

COMMERCIAL EXHIBITS RULES & REGULATIONS

2025 MAOA Annual Meeting | April 9 – 12, 2025
La Cantera Resort & Spa | San Antonio, TX

- 01 ● LOCATION
Space in the exhibit hall will be assigned to each booth by MAOA.
- 02 ● PERSONNEL
Exhibit fee includes no less than three (3) complimentary badges per booth, depending on exhibitor level. See [Exhibitor Prospectus](#) for more information. Additional badges may be purchased at \$200/badge.
- 03 ● EXHIBITOR COST
Exhibitors must pay the cost of (a) transportation, including handling and storage of empty crates during the meeting; (b) storage incurred before or after delivery from carrier to hotel or after delivery from hotel to carrier; (c) installation of the exhibit; (d) furniture other than table and chairs provided; (e) special electrical outlets; (f) alterations in booths as assigned; (g) any construction.
- 04 ● USE OF SPACE
No exhibit shall interfere with any other exhibit visually or physically.
- 05 ● HEIGHT
No part of the exhibit shall be taller than eight (8) feet.
- 06 ● AISLES
Aisles must be kept clear, and all exhibits must be arranged so that they will be inside the booth space.
- 07 ● SUBLETTING THE SPACE
No subletting of space will be permitted. Each exhibiting company must have a completed and approved "Application for Exhibit Space"
- 08 ● AUDIOVISUAL
Motion pictures and/or audiovisual presentations are permitted in the exhibit booths but must not be produced on public address systems or through amplifiers but must be audible only through some type of individual earphones.
- 09 ● SALES
No physical sales on the floor – written orders only may be taken in the exhibit area. Live models may be used, but magicians or gimmicks of a similar nature are forbidden.
- 10 ● EXPERIMENTAL PRODUCTS
Products not yet approved by the FDA or experimental products whose efficacy has not been determined or which are not commercially available, will be permitted to be exhibited only when clearly identified as such. Full documentation as to the extent and results of the research conducted shall be available and presented at the exhibit.
- 11 ● SUPERVISION AND LIABILITY FOR EXHIBITS
Each exhibitor shall be responsible for their property. The Association, the La Cantera Resort, or any officer, agent or employee thereof, shall not be liable for the safety of the property of the exhibitor, its agents, or employees, from theft, damage by fire, accident or any other causes, and the exhibitor does hereby release the Association and the La Cantera Resort from any such claims of any kind or nature.

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12 • EXHIBITOR'S LIABILITY

The exhibitor does hereby agree to indemnify and hold harmless the Association and the La Cantera Resort, and their representatives, employees, or agents, for injury or death or damage to property alleged to have been the result, wholly or in part, by reason of the presence, activity or exhibit of the exhibitor, its agents or servants, and specifically including the indemnification for any claims for injury to a person or property of any exhibitor, its representatives, agents, or employees.

13 • BOOTH SPACE

Assignment of exhibit booth location will be determined by the level of sponsorship. Assignment of space among companies at the same support level will be dependent upon past annual meeting participation.

14 • INSTALLATION AND DISMANTLING

Exhibits are to be set up on Wednesday, April 9, 2025, between 5:00 PM and 9:00 PM. The exhibits are to be taken down after 10:30 AM on Saturday, April 12, 2025, as long as this does not interfere with the program in progress.

15 • EXHIBIT HOURS | The exhibit booths will be open as follows:

Thursday, April 10, 2025	7:30 AM – 12:30 PM
Thursday, April 10, 2025	6:00 PM – 7:30 PM Exhibitor Reception
Friday, April 11, 2025	7:30 AM – 12:30 PM
Saturday, April 12, 2025	6:30 AM – 10:30 AM

16 • UNION CLEARANCE

In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the show.

17 • LOCAL REGULATIONS

Each exhibitor shall be individually responsible for compliance with the local health, fire, and safety ordinances and regulations.

18 • ADMISSION

Admission to the Exhibits is limited to those wearing current identification badges provided by the Association.

19 • EXHIBITING/EXHIBITION

Exhibiting/Exhibition refers only to the exhibit space within the exhibit hall. It does not give access or license to exhibit via any other mechanism including, but not exclusive of, mobile labs, corporate semi-trucks or similar, without the express written permission of the MAOA Board of Directors. The MAOA Board, via its Exhibits Committee, retains the right to allow/disallow/ limit meeting participant access to any or all business or industry supported activity on the premises of the venue at which the meeting is held.

20 • CANCELLATION POLICY

If an exhibiting company must cancel their booth space, a full refund will be made only if the request is received to MAOA in writing on or before January 1, 2025.

A cancellation, in writing, received after the January 1 deadline and before February 28, 2025, will result in a refund less \$200.00.

There will be no refunds for any reason after March 1, 2025.

There will be no lunch presentation refunds for any reason after January 1, 2025.