

****IMPORTANT- MUST READ****

Booth Schematics

Due: December 16, 2016

If you have an **8x20 booth or larger** you must submit a booth schematic including the dimensions of objects in your booth by **December 16, 2016** to Krishna Patel at kpatel@alm.com for approval.

If you think your booth design may break one of the above rules, please send it for review and approval. All booths 8x20 and larger **MUST** send a booth schematic for approval. Variances will be given on an individual basis.

Rules & Regulations for Exhibiting At Legaltech 2017

Both Show Management and New York Hilton reserve the right to expel, decline or prohibit any exhibit or part of any exhibit that, in their opinion, is not suitable or not in accordance with the ethics of the legal profession or that does not comply with the rules established for the Exhibition.

1. No special signs, booth construction, apparatus or lighting is permitted in excess of 8' in height without prior permission from Show Management. **Nothing over 36" high may extend more than 4' from the back wall of the exhibit.** Interference with lighting, site lines or space of other exhibits is prohibited.
2. All demonstrations or other promotional activities must be confined within the limits of the exhibition booth and in accordance with this Agreement. Exhibitor must procure at its own cost and expense any necessary licenses and/or official permits necessary for the purpose of displaying and/or exhibiting any products or services at the Exposition.
3. Exhibitors must show only goods manufactured or distributed by them in the regular course of business.
4. No firm or organization not assigned exhibit space will be permitted to solicit business within exhibit area.
5. Display material exposing an unfinished surface is prohibited and must be finished at exhibitor's expense. The New York Hilton and Show Management reserve the right to have such finishing done, billing the exhibitor for charges incurred.
6. No distribution of sales material, visual promotion or solicitation of product or brand is permitted outside of contracted booth space.
7. No "live" microphones, or loudspeaker equipment will be permitted in any Space without prior permission from Show Management. Portable film, slide and videotape projectors may be utilized as long as such appliances do not disturb or in any way obstruct or violate surrounding booths. Both Show Management and The Hyatt Regency reserve the right to restrict exhibits that because of noise; method of operation, materials or any other reason becomes objectionable. The Hyatt Regency and Show Management also reserve the right to prohibit or to evict an exhibit or part of an exhibit that, in their opinion, detracts from the general character that The Hyatt Regency or the Show Management determines to be desirable. In the event of such restriction or eviction, The Hyatt Regency or Show Management are not liable for any refund of rentals or any other exhibit expenses or for any other damages the Exhibitor may suffer.
8. No food or beverage (including bottled water, coffee machines) are allowed to be brought in from the outside. All food & beverage to be given out in your booth or meeting room must be purchased from the hotel.
9. Carpeting in all booths is mandatory. If the exhibit hall is not carpeted, exhibitors must order carpeting (see Freeman forms) or bring their own.
10. The Show hours are 10:00 AM - 5:00 PM on Tuesday, January 31 & Wednesday, February 1 and 10:00 am – 3:00 pm on Thursday, February 2. No Exhibitor may breakdown their booth before 3:00 PM Thursday, February 2.
11. Persons 18 and under may not register and will not be permitted to enter the exhibit hall or other Legaltech Events.