

# SENIOR EXPO EXHIBIT SPACE REGULATIONS 9/16/10

## 1. Set-up and Removal of Displays

- a. Displays must be completely installed and ready for viewing by the date and hour specified by the Sponsor.
- b. Goods received after the opening of the exposition must be delivered to the booth and arranged at times other than official exhibit hours.
- c. Exhibits and/or goods and materials used in any display may not be removed from the exhibit hall prior to the date and hour designated by the Sponsor as the official closing time, without approval of the Sponsor.

## 2. Operation Regulations

- a. All demonstrations, advertising and promotional activities of an exhibitor must be confined to the limits of the assigned exhibit space.  
Violation of this rule may result in the cancellation of exhibitor contract and removal of the exhibit from the show without refund or liability to the Sponsor.
- b. Any sounds produced in the booth shall be at a level as not to disturb other exhibitors

## 3. Exhibit Design Regulations & Restrictions

All display materials must be flame proofed and are subject to inspection by the local fire department. Wiring must conform to local codes. No flammable fluids or substances may be used or shown in booths. All packing materials such as excelsior, empty cardboard cartons, etc., must be removed from the booth prior to the opening of the exposition.

## 4. Care of Building and Equipment

- a. Exhibitors are cautioned that they are directly responsible for any damage to the walls, floors, any part of the exhibit building, booth materials and equipment of another exhibitor. Nothing may be affixed to any wall, ceiling or floor without express written permission from the building owner. Exhibitors causing any such damage are liable to the owner of the property so damaged.
- b. The Sponsor, the exhibit hall manager/owner and the official convention service contractor shall not be liable for any loss, damage or displacement of any exhibitor's property due to any cause. Exhibitors are cautioned that small portable articles of value should be properly secured or removed for safe keeping whenever the booth is unattended.

## 5. Liability

The exhibitor agrees to make no claims against the Sponsor, his employees or agents or against the exhibit hall owner/manager, nor his agents or employees for any injury to any exhibitor, his employees, agents or property or for any loss due to delay or mechanical failure, labor trouble or any cause whatsoever while exhibitors and merchandise are in transit, nor for any damages to his business for failure to provide space in the exhibit, nor for any action of the Sponsor's employees or agents for failure to hold the show as scheduled.

## 7. Cancellation of Display Space

If space is cancelled 61-90 days prior to the opening date of the event, (no later than 7/16/10) there is no penalty. If cancelled 31 to 60 days prior to the opening date of the event (no later than 8/16/10) 1/2 of the payment will be refunded. If cancelled 30 days or less prior to the opening date of the event (after 8/16/10), no payment will be refunded. In the event the conference is not held for any reason whatsoever, the rental and lease of space to the exhibitor shall be terminated, in which case the limit of claim for damage and/or compensation shall be limited to half the cost of the booth rental.

## 8. Music (tapes, cd's, videos, etc.)

Exhibitors are prohibited from using any form of music such as tapes, cd's, videos, etc. without obtaining a performing rights license. Audio and/or audio-visual performances of music on the tradeshow floor are also prohibited without copyright permission.

## 9. Only One Firm Per Booth

Only one firm may exhibit in each booth. Each firm may have up to five persons man the booth. Names of these persons must be provided to the sponsor by whatever deadline is specified.

## 10. Food Restrictions

The Players Choice will allow the vendors to give out "sample" sized food products to the attendees including candy, cookies, cupcakes and pastries. No beverages or popcorn are allowed to be given out. The Appleton Noon Lions and The Players Choice will provide coffee and pastries for early arrivals, exhibitors and workers.

**PLEASE SIGN ON THE APPLICATION FORM INDICATING YOU HAVE READ THESE REGULATIONS AND WILL COMPLY WITH THEM**