



**Fall 2013 Convention & EXPO**  
Gaylord Palms Resort  
Kissimmee, Florida  
Conference: September 23-26, 2013  
**EXPO: September 23-25, 2013**

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**Rules and Regulations:**

Exhibitors should read, and be, familiar with the rules and regulations noted on the back of their Exhibit Space Application. It is the exhibitor's responsibility to ensure their personnel and agents are familiar with these rules. A copy of the General Rules and Regulations and Exhibit Construction Guidelines are included.

**Insurance:**

While all possible care will be exercised by GES and its agents, you are responsible for insuring the safety of your personnel and exhibit materials from theft, damage, accident, fire, and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody, and control in transit to and from the confines of the exhibit hall as well as when it is on the floor.

**COMPTEL, Corcoran Expositions, Inc., Global Experience Specialists (GES), and the Gaylord Palms Resort & Convention Center assume no responsibility for product left unattended at the end of the Exposition.**

**Exhibitor Appointed and/or Independent Contractors:**

Independent contractors must conform to the International Association of Exhibitions and Events (IAEE), Exhibit Designers and Producers Association (ED&PA) and Exposition Service Contractors Association (ESCA) display guidelines and must be signatory to a current local collective bargaining agreement.

Exhibitors using "Exhibitor-Appointed and/or Independent Contractors" must provide a copy of the insurance certificate naming Show Management and Global Experience Specialists (GES) as additional insureds. **The insurance certificate and Notice of Intent to Use Exhibitor-Appointed Contractors form must be received no later than Friday, August 23, 2013.** Please fax to GES at 866-329-1437.

**Children in Exhibit Hall:**

Due to liability issues, children under the age of 18 will **not** be allowed in the exhibit hall at any time. This includes move-in, exhibit hours, and move-out.

**Recommended Dress:**

COMPTEL provides a relaxed educational atmosphere and we suggest that you dress business casual. This may include slacks, button-down shirts, blouses, sweaters, casual dresses, blazers, or sports coats. *Use your best judgment to represent yourself and your company.*