Passes: 
Unregistered staff who will remain in the exhibit hall during the event.

Representatives: 
Representatives must check in at ATA’s onsite registration desk, with all other attendees, in order to receive their badges. Booth staff passes are complimentary to Exhibitors and provided to unregistered staff who will remain in the exhibit hall during the event. Each booth comes with up to, but no more than, six free booth staff passes. Booth staff passes do not provide entry to any sessions or events outside of the exhibit hall.

Complimentary Conference Registration for Booth Personnel: 
Exhibitor receives one free conference registration, issued to a designated representative, with each exhibit booth. The designated representative(s) access to all sessions and events included with conference registration. These rules and regulations are part of the contract between the Exhibitor and Show Management and have been formulated in the mutual interest of the Exhibitor and Show Management.

Exhibitor Service Manual from Alliance Nationwide Exposition: 
In person Exhibitors will receive an Exhibitor Service Manual with additional information and order forms for all services and equipment.

General Rules and Exhibit Conduct: 
Displays must be staffed during all regular exhibit hours. Adherence to set up and dismantling hours is required. All points not covered are subject to the decision of Show Management, who reserves the right to make any changes necessary in the best interest of the exhibition and rearrange the floor plan and/or relocate any exhibit. Show Management reserves the right to curtail exhibits or parts of exhibits that reflect against the character of the conference.

Exhibitors may not dismantle or disturb their exhibits until after the official closing noted on the final schedule. Exhibitors who fail to comply to this rule may incur a penalty of $500 and result in a loss of priority booth registration for the next year’s conference.

Exhibitor sponsorship: 
Exhibitors are responsible for obtaining their own licenses if they intend to use copyrighted music at their booths.

Cancellation Policy for All Exhibitors: 
No refunds will be given for cancellations. This space may be resold, reassigned, or used by Show Management without benefit or refund to the Exhibitor.

For Additional Information Contact: 
Adrian Aleckna, Professional Development Manager
American Translators Association
225 Reinekers Lane, Suite 590
Alexandria, VA 22314 USA
Phone: +1-703-683-6100, Ext. 3019
Email: adrian@.atanet.org

Assignment of Booth Space: 
Show Management's assignment of booth space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Assignments will be made after receipt of a completed Exhibit Space Application and appropriate booth fees. After assignment, space location may not be changed, transferred, or canceled except upon written request and with the written approval of Show Management. Booth space will not be held without receipt of payment. Booth space will be assigned on a first-come, first-served basis.

Booth Rental: 
In Person Exhibitor fee includes a 10’x10’ booth with 8’ high back drape and 3’ high side dividers, 6’ draped table, 2 chairs, 1 wastebasket, general illumination, and a sign showing Exhibitor's company name. Signs or advertising devices shall not be displayed outside the exhibit space other than those furnished by Show Management (American Translators Association). Electricity is not included and can be purchased additionally from the Show Decorator (Alliance Nationwide Exposition).

Exhibitor: 
Exhibitor fees include:
- A 10’x10’ booth with 8’ high back drape and 3’ high side dividers, 6’ draped table, 2 chairs, 1 wastebasket, general illumination, and a sign showing Exhibitor's company name.
- Booth space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Assignments will be made after receipt of a completed Exhibit Space Application and appropriate booth fees. After assignment, space location may not be changed, transferred, or canceled except upon written request and with the written approval of Show Management. Booth space will not be held without receipt of payment.
- Booth staff passes are complimentary to Exhibitors and provided to unregistered staff who will remain in the exhibit hall during the event. Each booth comes with up to, but no more than, six free booth staff passes. Booth staff passes do not provide entry to any sessions or events outside of the exhibit hall.

Exhibitor sponsored Events: 
Exhibitor-sponsored Events:
Any function, event, or meeting sponsored by an exhibiting company or in which an exhibiting company participates must be scheduled in advance through Show Management and must not conflict with any exhibit or conference activities, and must be approved in writing by Show Management at least 45 days in advance of the exhibit.

Exhibitor Advertising Material: 
Printed advertising may be distributed by Exhibitors from within the confines of their exhibit booth only. No promotional material may be displayed or distributed outside of the exhibit hall.

Freight: 
Freight must be shipped in advance to the Show Decorator’s warehouse address listed in the Alliance Nationwide Exposition Exhibitor Service Manual.

Copyrighted Music: 
Exhibitors are responsible for obtaining their own licenses if they intend to use copyrighted music at their booths.

Cancellation Policy for All Exhibitors: 
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