



# GENERAL CONVENTION RULES & REGULATIONS

## Organizer

The Exhibits are an integral part of the 114th AES Convention, providing an opportunity to observe the latest technical advances of audio engineering and its allied arts. It is organized by the :  
AUDIO ENGINEERING SOCIETY, Inc.

60 East 42<sup>nd</sup> Street  
New York, NY-10165, USA

To preserve the scientific and educational nature at the Convention, the Society has to apply Rules & Regulations, being part of the Exhibition contract and applicable to all exhibitors.

## Kind of exhibits

Exhibitors shall confine their displays to non-consumer, professional audio or associated products or equipment that are regularly manufactured by them, custom-made for them and not exhibited by the original manufacturer or working components in a display of complete operating studio or system sold by them.

However, other equipment which is required for the demonstration of an exhibitor's product as described above may be used, provided it is not featured in any way. A list and description of equipment to be exhibited must be submitted, if requested by the Convention Committee. Reproduced sound is NOT permitted in Exhibition Areas (except through head-sets or in demonstration rooms). See also § 9.

## Exhibitor name

The Exhibitor name shall be the name of the original manufacturer and not his representative or import company located in the convention host country. For non-Europe-based manufacturers, the address of their international European Liaison Office, if they have one, may be listed instead.

The Exhibitor names, as defined in § 3.1., will be listed in alphabetical order in the Exhibitors Directory, with full address, phone, fax & e-mail numbers. It will appear on the outside fascia of the booth or demo room, without trade suffixes (i.e. AG, BV, GmbH, Inc., KG, Ltd, NV, s.a.r.l.).

## Subletting to sub-contractors

Without the written consent of the Exhibition Committee, exhibitors shall not assign their rights under their agreement for exhibition space, or any part thereof, nor sublet their space, or any part thereof, nor exhibit or offer for sale, give as premium, or advertise, any merchandise other than that regularly manufactured or exclusively sold by them and approved for exhibition by the Exhibition Committee pursuant to paragraph 2 of these Rules & Regulations. Rulings of the Exhibition Committee shall in all instances be final with regard to the use of any exhibition space.

The Exhibition Committee, however, may consider requests for representing an original manufacturer, as subcontractor or co-exhibitor, in a part of his booth / demo. Such applications must be made by the second manufacturer and be sent to the Exhibition Director, using the standard form, stating in which booth he wishes to obtain subletting space (additional details available upon request). Once approved, the subcontractor will be listed as a usual manufacturer in the Exhibition Directory, merged with the other contractor / exhibitors.

## Allocation of stands

All applications receive a priority rating for space allocation. This rating is based on the company's seniority as an exhibitor at past European AES shows and the date on which the deposit payment is received in full.

## Position of stands

Exhibitors may indicate on their Space application form the names of companies near which they would like to be positioned. Whenever possible, these wishes will be taken into consideration. Their execution is dependent on both the company's priority rank and the actual possibility to comply. Note also that the AES wants to offer a balanced exhibition to its visitors and exhibitors. For this reason, very large stands and double decker stands cannot be placed at the entrance.

## Alterations to Layout

Unforeseen circumstances may necessitate a change in the lay-out plan of the exhibition. Participants concerned will of course be notified in good time. The organisers cannot be held liable for any damage which this may cause for the participants.

The Exhibition Committee reserves the right to alter assigned locations of booths or demo rooms, if deemed advisable in the total interest of the Exhibition generally.

## Displays

The Exhibition Committee shall have full authority to govern the appearance of all items displayed. No equipment is to be displayed outside the assigned space, and all exhibits, including products, equipment and furniture, must be confined within the booth area. No signs, advertising devices, material or people walking around with advertising clothes or placards, are to be displayed outside allocated exhibition space except uniform signs as furnished by the Society.

Exhibitors shall not display signs which list the prices of equipment or services, nor signs which state "Sold to". No electric or flashing signs, or signs involving the use of neon or similar gases, shall be permitted in the exhibition areas, unless approved in writing by the Exhibition Committee.

## Conduct

Exhibitors may not use the exhibition area for the sale of equipment. Exhibitors will not be permitted to conduct demonstrations which, in the judgement of the Exhibition Committee, may constitute a detriment to other exhibitors, or that may violate any local laws or ordinances, or interfere with the orderly flow of traffic through the Exhibition. Exhibitors and their employees shall at all times conduct themselves in an orderly fashion and shall not disparage or libel fellow exhibitors, or engage in other activities detrimental to the Exhibition. The Exhibition Committee reserves the right, in its judgement, to exclude or close down any exhibitor's unit which violates any of these Rules & Regulations or constitutes a nuisance, or where the exhibitor or his personnel have behaved in a manner detrimental to the Exhibition; and in such event, no refund will be made and the Society shall have no liability whatsoever to the exhibitor.

No unauthorised person or organisation shall be permitted to demonstrate or distribute audio apparatus or literature or other materials pertaining to audio engineering in the exhibition area or on the convention premises with the intent of using the occasion of the Convention and the presence of its registrants for the advantage of their own organisations.

## Decorations

The Exhibition Committee shall have full discretion and authority to regulate the mode of decorating of each booth, and may require the replacing, re-arranging or re-decorating of any item or any booth or demonstration room within the exhibition, and no liability shall attach to the Society, or the Committee, for costs that may devolve upon any exhibitor thereby.

## Permitted noise levels

Within the general AES policy to hold a relatively silent exhibition, all audio demonstrations in all kinds of booths shall be conducted in such a way that the sound level measured at any boundary of the booth shall not exceed  $L_{60} < 70\text{dB(A)}$ .

Demonstrations must be held in such a way that:

A) the noise level of the demonstration does not keep your neighbours from conducting their business in their stand in a comfortable way.

B) the audience for your presentations or demonstrations do not block the aisles.

The AES reserves the right to take measures in any case where the above is not being respected.

For sound demonstration rooms, the maximum sound level permitted for any demonstration shall not exceed  $L_{60} < 70\text{dB(A)}$  at any exterior boundary of the room. The indoor sound level may be higher, provided that with the door closed during loud demonstrations, the value of  $76\text{dB(A)}$  at the boundary is not exceeded.

## Payment and cancellation conditions

### Prices for exhibit space

Rental fee per square meter of exhibit space

If booked before October 28<sup>th</sup>: 285 Euro

If booked after October 28<sup>th</sup>: 320 Euro

For stands booked prior to October 28<sup>th</sup>, the surface will be charged at 285 Euro per m<sup>2</sup>. Should the deposit not be received by AES prior to October 31<sup>st</sup>, the fee of 320 Euro will apply to the entire surface rented.

### Price for demo rooms:

Rental fee per square meter of demo room

If booked before October 28<sup>th</sup>: 210 Euro

If booked after October 28<sup>th</sup>: 250 Euro

For demo rooms booked prior to October 28<sup>th</sup>, the surface will be charged at 210 Euro per m<sup>2</sup>. Should the deposit not be received by AES prior to October 31<sup>st</sup>, the fee of 250 Euro will apply to the entire surface rented.

## All payments are to be made by bank transfers

Beneficiary: AES Inc.

Account no.: 7400.110.14

bank code (BLZ): 100.500.00

Berliner Sparkasse,

Theodor-Heuss-Platz 8,

DE-14052 Berlin, Germany.

## Cancellation of participation

Should an exhibitor cancel their participation in the show, refunds will be calculated based on the value of the exhibitor's first choice stand size. Cancellation has to be advised in writing to the AES Europe Convention office. Date of cancellation for the calculation of refunds, if any, shall be the postmark on the envelope or date of receipt of fax or e-mail. Amounts refunded cannot exceed amounts paid by the exhibitor. Any bankfees incurred on payments already made by the exhibitor will be deducted from the refund.

Until November 20<sup>th</sup>, 2002: 60 % refund of the payments received

Until December 20<sup>th</sup>, 2002: 40 % refund of the payments received

Until January 20<sup>th</sup>, 2003: 20 % refund of the payments received

## Default on payments

The AES Inc. reserves the right to cancel any reservation of space in the event of an Exhibitor not having paid the due rental charges by January 20<sup>th</sup>, 2003.