

# 2016 GOMACTech Rules and Regulations for Exhibit Space

---

1. Exhibit Hours: Every effort is being made to assure attendees' participation in the Exhibition. An afternoon break on Tuesday and morning and afternoon breaks on Wednesday will be held in an area inside the Exhibit Hall. A Tuesday evening reception will take place inside the Exhibit Hall. Also lunches on Tuesday and Wednesday will take place inside the Exhibit Hall.

Exhibit Hours are as follows:

Tuesday, March 15, 2016 12:00 pm - 8:00 pm

Wednesday, March 16, 2016 9:00 am - 4:00 pm

2. Contract: This application, properly executed by the applicant, shall, upon written acceptance and notification of booth(s) assigned by the GOMACTech Executive Committee or its agent, constitute a valid and binding contract.

3. Qualifications for Exhibiting: Exhibitors must be manufacturers or representatives of manufacturers that produce products or perform services that conform to the subject matter covered by the GOMACTech technical program. GOMACTech reserves the right to accept or reject any exhibitor.

4. Exhibit Space Rental Charge: Exhibit space will be rented at \$2,300 for each 8 ft. deep by 10 ft. wide booth. Payment must accompany the signed and completed Exhibit Space Application either in full or in accordance to the payment schedule.

5. Cancellation Policy: If an exhibitor must cancel space already contracted for, the following cancellation fees will be assessed:  
After: January 15, 2016 – 50%

February 12, 2016 -- 100%

Cancellation fees will be assessed whether or not the canceled space is reassigned to another company. Cancellation notices must be written and signed by the appropriate company official.

6. Booth Materials provided by the Conference: Each booth will be supplied with an 8 ft. high cloth drape background with 36 in. high side dividers. Booths will be furnished with one 7 x 44 in. exhibitor identification sign.

7. Exhibitor Registration: Each exhibitor will receive one complimentary registration package for each paid 8x10 booth. Each package will include a badge for admission to the exhibit area and all technical sessions and a copy of the GOMACTech Digest of Technical Papers. All booth personnel must be U.S. citizens or resident aliens. The exhibit area will be restricted to U.S. citizens and resident aliens.

8. Security: Security will be provided by the Conference and hotel on a 24-hour basis; however, exhibitors are asked to insure all exhibit material against loss or damage. GOMACTech, Wyndham Orlando Resort International Drive and their officers, employees, agents and representatives will not assume or otherwise be responsible for any injury, loss, or damage to the exhibitor, the exhibitor's officers, employees, agents, or representatives, or their property, however caused.

9. Service Contractor: All exhibitors will receive equipment and service-order forms at least 45 days prior to the Conference.

10. Freight Movement: All freight sent to the Service Contractor will be placed in exhibit booths by 12:00 pm on Monday, March 14, 2016. Exhibitors may deliver their own equipment directly to the exhibit booths after that time.

11. Installation/Dismantling: The exhibit area will be available for set up Monday, March 14, 2016 from 12:00 pm-5:00 pm. All exhibits must be ready for opening at 12:00 pm on Tuesday, March 15, 2016. Dismantling may begin at 4:00 pm on Wednesday, March 16, 2016 and must be done by 8:00 pm the same evening.

12. Compliance with Local Rules: Exhibitors assume responsibility for compliance with pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire safety and health, and the rules and regulations of operators and owners of the property in which the exhibit is held.

13. Union Jurisdiction: The exhibitors will abide by and comply with rules and regulations concerning local unions having jurisdiction over the hotel in which the exhibit is held, and specifically in the exhibit area and loading docks. Members of this union claim jurisdiction over all the set-up and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one (1) person can accomplish the task in less than one-half (1/2) hour without the use of tools.

14. Teamsters Union: This local claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that is hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment.

15. Loss or Damage: Because of the tremendous value and peculiar nature of the exhibits, it is impractical for either GOMACTech or Wyndham Orlando Resort International Drive to insure any exhibitor's equipment against loss, theft, or damage and breakage. Therefore, GOMACTech, Wyndham Orlando, and their officers, employees, agents or representatives will not assume or otherwise be responsible for any injury, loss, or damage to the exhibitor, the exhibitor's officers, employees, agents or representatives, or their property, however caused. In addition, the exhibitor must assume responsibility for damage to Wyndham Orlando, property and indemnity and hold harmless Wyndham Orlando, and GOMACTech for all liability that might arise out of the exhibit activities, whether or not such liability includes the sole or joint negligence of the sponsor from any cause whatsoever, including property damage, accidents, or injuries to exhibitors, their agents and employees, or to any member of the general public. In view of the foregoing, exhibitors should place such insurance as they deem necessary on their equipment and exhibits and are urged to extend their public liability insurance to cover this exhibit and the contractual liability assumed there with.

16. Americans with Disabilities Act: Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitors shall also indemnify and hold harmless GOMACTech and PCM against cost, expense, liability or damage, which may be incident to, arise out of or be caused by Exhibitor's failure to have their booth comply with requirements under this Act.