

## 2018 Exhibitor Regulations

The following regulations have been developed to ensure that the trade show is conducted safely and responsibly.

- 1.) **Registration** – ESAAL staff has sole control over admission policies at all times. All persons visiting the conference and exposition, as well as exposition personnel, shall be required to register and wear an appropriate badge while in attendance. Exhibitors may supply giveaways and take orders of goods and services only in their designated exhibit spaces. Canvassing or distribution of advertising matter outside the exhibitor's own space will not be permitted. Non-exhibiting suppliers are not permitted into the trade show. Non-exhibiting suppliers may register for and attend the general sessions of the conference, but may not solicit.
- 2.) **Exhibitor Cancellation** – Cancellations received by ESAAL prior to thirty (30) days before the trade show will receive a full refund minus a \$100 administrative fee. There will be no refunds for cancellation made less than thirty (30) days before the trade show.
- 3.) **No-shows** – Any exhibitor failing to occupy space contracted for is still required to pay the full rental amount, and ESAAL has the right to use any space that is unoccupied by 6:30pm on May 1, 2018.
- 4.) **Insurance** – please see Turning Stone's insurance requirements in additional attachment.
- 5.) **Food/Beverage** – No food/beverage may be served by an exhibitor unless written permission has been obtained by ESAAL in conjunction with Turning Stone prior to the event.
- 6.) **Fire, Safety, Health** – Exhibitors must assume full responsibility for compliance with local, city, and state ordinances and regulations covering fire, safety, and health.
  - a. Table coverings and other exhibit items must be non-flammable material. All decorative materials must be fire-resistant and in accordance with the standards established by the National Board of Fire Underwriters. Certificates attesting that all materials referred to have been flame-proofed must be notarized and submitted upon request. Flame-proofing not in accordance with the applicable codes is a violation and is unacceptable.
  - b. All exhibit equipment and materials must be contained within the booth and protected with adequate safeguards to pose no danger to other exhibitors, conference attendees, show visitors or others.
  - c. Exhibits that produce high noise levels or produce offensive odors will not be permitted.
- 7.) **Housekeeping** – Each exhibitor is responsible for the cleanliness of his/her exhibit and shall properly dispose of any garbage or waste resulting from the exhibit.

### Set Up and Breakdown

- 1.) **Booth set up** – Exhibitors may begin setting up booths on Tuesday, May 1, 2018 at 1:00pm and must be finished by 5:30pm.

- 2.) **Booth breakdown** – Exhibition break down will begin on Wednesday, May 2, 2018 at 1:30pm. All exhibits must be packed at the close of the show and removed from Turning Stone no later than 5:00pm on Wednesday, May 2, 2018. Items not removed by 5:00pm on this date will be transferred out of the space at the exhibitor’s expense.
- 3.) Prior to the Trade Show, exhibitors must make arrangements with Total Events for the items that are not covered in the booth cost **including electrical requirements** and shipment of materials.

#### **Damage Control**

- 1.) **Protection of Building** – Nothing should be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Exhibitors are liable for any damage they cause.
- 2.) **Obstructions** – In no instance may any decoration or fixture interfere with another exhibit.

#### **Liability**

The **Exhibitor** assumes the entire responsibility and liability for losses, damages and claims arising out of injury to any person or property or damage to exhibitor’s tables, displays, equipment and other property brought upon the premises of Turning Stone and shall indemnify and hold harmless ESAAL, its agents, employees, officers, directors, and members from any and all such losses, damages and claims.

**ESAAL** will make every effort to protect the Exhibit Hall by providing security during non-exhibit hours; however, the exhibitor has the responsibility to protect its property and to obtain insurance to cover the value of its property. ESAAL cannot guarantee to protect the exhibitors against loss or damage of any kind.

#### **Exhibitor Agreement:**

I have read and understand the above referenced guidelines. My company and all representatives will abide by these guidelines during the ESAAL Trade Show.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_