All exhibits and exhibitors are subject to the following regulations. The words “Exhibitor,” “Society,” and letters “SAA” herein refer to the Society for American Archaeology acting through its officers, employees, or agents in the management of the exhibition.

1. Show Hours—The Show will run from 3:00 p.m. to 5:00 p.m. Tuesday through Saturday, March 30–April 2, 2022. Management reserves the right to adjust exhibit hours to conform to the overall meeting format.

2. Exhibition Sponsorship and Objectives—The SAA Exhibition is produced, managed, and operated by, and is the property of, the Society for American Archaeology. The Exhibition is a practical, educational adjunct to the professional meetings held during the SAA Annual Meeting. The Exhibiting Committee is responsible for the professional excellence of the exhibit space provided to the exhibitor, who, in the opinion of the Society, is unlikely to contribute to the overall objectives of the Annual Meeting.

3. Exhibitor Representative Responsibilities—Each exhibitor must name at least one person to be the official on-site representative and responsible party. The official representative will receive all materials relevant to the Annual Meeting Exhibition. That representative shall be authorized to enter into any contracts as are necessary for the fulfillment of obligations to the SAA, and to other contractors and subcontractors. At least one representative must be at the display during all official hours of the exhibition. Each exhibitor is entitled to two booths per booth space rented. Additional registrations may be purchased at the member rate.

4. Exhibitor Registration—Exhibitor registration will occur from 12:00 p.m. to 5:00 p.m. on Wednesday, March 30, 2022. Exhibitors should check in at the Chicago Hilton, Exhibit Hall A, where they will receive their exhibit badges. Personnel from the Chicago Hilton or the exhibit decorator will not allow exhibitors without badges to enter the exhibit hall at any time.

5. Contract for Space—This application for exhibition space, the notice of space assignment by the SAA, and the full payment of exhibition space fees constitute a contract for a right to use the space. No refunds are issued for cancellations.

6. Arrangement of Exhibits—All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard structure provided by the exhibitor is limited to a height of 8 feet. A 1 foot curb must be maintained in front of the exhibit and 3 feet behind each booth. No excessive apparatus or built-up exhibit, including signs, shall exceed the overall height of the back wall, unless approved by management.

7. Exhibitor Move-out—Exhibits may be dismantled between 12:00 noon and 5:00 p.m. on Wednesday, March 30, 2022.

8. Exhibitor Move-out—Exhibitors may not dismantle or disturb their exhibits until after the official closing of the exhibition, which is at 5:00 p.m. on Saturday, April 2, 2022. Failure to observe these times may jeopardize the exhibitor’s right to exhibit at forthcoming SAA Exhibitions. All exhibits and accompanying supplies must be dismantled and exhibit space shall be cleared by 7:00 a.m. on Saturday, April 2.

9. Unclaimed Space—Any space unclaimed by 5:00 p.m. on Wednesday, March 30, 2022, may be reassigned without refund of fees paid, and management will not be liable for any incurred expenses.

10. Care of Buildings—Exhibitors or their agents shall not deface the walls or floors of the building, the booths, and/or the equipment or furnishings in the booths. The exhibitor will be held liable for any damage caused by the exhibitor or its agent(s). The exhibitor assumes full responsibility for complying with union regulations; local, city, and state laws regarding sales taxes; and regulations concerning fire, safety, electrical wiring, and health.

11. Use of the Building—Exhibitors or their agents shall authorize, sublet, or share the whole or any part of the space assigned without the consent of management. No exhibitor is permitted to exhibit goods or services other than those manufactured, handled, or provided by the exhibitor in the regular course of business. No firm or organization other than the exhibitor who is responsible party. The official representative will receive all materials relevant to the Annual Meeting Exhibition. The exhibitor acknowledges that the Chicago Hilton, its owners and operators, do not maintain insurance covering exhibitor’s property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance assuming any losses by the Exhibitor.

12. Exhibitor Contract for Decorator Services through a company other than the one selected by the SAA, Exhibitor shall notify the SAA in writing and shall provide the SAA with certificates evidencing that such company has liability and worker’s compensation insurance in place. The Exhibitor shall also select, induct, notify, and pay, when due, any subcontractors, directors, employees, and agents against and from any and all claims, costs, damages, liability, or expenses (including attorney’s fees) arising from or by reason of accidents, bodily injury, including death, and property damage, or other claims or other occurrences to any person, including exhibitor, its employees and agents, or any business invitees, arising out of or related to exhibitor’s occupancy or use of the exhibition premises or in and adjacent to the exhibition location(s) including storage and parking areas, or claims arising out of or related to the exhibitor’s website.

13. Failure to Open Exhibition—In the case of the premises of the Chicago Hilton shall be destroyed or damaged, or if the SAA exhibition fails to take place as scheduled or is interrupted and/or discontinued, or to access the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any governmental authority, or for any other reason, this contract may be terminated by the SAA. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of the SAA shall be limited to a reasonable return of exhibitor’s deposit, if any, and the Exhibitor agrees that the exhibitor shall have no claim against the SAA for any damage caused by the exhibitor or its agent(s). The exhibitor agrees that the exhibitor shall be responsible for removal/storage of their empty cartons, cases, etc.

21. Regulations and Contract—These regulations have been formulated in the best interest of all concerned and become a part of the contract between the Exhibitor and the SAA. All material covered by these regulations are subject to the decisions of management. These exhibit regulations may be modified and/or amended by the SAA at its discretion.