

# Exhibit Terms and Conditions

## **A. DEFINITION OF MANAGEMENT**

The word "management" used herein and subsequent regulations shall mean the Controlled Environmental Testing Association, its agents or employees acting for it, and the management of the exhibit.

## **B. SPACE RENTAL**

- 1. STANDARD TABLE TOP:** All standard table tops are 6 feet and draped, and (2) exhibitor registrations.
- 2. FLOOR PLAN:** All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. The exhibit management reserves the right to make such modifications as may be necessary to meet the need of the exhibitors and the exhibit program.
- 3. CANCELLATION OF SHOW:** In the event that fire, strike, or other circumstances beyond the control of the management causes the exhibit to be canceled, a full refund of exhibit rental fees will be made which is the limit and extent of the Association's liability for such cancellation.
- 4. FURNISHINGS:** Furniture and/or additional draping, accessories, signs, electrical outlets, etc. are the sole responsibility of the exhibitor and should be ordered in advance from the official show decorator on the forms that will be provided.
- 5. IRREGULAR ACTIVITIES:** No person, firm or organization not having regularly contracted with the management for the occupancy of space in the Exhibit Hall will be permitted to display or distribute advertising materials at the exhibit. In the event there is an infringement of this regulation, management will make its best effort to remove offending persons from the Exhibit Hall.

## **C. CANCELLATION OF EXHIBIT CONTRACT**

- 1. CANCELLATION:** In the event that notification of intent to cancel is received by the exhibit management at least 45 days prior to the opening of the exhibition, all sums paid by the exhibitor, less a service charge of \$200 per booth, will be refunded.
- 2. LATE CANCELLATION:** Cancellations within 45 days prior to the opening to the exhibit obligates the exhibitor to full payment of the rental. No refund will be made after this date.
- 3. FAILURE TO PAY:** Failure to remit the balance of booth rental by the date specified on the application form constitutes cancellation of contract, and the reserved space will be subject to resale without refund of deposit.
- 4. FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by the exhibitor and his space may be resold, reassigned, or used by the exhibit management without refund, unless prior approval is obtained, in writing, from the exhibit management. If the exhibit is on hand, the exhibit management reserves the right to assign labor to set up and display that is not in the process of being erected by the given deadline and to instruct the exhibitor be billed for all charges thus incurred.

## **D. CONSTRUCTION, INSTALLATION AND USE OF EXHIBITS AND EXHIBIT FACILITIES**

- 1. ACCEPTABILITY OF EXHIBITS:** All exhibits shall be to serve the interest of the members of CETA and shall be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit which CETA believes to be injurious to the purpose of the Association.
- 2. HANDOUT MATERIALS:** Promotional giveaways will be permitted. All materials must have prior approval by CETA. All hand out materials is expected to be of a professional nature. CETA reserves the right to disallow any material which they believe to be inappropriate. If any questions, please contact CETA office.
- 3. SOLICITATION OF EXHIBITORS:** No persons shall be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of the Association.
- 4. RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign, or share any part of the space allocated to him without the written consent of the exhibit management. Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution for promotional material. Exhibit signs and displays are also prohibited in any part of the public space or elsewhere on the premises of the meeting facility or in the guest rooms or hallways of the hotel unless approved by the exhibition management and the hotel. Such a privilege shall be restricted to exhibitors only who have paid for exhibit space in the main exhibition. Operation of sound devices is allowed if the exhibitor complies with restrictions on loud volume.

**5. CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view nor hide the exhibits from others. Exhibitors desiring to use other than standard booth equipment, any signs, or material conflicting in any way with the above regulations should submit two copies of a detailed sketch of the proposed layout at least 45 days before the meeting or before construction is ordered and receive written approval from the exhibit management

**6. APPEARANCE OR EXHIBITS:** Any part of the exhibit which does not lend itself to an attractive appearance, such as an unfinished side or end panels, must be draped at the exhibitor's expense. Management reserves the right to have such finishing done billing the exhibitor for charges incurred.

**7. INSTALLATION AND DISMANTLING EXHIBITS:** All installation and dismantling of exhibits must be carried on during the time indicated in the accompanying Exhibit Information. No exhibit may be erected after the exhibition opens nor may be dismantled before the official closing time. It is the responsibility of the exhibitor to see that all his materials are delivered to the drayage company and removed from the exhibit hall by the specified deadlines. Should he fail to remove his exhibit, this removal will be arranged by the exhibit manager at the expense of the exhibitor.

**8. DRAYAGE:** Advance shipments of exhibit material must be made to the official drayage company as indicated in the accompanying information. Should any shipment be made directly to the hall, it will be removed by the authorized drayage company and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to the exhibitor concerned.

**9. LABOR:** Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations. Information regarding specific regulations which are applicable may be obtained from the official decorator. Display, painters, carpenters, electricians, and other skilled labor can be arranged through the official decorator at established rates.

**10. FIRE AND SAFETY REGULATIONS:** All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with such regulations. All decorations must be fire proof and electrical wiring must meet the safety requirements of the official service contractor. No combustible material shall be stored in or around exhibit booths.

**11. DAMAGE TO EXHIBIT FACILITIES:** The exhibitor must surrender space occupied by him in the same condition it was at commencement of occupation. The exhibitor or his agents shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths, or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owner of the property so damaged.

**12. EXHIBIT ADMITTANCE:** Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. Children under the age of 18 will not be permitted on the exhibit floor.

## **E. LIABILITY**

**1. SECURITY:** The exhibit management will provide security but the furnishings of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor.

**2. RESPONSIBILITY OF CETA AND THE EXHIBIT HALL:** Insurance and liability are the full responsibility of the exhibitor. The exhibitor agrees to protect, save and defend, and keep the Controlled Environment Testing Association and exhibit facility forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the intentional act or omission or the neglect of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between CETA and the exhibit facility regarding said premises; and further, the exhibitor shall at all times, protect, indemnify, save and defend, and keep harmless CETA and the exhibit facility against and from any and all losses, costs, damages including attorney's fees, liability or expense from or out of or by reason of any accident or other occurrence to anyone, including, but not limited to, the exhibitor, its agents, employees, and business invites which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises or any part thereof.

## **F. GENERAL**

All matters and questions not covered by these regulations are subject to the design of management.