

## Show Rules & Regulations

1. All charges for exhibit space must be paid in full with good US funds by date specified on contract/application. Exhibitors not complying will not be allowed to move-in. The sponsors, their agents or representatives of this event cannot guarantee by your exhibiting at this event any financial gain to you or your organization; nor can they guarantee attendance of same.
2. Refunds: No refunds will be made if spaces engaged are not used, nor will any refund be made for space used but part of the time. Cancellation of exhibit space must be directed to the address specified herein; full refund if cancellation occurs ninety (90) days prior to the event; 50% refund if canceled sixty (60) days prior to event. In no event will a refund be made for a cancellation thirty days prior to the show. Any refund due Exhibitor in accordance with terms herein will be payable within 90 days following the conclusion of the event. Deposits: All deposit money for space reservations will be retained if the exhibitor fails to fulfill, violates, or cancels space reservations.
3. Liability for loss, theft, property damage or destruction and personal injury:
  1. Exhibitor hereby waives any and all claims against the sponsor, show management, facility, decorator and host city, their employees, agents or representatives resulting from loss, theft, damage, or destruction to its property, or from personal injuries to it, its agents, and /or employees. It is recommended that exhibitors take precautionary measures of their own, such as securing of small or easily portable articles of value and the removal of them to a place of safe keeping after exhibit hours.
  2. Exhibitor assumes entire responsibility and hereby agrees to protect, defend and space the sponsor, show management, facility, decorator and host city, their employees, agents or representatives harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the trade show. Exhibitor hereby waives any right of indemnification which it may have against the sponsor, show management, facility, decorator and host city, their agents or representatives for any and all claims arising from exhibiting.
  3. Any damage to facility property through carelessness of the Exhibitor, their employees or agents must be paid by exhibitor causing damage.
4. Insurance: It is expressly acknowledged that the sponsor, show management, facility, decorator and host city, their agents or representatives have not purchased insurance of any kind for the benefit of the exhibitor, nor is it under any obligation to do so. The exhibitor agrees to obtain the following insurance coverage during this event, including move in and move out days, and be prepared to furnish a certificate of insurance if requested: a) Comprehensive general liability insurance coverage including protective and contractual liability coverage of \$250,00/\$500,000 for bodily injury and \$50,000 property damage; b) Employers liability insurance with minimum limits of \$100,000 per accident; c) Worker's Compensation coverage in full compliance with federal and state laws; d) Comprehensive General Automobile liability insurance covering owned, non-owned and hired vehicles including loading/unloading hazards with bodily injury limits of \$250,000/\$50,000 and property damage limits of \$100,000.
5. The exhibitor agrees to abide by all rules and regulations of the building in which the event takes place. All rules and regulations are on file in the general office of the building. No part of any exhibit or any signs relating therefore, shall be pasted, nailed or otherwise attached to the walls, doors, etc., in any way as to deface same. Damage arising by failure to observe these rules shall be paid by the exhibitor.
6. All exhibitors must conform to the size of their space and must not be of such character or arrangement as to obstruct the view or interfere with the exhibits of others or shall any portion of an exhibitors display extend into the aisle. All booths will be confined to a maximum height of 8'. All displays over 4' on height and placed within 10' of an adjoining exhibit must be confined to that area of the exhibitor's space which is no more than 4' our from the back drape line. Displays requiring greater depth than are shown on the floor, or those requiring greater height than the 8' limits for their background display, may arrange for space on the perimeter with management. Show Management will not be responsible for unattended trade show displays.
7. The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc., must be made inside the exhibitor's booth. Canvassing outside of booth is forbidden.
8. Advertising material or signs of firm, other than those who have engaged space, are prohibited. Soliciting for Exhibits or any other reason by registered or unregistered persons, firms or associations is strictly forbidden. Violation of this regulation will result in removal from the show premises immediately and is subject to any and all remedies available at law. All exhibitors must wait to dismantle exhibits until show closing. **THE SHOW MANAGEMENT WILL APPRECIATE BEING INFORMED OF ANY INFRACTION OF THIS RULE.**
9. Motion picture projectors and other apparatus must conform to the state and/or city fire regulations. Electrical wiring must conform with the local fire codes. Loud speakers, radios, television sets, or the operation of any machinery or equipment which is sufficient volume as to be annoying to neighboring exhibitors will not be permitted. Tables or platforms on which the monitor is placed cannot exceed a height of 42 inches. All display decor including draperies and other fabrics, must be fire retardant before entering into the decoration of any exhibit.
10. Unethical conduct, uncooperative behavior, infraction of rules, any sexually oriented material, and safety hazard deemed potentially dangerous to persons or property, on the part of an exhibitor or their representatives, or both, will subject the exhibitor or their representatives to dismissal from the exhibit hall, in which event it is agreed no refund shall be made by the show management and further no demand for redress will be made by the exhibitor or their representatives.
11. The Show Management and/or the Sponsoring Association have the right to refuse an exhibitor on the grounds of non compatibility with the event, reserves the absolute right to select whom may exhibit, reserves the absolute right to regain possession of any space by refunding to the applicant or Exhibitor the amount paid for space.
12. Change of times or floor plan: The sponsor, their agents or representatives shall have the right to change the time and floor plan of the trade show.
13. **ONLY REGISTERED EXHIBITORS** will be admitted to the exhibit hall. All attendees must register to enter; present official pass; or purchase admission ticket, where applicable. **ONLY 4 PASSES PER BOOTH.** It is the exhibitors responsibility to trade off passes between their representatives.
14. Exhibits and Public Policy: Exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this event. Compliance with such laws is mandatory for all exhibitors and sole responsibility is that of the exhibitor.
15. Subletting of Space: The Exhibitor shall not assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of the Show Management. No rights or privileges derived by the Exhibiting Company under this agreement shall be assigned or transferred.
16. The Sponsor and/or Show Management, their agents or representatives will not be liable for the fulfillment of this lease as to delivery of space if non-delivery is due to any of the following causes: by reason of the building being destroyed by fire, acts of God, strikes, the authority of the law, or for any other causes beyond the sponsor's control.
17. Any exhibitor selling or distributing food products is prohibited. The exhibitor is solely responsible to receive written authorization from concession and to pay any concession fee.
18. It is the exhibitors responsibility to contact the Health Department and pull necessary permits to have food samples. Any fees and/or fines for not complying will be the exhibitors expense.
19. The exhibitor authorizes Show Management, their employees or agents to use exhibitors name to promote the event and to solicit other exhibitors for this and future events.
20. All exhibitors are required to comply with any and all federal, state, and local laws, rules, and regulations and to obtain any applicable licenses and/or permits (including but not limited to sales taxes, raffle permits and others). Exhibitor agrees to pay when due all royalties, license fees or other charges accruing or becoming due to any firm, person or corporation by reason of any music, either live or recorded, or other entertainment of any kind or nature, played staged or produced by the Exhibitor, its agents, employees or subtenants within the premises covered by the License Agreement including but not limited to, royalties or licensing fees due to BMI, ASCAP or SESAC. Exhibitor agrees to hold harmless this event, its sponsors, agents and employees against any and all claims, charges and liabilities arising out of the activities of the exhibitor and to defend, at its own expense any and all such claims and charges. Exhibitor shall have the right, however, to protest and if desired, to litigate and adjudicate any and all such claims. Exhibitor shall assume all costs and expenses arising from the use of patented, trademarked, or copyrighted material, equipment, devices, processes or dramatic rights used during or incorporated during the conduct of its activities in this event, and agrees to protect, indemnify, defend, and hold the sponsor , show management, facility, decorator and host city, their employees, agents or representatives harmless of any damages, costs and expenses.
21. The sponsor will make available to Exhibitor an official service contractor (Decorator) for the purpose of providing utilities, furnishings, accessories, tables, draperies, spotlights, signs, models, labor for erecting and dismantling exhibits, etc/ Exhibitor may not employ any other contractor for these services without at least 10 day prior written notice to the event management. Exhibitor must receive consent from event management for outside services. It is expressly understood that the service contractor is not the agent or employee of the sponsor and that the sponsor shall not be liable to exhibitor or any other person for the acts or omissions of the official service contractor.
22. The Exhibiting Company, or representatives, or agents shall be held jointly, collectively and individually responsible for any and all debts incurred for all exhibit costs, fees charges and any violations of these Rules and Regulations. All points not herein are subject to settlement by Show Management.

23. Exhibitors are not to handle any other exhibitors merchandise. If something is obstructing the booth space see the Arts & Crafts office and they will have the exhibitor move the merchandise. This will subject the exhibitor handling and representatives dismissal from the exhibit Hall, in which event it is agreed no refund shall be made by the Show Management and no further redress will be made by the exhibitor or their representatives.
24. Exhibitors must only display and sell items that they have provided in the description located on the booth space application. This is for the fairness of all exhibitors. If the exhibitor displays or sells items not on the description list, they will be asked to remove those items from their displays, unless the exhibitor receives approval from the Show Management. A final answer may not be provided until all exhibitors have set up their booths.