EXHIBIT SPACE

Vendor exhibit space is available in the Embassy Suites Hotel. The Hotel will provide 30"x72" covered tables and drapes. Chairs will be provided as needed as well as an identification sign for each exhibiting company or organization.

EXHIBIT HOURS

Thursday, July 28, 2022  - 9:00 AM - 6:00 PM  
Friday, July 29, 2022  - 9:00 AM - 6:00 PM  
Saturday, July 30, 2022  - 9:00 AM - 5:00 PM

The public will be invited to the exhibits each day

SECURITY

The exhibit hall will be locked during non-exhibit hours. The Embassy Suites Hotel is staffed 24 hours a day and all public areas are monitored with security cameras.

COMMUNICATION

Wireless internet is available throughout the property. Cell phone coverage from Verizon and AT&T seems to work best. Regular phone service is not available in the exhibit area.

POWER

Power is available in the exhibit hall and will be provided by the hotel as needed.

COST OF EXHIBITION AND PAYMENT

Each 30"x72" table: $25 covers all three days

Make check or money order out to "TAAS." Please mail to the Vendor Coordinator, Stephen Snider, 36 Camino Del Oso, Placitas, NM  87043.
REFUNDS AND CANCELLATIONS

Cancellations received in writing by June 1, 2022 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after July 1, 2022 if the exhibit space cannot be resold and the exhibit hall is not sold out. In the event such space is resold, the refund is subject to a 25% administrative fee.

ASSIGNMENT OF SPACE

Preference of space assignment will be given to companies in the order applications are received. Application deadline is June 16, 2022. Following the June 16, 2022 deadline, exhibit assignments will be made on a space available basis. If space is filled by June 16, 2022, applications received will be placed on a waiting list and notified immediately.

ALCON 2022 reserves the right to alter the Exhibit Floor Plan at any time.

SHIPPING INSTRUCTIONS

All shipments must be prepaid. Shipments must arrive by Wednesday, July 13, 2022 at:

Embassy Suites Hotel
Attn: ALCON 2022
1000 Woodward Pl. NE
Albuquerque, NM 87102

INSTALLATION OF EXHIBITS

The exhibit hall will be available for set-up from 12 - 5:00 PM on Wednesday, July 27, 2022. All exhibitors must be set up by 8:00 AM on Thursday, July 28, 2022 without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

REMOVAL OF EXHIBITS

All exhibits must remain intact until the official closing time of 5:00 PM on Saturday, July 30, 2022 and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all material must be removed no later than 9:00 PM on Sunday, July 31, 2022. Equipment may be shipped
from the Embassy Suites Hotel via UPS, FedEx or US Postal Service. Packaging is to be completed and pre-paid by exhibitor for pick up at the hotel.

**INFRINGEMENT**

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own space will not be permitted.

**CONDUCTING EXHIBITS**

Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. The right is reserved to refuse applications due to concerns of not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits with reflect against the character of the meetings. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

**FIRE PROTECTION**

All materials used in the exhibit area must be flame-proofed and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by Albuquerque Fire & Rescue. Crepe paper or corrugated paper, flame-proofed or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection. Any exhibits or parts thereof found not to be fireproof may be dismantled. Exhibits must be kept clear and fire extinguisher equipment is not to be covered or obstructed.

**EXHIBIT PERSONNEL**

All exhibit personnel must be registered by contacting the Vendor Coordinator. Each person will be issued an exhibitor's badge and must be employed by the Exhibitor or have a direct business affiliation. Each company is allotted three (3) badges per exhibit space purchased.

**PROTECTION OF THE EMBASSY SUITES HOTEL**

Exhibitors will be held liable for any damage caused to the hotel property. No material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the Embassy Suites Hotel or furnishings. Whatever may be necessary to properly
protect the building, equipment or furniture will be installed at the expense of the Exhibitor.

If any controversy arises as to the need or propriety thereof, the General Manager of the Embassy Suites Hotel will be the final judge thereof and his/her decision shall be binding on all parties concerned.

**LIABILITY AND INSURANCE**

Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and save ALCON 2022, the Astronomical League, the Albuquerque Astronomical Society, the Embassy Suites Hotel, their employees and agents harmless against all claims, losses and damages to persons or property, governmental charges of fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof excluding any such liability cause by the sole negligence of the Embassy Suites Hotel, its employees and agents. In addition, Exhibitor acknowledges that ALCON 2022, the Astronomical League, the Albuquerque Astronomical Society, and the Embassy Suites Hotel do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

**FOR FURTHER INFORMATION CONTACT**

Jim Fordice, TAAS President
ALCON 2022