

## **Exhibitor Rules and Regulations**

**Exhibition location, dates, and hours:** The LASA2024 Congress will take place in the Bogota, Colombia located Geradro Arrango Puerta building at the Pontificia Universidad Javeriana. The Exhibit Hall will be open Wednesday, June 12 from 2:00 – 7:30 pm; Thursday, June 13 and Friday, June 14 from 10:00 am to 7:30 pm and Saturday, June 15 from 10:00 am to 2:00 pm.

**Install and tear down** (subject to change): Exhibitors will set up their exhibits on Wednesday, June 12 from 8:30 am to 12:00 pm. Exhibitors can dismantle their exhibits on Saturday, June 15 from 2:00 – 6:00pm. Booth dismantling must be completed during that time, early dismantling is not permitted.

**Assignment of space** Booth assignments are made at the time of purchase or were assigned by the LASA staff when a paper order form was been submitted. Booth space may only be occupied and operated by the original paying exhibitor. Sponsors will be granted prime location booths, if they are available at the time of purchase.

**Eligibility to exhibit and advertise:** The contents and material 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:** Payment is due in full at the time of purchase. Deadline for purchasing is **March 27, 2024**.

**Cancellation:** Any cancellation before **April 1, 2023**, will be refunded less a 20% service fee. Any cancellation after **April 1, 2023**, will not be refunded. LASA reserves the right to rearrange the floor plan if any problems arise. If an exhibitor fails to occupy space contracted by Wednesday, June 12 by 2:00 PM when the show opens, the space may be reassigned by LASA without obligation of a refund. The exhibitor that arrives after the setup time must occupy a relocated space.

**Registration:** Registration will take place prior to the Congress by submitting your exhibit booth staff names, ID# and email addresses. A LASA or MaestroMeetings representative will reach out to the primary contact to collect that information. [Instructions will be sent to you for printing your badges ahead of the Congress](#). Three (3) complimentary registrations will be provided per booth. Exhibitors are required to show their badges to university security in order to enter the Exhibit Hall. Badges are non-transferable and can only be worn by the original paying exhibitor representatives. Only authorized booth representatives will be allowed in the Exhibit Hall during set-up and teardown hours. Note: ***Congress Participants are required to purchase Congress registration. Exhibitor badges do not qualify for Congress participation.***

**Laws and regulations:** Exhibitors must comply with all fire, health, and safety regulations in the building. Excess exhibition materials must be properly stored, avoid storing under tables, in aisles or behind drapery. An operations person will be on site to help with relocating your items. No construction is allowed at the sides of the booth that may obstruct the view of the adjacent booths. LASA retains the authority to request the removal of anything placed in the aisles.

Four tables will be arranged in a U shape, per space purchase, with an *approximate* measurement of 2.80 meters (9.2 feet) x 1.825 meters (6 feet) for each exhibitor. Please make use of the space behind your table to display any larger items or signage to not interfere with the visibility of other exhibitors' tables. Avoid any setups that would restrict passage in the attendee walking area.

During Exhibition hours exhibitors are required to not leave their booths unattended. It is prohibited during the exhibition 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 Universidad Javeriana is responsible for providing 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 exhibit hall. Exhibitors are responsible to have all the business & custom requirements associated with the city of Bogota, Colombia.

**Security:** LASA will provide security during the exhibitors install, tear down, and when exhibit hall is closed to the public. However, LASA and Pontificia Universidad Javeriana are not responsible for any loss or theft of exhibitor's materials. LASA and Pontificia Universidad Javeriana 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 Pontificia Universidad Javeriana from any such claims of any kind and nature and agrees to indemnify LASA and Pontificia Universidad Javeriana against any claims arising from the activities of the exhibitor, its officers, 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 Special Projects 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 exhibitor, exhibitor's agents, employees, or representatives to building floors, walls, or columns, or to the 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 stand booth equipment.

**Labor:** All work for the provided exhibit space must be performed by their own personnel and need to have a visible identification of their company status. 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 the Contract Regulations. LASA will provide exhibitors written notice of any change or addition to these regulations.