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in-service conference

RULES AND REGULATIONS

- **Assignment of booth space:** GMEA reserves the right to make variation in the assignment system and/or relocate previously assigned space.
- **Terms of payment and Refund Policy:** Any space not claimed and unoccupied by 2:00 PM, Thursday, January 26, 2017 may be reassigned by GMEA without refund of rental paid. Exhibit display cannot be opened unless fee is paid in full.
- **Cancellation:** All cancellations must be made in writing to the GMEA Office. If notification is received on or before December 1, 2015 all monies, less a \$50.00 service charge, will be refunded. Cancellations received after December 1, 2016 obligates the exhibitor to full payment of the booth cost and forfeiture of all monies paid. **REFUNDS AFTER DECEMBER 1, 2015 ARE MADE AT THE DISCRETION OF THE GMEA EXECUTIVE DIRECTOR.**
- **Exhibit Facilities:** The exhibits will be located in The Classic Center Exhibit Hall. GMEA will provide a 10" x 10" booth with an 8' backdrop, 33" side drapes, a table and 7" x 44" identification sign. Exhibits must not be of such a character or arrangement to obstruct the view or interfere with the displays of others. The 8' height may be maintained on the sides of the booth for a distance not to exceed 4' from the rear of the booth. From this point the maximum height is 40". All displays must be confined in a manner to avoid blocking the sight line from the aisle to the adjoining booth.
- **Dismantling Exhibits:** Exhibits must remain fully intact, and no equipment can be removed from the display, prior to the closing of the show. Exhibitors who violate this policy will not be allowed to exhibit in 2018.
- **Fire regulations:** No combustible decorations such as crepe paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior, wrapping paper, which must be flame proof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken, or any other cloth decorations must withstand a flame proof test as prescribed by local fire ordinances. Gasoline, kerosene, acetylene or other flammable or explosive substances will not be permitted in the exhibit area. Exhibit must meet local fire code regulations. An inspection will be conducted prior to the opening of the exhibition; violations must be corrected before the show will be allowed to open.
- **Care of Exhibit Space and Property:** The exhibitor must surrender his display space in the same condition, as it was when he occupied it. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Special care shall be taken to protect the carpet in the exhibit hall from damage. The exhibitor must place a protective covering over the carpet during move-in, move-out, or during the show if there is potential for carpet damage. Application of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.
- **Show Cancellation:** In case the facilities shall be destroyed by fire, or the elements, or by any other cause, or if any other circumstances shall make it impossible for GMEA to permit the contracted space to be occupied by the exhibitor, this lease shall terminate and the exhibitor shall waive claim for damages or compensation except to request return of the amount paid for the space less 33.3% for the initial cost and promotion.
- **Operations/Restrictions: Exhibitor will keep their booth open and staffed at all times during the show hours.** All business and demonstrations shall be confined to the exhibitor's own booth. GMEA reserves the right to exhibit to a minimum noise level, and to suitable methods of operation and display of materials. If for any reason, an exhibit or its contents are deemed objectionable by GMEA, the exhibit will be subject to removal. In the event such an eviction or restriction is enforced, GMEA will not be liable for refunding rental fees or funds for exhibit equipment rental, except at its own discretion. Exhibitor agrees that GMEA may substitute actual space assigned to exhibitor if necessary. Persons not having assigned booth space will not be allowed to transact business in the exhibit hall. Violators of this policy will be removed from the exhibit hall and will not be allowed to exhibit in subsequent years. Individuals may not register for the conference for the purpose of transacting business in the exhibit hall or elsewhere on conference property.
- **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 its own in the exhibit space without written consent of GMEA.
- **Liability and Indemnification:** The exhibitor is responsible for all damages to the exhibit premises and for any and all claims and demands on account of any injury or death or damage to any property done in or about the premises used by the exhibitor, his employees, servants, agents, licensees or contractors occasioned by their negligence and the exhibitor agrees to indemnify and hold harmless GMEA, its directors, officers, sponsors, appointed show management, the participating properties and/or their corporate entities from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertaking and responsibilities of the exhibitor including that caused by or resulting from the negligence of GMEA, its directors, officers, sponsors, the participating properties and/or their corporate entities. GMEA shall not be liable for any loss or damage resulting from the perils of fire, natural disasters, riot, strike, civil commotion, smoke, motor vehicle damage and aircraft damage. The exhibitor is required to carry his own insurance to cover multiple perils or acts of God. The exhibitor acknowledges that it is responsible for obtaining insurance in such amounts as it deems appropriate to comply with its obligations herein and for its own protection while in the exhibit facility or in transit.
- **Amendments:** These rules and regulations are to be construed as part of all space contracts. GMEA reserves the right to interpret them as well as to make final decisions on all points the rules and regulations do not cover. These rules and regulations may be amended at any time by GMEA and will be equally binding to all parties affected. Written notice of any such amendments will be forwarded to exhibiting firms.