract and payment. Full payment is due at the time of the order. Payments may be made by check, credit card, or purchase order. All orders must be in writing. If none of the choices listed below are available, the Association will assign the space most like the first choice selected. Choose booths from the enclosed plan.

Please reserve \_\_\_\_\_ 10' x 10' booth(s) at \$1,000 each.

Booth(s) assigned and confirmed by ASA \_\_\_\_\_.

**PAYMENT**

\_\_\_\_\_ Credit card payment for the full amount of \$1,000 per booth made at our secure payment site: <https://asa.press.jhu.edu/asa/exhibitors>

**CANCELLATIONS** All cancellations must be submitted in writing to the ASA Exhibits Manager via e-mail at: [annualmeeting@theasa.net](mailto:annualmeeting@theasa.net).

Any exhibitor who cancels all their booth space after September 1, 2024, will forfeit and pay to ASA, as liquidated damages, a sum of money equal to 100% of the full price of said exhibitor's booth space. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether Show Management enters a further lease for the space involved. Cancellation requests must be submitted in writing to the Exhibits Manager.

**SIGN**

\_\_\_\_\_ If you want to use the standard sign, please check: The sign will include company name, city, and state as above, plus assigned booth number.

**AGREEMENT** ASA agrees to carry through the arrangements and programs therewith, to conduct and exhibition in connection therewith, substantially in accordance with the exhibit information, and to rent the above exhibit booth to the Exhibitor named above.

The Exhibitor acknowledges having read the following "American Studies Association Exhibit Contract," which is hereby incorporated into this agreement. The Exhibitor agrees to observe and to be bound by each of the provisions contained therein.

**AMERICAN STUDIES ASSOCIATION EXHIBIT CONTRACT**

- I. The American Studies Association agrees, within the terms of the contract it makes with the hotel, to deliver reserved space as described on the attached floor plan for the Exhibitor's use.**
- II. The Exhibitor agrees to use the space assigned only for lawful purposes in conformity with the laws, ordinances and regulations of the city, county and state in which the exhibit is presented pursuant to this agreement. The exhibitor agrees that the Association has at all times the right to approve the nature of the exhibit and the conditions under which the exhibit is displayed. The Exhibitor agrees that the exhibit will conform in all respects to the general conditions prescribed by the Association for all exhibits.**

The Association reserves the right to cancel all contracts with, and to withhold all services from the Exhibitor, if in the sole opinion and discretion of the Association, the Association would be injured by the continued display of the exhibit. Upon cancellation of such contracts, the Association will return to the Exhibitor all rental fees and other contractual sums paid by it to the Association up to the date of cancellation.

- III. The Exhibitor agrees that it will not assign, transfer or sublet any space or exhibit area covered by this agreement without the prior written consent of the Association.**
- IV. The Exhibitor agrees to comply with the schedules for setting up, for opening, for closing, and for dismantling of all exhibits.**
- V. The Exhibitor assumes full responsibility and will pay all expenses for the delivery of its materials to the shipping address given by the Association. The Association assumes no responsibility for the performance of services by common carriers, express service, the U.S. Postal System, or another service, which the Exhibitor may use. The Association assumes no responsibility for transporting the Exhibitor's materials from the shipping address to the display area by the stated time.**

- VI. The Exhibitor agrees to pay all costs incurred in the opening and closing of its exhibit, and in the operation of its exhibit, including expenditures for utilities, labor, or services required for its exhibit. The Exhibitor further agrees to be liable for any and all damages which it may cause to the building, hotel, or exhibit facility. The Exhibitor specifically agrees that it will not incur any expenses, charges, costs, or liabilities against the account of the Association.**
- VII. The Exhibitor agrees that it will not leave its exhibit unattended during the hours of the public exhibition. If it does so, and acts of theft, vandalism, damage, destruction or disarray occur, the Exhibitor agrees that the Association has no responsibility for the safety and security of the Exhibitor's assigned exhibit space or its contents.**
- VIII. The Exhibitor assumes full responsibility for removing all installations within its exhibit space when removal of all exhibits is scheduled. The Exhibitor agrees to return the exhibit space to the hotel in the condition in which it was received: clean, undamaged, and unmarred.**
- IX. To conform to union contracts and regulations, Exhibitor agrees to use qualified union personnel for the various services required for installation and dismantling of exhibits and for materials handling within the show.**
- X. Exhibitor agrees to hold it solely responsible to insure and protect the Association from claims that might arise between the Exhibitor and such laborers or craftsmen as the Exhibitor might employ. The Exhibitor agrees to hold itself liable to such laborers and craftsmen under any applicable Workmen's Compensation Act for personal injury, damages, and claims, including death, which may occur because of operation of the exhibit.**

**The Exhibitor further agrees to hold the Association harmless from any claims that may result from the acts of negligence or inattentiveness on the part of the Exhibitor which may result in loss or damages to persons or property.**

**The Exhibitor agrees that it will not look to the Association for reimbursement or recovery in the event of loss or damage to the person or property of the Exhibitor resulting from fire, casualty of any act of God or nature, in the event of any other loss, injury, damage, or mismanagement involving persons, property or conditions sustained on or about the exhibition premises.**

- XI. The Exhibitor assumes the entire responsibility for, and hereby agrees to release the American Studies Association, the contracted drayage company, the Sheraton Montreal and their agents, servants, and employees free and harmless from losses, damages, and claims to persons or property, governmental charges or fines and attorney's fees caused by Exhibitor's installation, removal, or maintenance of the exhibition premises or a part thereof.**
- XII. Each Party shall be responsible for any liability, claim, loss, damage, or expenses, including without limitation, reasonable attorney fees, arising from its negligent acts or omissions in connection with its performance of this**

Agreement, or its failure to comply with the terms of this Agreement, as determined by a court of competent jurisdiction.

- XIII. Exhibitor acknowledges that the ASA and the Sheraton Montreal Hotel do not maintain insurance covering the Exhibitor's property or lost revenue and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.
- XIV. Sales of merchandise is allowed. However, it will be the responsibility of the Exhibitor to ensure they follow the applicable sales tax regulations for the City, County, State, Country in which the exhibitor's company is located.
- XV. Products or services exhibited must be pertinent to the attendees' professional interest. ASA reserves the right to restrict who may exhibit at the conference and exhibit sales activities that it deems inappropriate or unprofessional. In addition, ASA reserves the right to prohibit any company, association, or entity from exhibiting at the conference who has products or services that compete with the products and services ASA provides. If found in violation, an exhibitor may be asked to leave the conference and no refund will be provided.
- XVI. This Contract contains all the terms, conditions, benefits and liabilities agreed upon by the parties with respect to the subject matter of this Contract. The contract is binding upon the Association only if the Executive Director of the Association signs it. The contract is binding upon the Exhibitor only if a member of the Exhibitor's staff signs it. When so signed, this contract constitutes the entire agreement between the Association and the Exhibitor. It is not assignable by either party.

Exhibitor:

Accepted by ASA:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Rachel Morse

\_\_\_\_\_  
Title                      Date

\_\_\_\_\_  
Interim Executive Director      Date

Please sign and email your contract as a PDF attachment to the ASA Conference Director, Email: [annualmeeting@theasa.net](mailto:annualmeeting@theasa.net). A counter-signed copy will be returned to you.

If paying by check, make payable to the American Studies Association and send to American Studies Association, PO Box 19966, Baltimore, MD 21211-0966. FEIN #237083450.