# 83RD ABCA CONVENTION • JANUARY 7-10, 2027 • MCCORMICK PLACE CONVENTION CENTER, CHICAGO, IL
## General Rules and Regulations

These rules and regulations are a bona fide part of the contract for exhibit space with the American Baseball Coaches Association, hereinafter referred to as ABCA, for the Conference and Exposition which is managed by Corcoran Expositions, Inc., hereinafter referred to as Show Management, on behalf of ABCA, the Show's owner and sponsor. Show Management reserves the sole right to render all interpretations, amend and enforce these regulations and to establish any and all further regulations not specifically covered below to assure the general success and well being of the Show. Each exhibitor, for himself, his employees, and his contractors, agrees to abide by these regulations and by any amendments or additions hereafter made by Show Management. Show Management reserves the right to decline, prohibit, deny access or remove any exhibit, which in its sole judgment is contrary to the character, objectives, and best interests of the Show or suitable for its attendee audience. This reservation includes, but is not limited to, any violation of any public policy or these rules and regulations and extends to persons, things, printed matter, products, and conduct. ABCA reserves the right to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. Show Management's decision and interpretation shall be accepted as final in all cases.

**1. VALID APPLICATION FOR SPACE.**

Applicants for exhibit space are required to execute and forward the Exhibit Space Application to Show Management. To be valid, each application must convey a minimum 50% deposit for each booth space requested for rental.

**2. PAYMENT OF SPACE.**

A deposit equaling 50% of the total cost of space requested must be issued upon invoicing. The balance must be paid by August 28, 2026. Applications received on and after August 28, 2026 must be accompanied by full payment. A late fee of $250 will be applied if full payment is not received by August 28, 2026. There will be a $100 charge on all returned checks. Any deviations from this provision, including but not limited to acceptance by Show Management of any late payments specified herein, shall not be construed as a waiver of Show Management's rights to cancel exhibitor's contract for such non-compliance, reassign booth location, take possession of said space without refund or further notification, or otherwise be construed as a modification of any schedule of payments required hereunder. Further, all payments as stated hereunder shall be payable at the address stated in this application.

**3. CANCELLATION AND REFUNDS.**

All cancellations of space must be received in writing. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If Show Management receives a written request for cancellation of space on or before August 28, 2026, the exhibitor will be liable for $500 per 100 sq ft of the total cost of space canceled. **There are no refunds for cancellations after August 28, 2026.** If balance payment is not received, ABCA reserves the right to release your booth space. Failure to appear at the Exposition does not release exhibitor from responsibility for payment of the full cost of space rented. In the event of cancellation, space reverts back to Show Management for use at its sole discretion. Show Management's ability to resell the space shall not affect the refund schedule.

**4. SPACE RENTAL AND ASSIGNMENT OF LOCATION.**

Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. **SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.**

**5. USE OF SPACE, SUBLETTING SPACE.**

No exhibitor may assign, sublet or apportion his space to or with another business entity or individual without the express permission in writing from Show Management. No exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of his business.

Should any item from a non-exhibiting firm be required for operation of a display, identification of such item shall be limited to the regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting exhibitor is strictly prohibited and may result in eviction.

**6. OPERATION OF EXHIBITS.**

Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the Exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the Exposition as a whole. Use of so called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

**Alcoholic Beverages**. Exhibitors may not serve alcoholic beverages in the exhibit hall except with the written permission of Show Management.

**Literature Distribution.** All demonstrations or other activities must be confined to the limits of the exhibitor's booth. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

**Booth Representatives.** Booth representatives, including models or demonstrators, must be properly registered and wear badges, and be properly and modestly clothed. Excessively revealing attire is prohibited. Individuals under the age of 18 are not permitted on the show floor anytime during exhibitor move-in and move-out because of high liability. During the exhibition open hours partners and children are permitted on the floor when properly badged. Children must be accompanied by an adult.

**Music Licensing.** Any tenant using copyrighted music during the ABCA Convention, whether within the exhibit area, in hospitality space or in any other way related to the ABCA Convention, shall obtain permission for such use. This requirement applies to live and recorded music, including that accompanying video or other presentations. Any exhibitor using copyrighted music as set forth above assumes the entire responsibility for its use and for obtaining the appropriate permission and payment of any fees associated with its use. Exhibitor further agrees to protect, indemnify, defend and save ABCA, Show Management, the management of the exhibit hall, and the service contractors and their respective employees and agents harmless against all claims, losses or damages, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's use of said copyrighted music.

**Sound.** Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. Show Management shall be the sole judge of what constitutes appropriate sound levels.

**Direct Sales.** Sales are permitted only within the booth area. It is the sole responsibility of the exhibitor to comply with Federal, State and Local Laws, Regulations and Ordinances concerning such sales, including tax and license fees. Exhibitor agrees to hold ABCA, Show Management, and the Exposition harmless with respect to such compliance.

**7. ARRANGEMENT OF EXHIBITS.**

Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the Exposition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of Show Management. Booth construction plans and layout arrangements for island booth spaces, or involving other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the Exposition.

**8. EXHIBITS AND PUBLIC POLICY.**

Each exhibitor is charged with knowledge of all State, County, and City Laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in the Exposition. Signs and other articles are prohibited from being posted, nailed, taped or otherwise affixed to any pillars, doors, walls, or other parts of the building.

Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials, and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them. All booth decorations must meet flame-proofing codes. All exits, hallways, aisles and fire control apparatus must remain clear and unobstructed at all times. Electrical equipment and wiring must conform with National Electrical Code Safety Rules. Use of butane or bottled gas is not permitted. Use of propane and helium balloons is prohibited. Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. Designated "No Smoking" areas must be observed. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations. Independent contractors must conform to IAEE, ESCA and ED&PA guidelines and must be signatory to a current local collective bargaining agreement. An exhibitor who makes any claim or advertises at the ABCA Conference and Exposition in any way which, in the sole opinion of Show Management, is false, misleading or otherwise against public policy, may, in the sole discretion of Show Management, be required to discontinue such claim or advertising.

**9. INSTALLATION AND REMOVAL.**
Show Management reserves the right to fix the time for the installation of a booth prior to the Exposition opening and for its removal after the conclusion of the Exposition. Any space not claimed and occupied two hours prior to the show opening may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the Exposition. Exhibits must be staffed during all Exposition hours and may not, to any extent, be dismantled before the Exposition closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

**10. STORAGE OF PACKING CRATES AND BOXES.**
Unattended freight in any display space as of one hour prior to Exposition opening will be removed and stored at the exhibitor's sole risk and expense. Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period; but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty." Crates, boxes or other exhibit materials unclaimed by the exhibitor after the Exposition will be removed at the exhibitor's expense. Exhibitors will be billed by Show Management for removal time and materials at prevailing rates. Neither Show Management, the service contractor nor the exhibit facility shall assume any liability whatsoever for loss or damage.

**11. EXHIBITOR'S AUTHORIZED REPRESENTATIVE.**
The exhibiting firm assumes responsibility for its authorized representative to follow all Show Management Contract Rules and Regulations.

**12. LIABILITY AND INSURANCE.**
All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither ABCA, Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is required that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

**13. INDEMNIFICATION.**
Exhibitor agrees that it will indemnify and hold and save ABCA and Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or averted against ABCA and Show Management on account of injury or damage to person or property to the extent that any such damage of injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of ABCA and Show Management by Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of ABCA and Show Management. Exhibitor covenants and agrees that in case ABCA and Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon ABCA and Show Management by virtue of any such litigation.

**Property Damage.** Neither ABCA, Show Management nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and ABCA, Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. Accordingly, it shall be the responsibility of ABCA, Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

**Use of Certain Property.** Exhibitor will assume all costs arising from the use of patented, trademarked, or franchised materials, devices, processes or dramatic rights used on or incorporated in the exhibitor's space. Exhibitor shall indemnify, defend and hold harmless ABCA, Show Management, the Convention Center and their officers, directors, members, agents and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

**Waiver, Assumption of Risk & Release.** Show Management cannot prevent you from becoming exposed to, contracting, or spreading COVID-19 or any other communicable disease while attending the exposition. It is not possible to prevent against the presence of the disease. Therefore, if you choose to exhibit at and attend the exposition you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19 or another communicable disease. We have read and understood the above warning concerning COVID-19 and communicable disease. We hereby choose to accept the risk of contracting COVID-19 for myself and/or my agents and employees in order to exhibit at and attend the exposition. These services are of such value to me that we accept the risk of being exposed to, contracting, and/or spreading COVID-19 or other communicable disease in order to exhibit at and attend the exposition. We hereby forever release and waive my right to bring suit against Show Management and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 or other communicable disease related attendance at the exhibition. I understand that this waiver means we give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim we may have to seek damages, whether known or unknown, foreseen or unforeseen.

**14. WAIVER.**
Show Management shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by Show Management. No delay or omission by Show Management in exercising any of its rights shall operate as a waiver of such rights and a waiver of rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

**15. ATTORNEYS' FEES.**
Should Show Management find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement or to protect in any manner its interest or interests under this agreement, Show Management, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorneys' fees.

**16. AMERICANS WITH DISABILITIES ACT.**
Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless ABCA, Show Management, and the Convention Center against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to comply with the Act.

**17. SOCIAL FUNCTIONS/SPECIAL EVENTS.**
Any social function or special event planned by an exhibiting company, to take place during the ABCA Conference and Exposition, MUST BE APPROVED by ABCA.

**18. OTHER REGULATIONS.** Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. **THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.**

**19. INSURANCE REQUIREMENTS:** General liability insurance is mandatory to display at the ABCA trade show. Once the final balance of the rental space is received by Show Management the ABCA will provide general liability insurance for the vendor which meets all of the insurance requirements for the 2027 trade show provided by RainProtection insurance company. You will no longer need to submit your own compliant insurance. No vendor will be allowed to display at the ABCA trade show without providing general liability insurance with ABCA listed as the certificate holder and additionally insured.

**GENERAL LIABILITY** – Limits are as follows: $1,000,000 each occurrence, $1,000,000 General Aggregate, $1,000,000 products/completed operations aggregate, $1,000,000 personal/advertising injury, $300,000 damage to premises (AKA fire damage liability), and $5,000 premises medial payments. Policy to name American Baseball Coaches Association, McCormick Place Convention Center, Corcoran Expositions, Inc., and Freeman Company as additional insured.

WORKERS COMPENSATION – If required by law, a Workers' Compensation policy naming the state of the convention location as a section 3A state.

BUSINESS AUTO – Policy to cover all owned (if any), non owned, and hired autos with a limit of at least $500,000 combined single limits.

PROPERTY/EQUIPMENT– To cover the replacement cost value of all vendor owned property in the event of loss by fire, theft, vandalism, and other normal perils covered under such policies.