

Orlando Conference  FOR BUY HERE PAY HERE
OCTOBER 23 - 25, 2017 ★ ROSEN CENTRE ★ ORLANDO, FLORIDA

NABD Exhibition Rules, Regulations, & Guidelines

Opening Statement

The event is produced by The National Alliance of Buy Here, Pay Here Dealers (“NABD”) which is the industry’s largest used car special interest group, with more than 14,000 members, it was created to educate, train, and promote the interests of the self-finance industry nationwide. The NABD brand is nationally recognized as the premier special interest group for Buy Here Pay Here (BHPH); it recruits and includes leading attorneys, industry experts, and many of the nation’s most successful operators. Our goal is the success of our members and sponsors, to provide a marketplace for BHPH and to facilitate the exchange of information about new products or services.

Definitions

“Event” means Orlando Conference for Buy Here Pay Here, which includes the exhibition, conference, general sessions, virtual extensions, and other organizer-produced related programs. The event is owned, produced and managed by NABD. “Organizer” means, collectively, NABD. “Exhibitor” means the company or person that applied for exhibit space rental and agreed to enter into this contract upon acceptance by the organizer in the manner stated below. “Facility” means the location or locations at which the “event” is being held. The exhibit space application, these exhibitor rules and regulations, the exhibit display regulations and the exhibitor services manual are hereinafter referred to as the “Agreement” and constitute the agreement between the organizer and the exhibitor.

Acceptance of Communication from the Organizer and Official Contractors/Authorized Exhibitor Representatives

The exhibitor agrees, on its own behalf and on behalf of its employees and agents, to receive event and organizer related information via phone, facsimile, mail and email from the organizer and its associated contractors. The exhibitor waives any right or option, on its own behalf and on behalf of its employees and agents, to opt out of any of these forms of communication until the conclusion of the contracted event. The signer of the exhibit space application shall be the official representative of the exhibitor or shall have the authority to act on behalf of the exhibitor. It is the exhibitor’s responsibility to inform the organizer if contact information changes to ensure the timely distribution of exhibition information to the responsible person within the exhibitor’s organization. This person shall be authorized to enter into service contracts as may be necessary and for which the exhibitor is responsible. This person will receive all official correspondence from the organizer and be responsible for communicating all information to appropriate individuals.

Additional Rules & Regulations/Amendments/Authority of Organizer

The organizer reserves the right to make changes, amendments and additions to the rules at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. The organizer shall have the final determination, interpretation, and enforcement of all rules, regulations, and conditions governing exhibitors. All matters and questions not specifically covered by the agreement are subject to the decision of the organizer and those decisions will be final.

Admission Policies

Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official exhibition badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official exhibition badge.

In the interest of safety and injury prevention, children under 18 years of age will not be permitted on the exhibition floor during installation and dismantling of exhibits.

Exhibitors are permitted access to the exhibit hall one (1) hour] before and one (1) hour] after the posted official exhibition hours. Additional access may be arranged by requesting an off-hours entry pass, which will be granted solely at the discretion of the organizer.

Advertising

The exhibitor shall not, without the written consent of the organizer, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. The exhibitor shall not post or exhibit any signs, advertisements, exhibition bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile or outdoor advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.

The organizer defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city – including but not limited to airport signage, street signage/banners, convention center, event hotels, etc. – must include the prominently-visible tagline: "Proud Supporter of Orlando Conference for Buy Here Pay Here."

Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles or driveways of the facility without written permission from the organizer. These areas are considered private property.

Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority status and addition of organizer fines.

Aisles

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle. All features, signs and walls that are facing the aisle need to be covered or finished.

Animals

Permission for any domesticated animals (cats, dogs, etc.) to appear must be approved by the organizer then by the facility. Non-domesticated animals will be considered on an individual basis.

- Animals should not be permitted as part of displays or demonstrations by exhibitors, unless in alignment with the content and business nature of the exhibition, approved by the organizer and allowed by the facility. (ADA recognized service animals that are properly identified are always welcome.) If allowed, the following criteria may be required:
 - The animal must have something to do with the exhibitor or event (i.e. a dog used in commercials, films, etc.).
 - The exhibitor must obtain a separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the facility and organizer as additional insured.
 - Animals will not be allowed to remain in the building overnight.
 - A trainer or owner must accompany animals at all times.
 - Animals may not have corporate branding aside from identification relating to its recognition as a service animal.

Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or the organizer will have them covered at the exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics.
- Peninsula, split island and island exhibits must have a finished back wall and be finished} on all sides.
- Plain drape or unfinished hard-walls are not permitted.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- Columns located within a booth space may be covered using approved material that will not cause damage upon removal and does not block fire extinguishers, fire hose cabinets or electrical boxes. The organizer's approval is required in advance.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Flooring may be required per the organizer.

- Items located in the exhibit space must be in good taste or will be removed at the discretion of the organizer.
- Exhibitors with large equipment must reserve sufficient space to ensure that any equipment which exceeds 4 feet (1.12 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

Application for Space/Execution of Contract – Non-Endorsement

Applications for rental of exhibit space shall be subject to the approval of the organizer, which reserves the right to reject applications for space with or without cause if in the best interest of the event. Applications will be accepted or declined based on availability of exhibit space and the proposed products and/or services of the exhibitor. An exhibitor's products and/or services must relate to the needs of the industry. The individual signing (either written or electronic signatures) on behalf of the exhibitor represents and warrants that he/she is authorized to do so. Upon acknowledgement of acceptance of the written/electronic application by the organizer, the application shall be a legally binding contract between the exhibitor and organizer. It is understood and agreed that any changes or modifications to the application in terms of exhibit size, location, configuration or cancellation by the exhibitor, following the initial submission, shall be considered accepted and approved by the organizer if written notification is provided by the exhibitor to, and received by, the organizer. Acceptance of an application does not carry the organizer's endorsement of the products or services of that exhibitor.

Behavior/Good Neighbor Policy

Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company's products, business or mission, and not be offensive in any manner.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the exhibition. The organizer reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage, is strictly prohibited.

An exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be subject to removal from the event and the exhibitor additionally penalized by the loss of priority status at the discretion of the organizer.

Booth Construction Standards, Sightlines and Height

Refer to the 2014 IAEE Guidelines for Display Rules and Regulations, see link [HERE](#)

Exhibit Space Assignment

Provided the applicant for exhibit space is qualified, and approved by the organizer, and providing all rules and regulations are followed, exhibit space assignments will be made on a first come, first-served basis.

The organizer reserves the right to set aside premium exhibit space as part of sponsorship packages offered to exhibitors.

Exhibitor Appointed Contractor (EACs)

Definition

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provides services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc., and which may require access to the exhibitor's booth space any time during installation, event dates or dismantling. Rules & Regulations If the exhibitor wishes to use an EAC, the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete an exhibitor-appointed contractor form. Also, the exhibitor must state whether this contractor is authorized to order event services on the exhibitor's behalf.

- The EAC shall refrain from placing an undue burden on the official service contractors by interfering in any way with the official contractor's work.
- The EAC will not solicit business at the event or use the exhibition name/logo to solicit other exhibitors. The EAC is responsible for adhering to all rules and regulations requiring badging. Representatives of the EAC must wear badges at all times.
- If the EAC in any way disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. The organizer will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from the organizer upon receipt of the request by the authorizing exhibitor.
- The organizer will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of: certificate of insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance.

The workers' compensation and employers' liability insurance must provide a minimum limit \$500,000 USD, and meet the requirements established by the state in which the event is being held.

Comprehensive general liability coverage \$1 million USD per occurrence/\$2 million USD general aggregate, shall name the organizer, the sponsoring associations, the event owners, the official contractor and the facility as additional insured. Automobile liability should include all owned, non-owned and hired vehicles \$500,000 USD, bodily injury \$500,000 USD, and property damage liability. The organizer must receive the certificate of insurance no later than 30 days prior to the commencement of installation.

- Written acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC, must be received by the organizer no later than 30 days from the event.

- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by the organizer in any contracts with the official contractors and facility.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- EAC may only photograph client booths.

Services Provided Regulations

EAC services will be limited to the erection, dismantle and preparation of “display” materials only. Labor and/or services for the installation and dismantling of “products” to be displayed by the exhibitors must be contracted from the official contractor designated by the organizer for that service. The exhibitor appointed contractors/independent service contractors must submit a certificate of insurance to the organizer no later than 30 days prior to the commencement of installation. Recommended: The organizer will provide a centralized location for all EACs to check-in or obtain the check-in location for the top EAC companies on the exhibition floor. This will help the organizer and the exhibitors to locate EACs quickly during move-in and move-out.

Facility Rules

Exhibitor agrees to comply with all rules and regulations prescribed by The Rosen Centre; to comply with the requirements of all local authorities; and to obtain, at Exhibitor’s own expense, any necessary permits, licenses or equipment, should any be required for Exhibitor’s displays or exhibit. Exhibitor agrees that failure to conform to all facilities and city rules and regulations may result in the close of its exhibit by NABD. Exhibitor agrees to comply with any reasonable request by any official of the facility or by NABD with respect to the installation, conduct and disassembly of its exhibit.

Fire Protection/Fire Marshal Requirements

All exhibit spaces must be in full compliance with all facility, fire marshal, organizer and exhibit guidelines including all local, state and federal laws.

Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50ft (15.25m).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI)-approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

Flammable and Toxic Materials

- All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Floor Covering/Carpets/Carpet Requirements

The exhibit hall portion of the facility is fully carpeted with a multi-colored carpeting. It is up to the exhibitor to include carpeting within the booth area as part of booth display design. All exhibits flooring must be confined to the spatial limits of their respective exhibit space(s) as indicated on the floor plan.

Force Majeure

Organizer will not be responsible in any event for any loss, damage, delay, or limitation related to acts of God, transportation stoppages, labor disputes, government restrictions, civil unrest, warfare, acts of terrorism, unavoidable casualty, or any other similar or dissimilar causes beyond the control of organizer. Exhibitor hereby releases and discharges organizer and its officers, directors, employees and agents from liability for any such loss, damage, delay, or limitation. Should any contingency prevent or materially affect the holding of the exhibition, organizer may cancel, postpone or otherwise adjust the exhibition dates and times and may retain such part of the fee specified in the exhibitor contract as is required to compensate organizer for expenses incurred up to the time such contingency has occurred.

Forced Setting of Exhibits

All displays must be in place and display material, cartons and refuse removed from the aisles by October 23, at 5:00 pm to facilitate final event logistics in preparation for exhibit hall opening reception. Late Installation: If installation of any exhibit has not started by October 23, 3:00 pm and no arrangements for move-in have been made, the organizer may arrange to either remove exhibit materials from the hall or erect the exhibit and the exhibitor will be billed for, and agrees to pay for, all charges incurred. The organizer shall not be liable for damages that may occur during the exhibit move-in.

Handling and Storage

Material Handling

The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc. during the exhibition and return properly marked materials at the completion of the exhibition or event. Materials not in accordance with these regulations will be discarded.

Storage

Fire regulations in most exhibit facilities prohibit storing products, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or products appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

Hanging Signs & Graphics

Hanging signs and graphics are permitted in all standard Peninsula and Island booths to a maximum height of (enter event-specific restriction) from the top of the sign to the floor. End-cap and Linear booths may not qualify for hanging signs and graphics based on the exhibition rules. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, any sign should comply with all ordinary use-of space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. Hanging signs and graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Approval for the use of hanging signs and graphics, at any height, should be received from the organizer or their designated contractor at least 60 days prior to installation. Variances may be issued at the organizer's discretion. Drawings should be available for inspection. Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface. Peninsulas, Split Island and Island exhibitors are permitted to utilize hanging signs. They may be hung at any height; however, the sign itself cannot hang higher than eight feet and must be finished on all sides.

Hold Harmless Agreement and Indemnification

Neither organizer nor its officers, directors, employees and agents shall in any manner or for any cause be liable or responsible to any exhibitor or its employees or agents or any other person for any injury or damage to any person, business or property in any way related to or arising in connection with the exhibition; and any and all claims for such injuries or damages are hereby waived and each exhibitor agrees to indemnify, defend and hold harmless organizer and the facility, their directors, officers, employees and agents (the "indemnified parties") against any and all claims, liabilities, losses and expenses, including attorney's fees, imposed on, incurred by or asserted against the indemnified parties caused by any act or omission of that exhibitor, or occurring within the exhibit space leased by that exhibitor or arising in connection with the activities conducted by that exhibitor in connection with the exhibition. The terms of this provision shall survive the termination or expiration of this Agreement.

The exhibitor acknowledges that organizer and the facility do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Hospitality & Networking Events by Exhibitors

No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.

Housing and Attrition Policies

Note: These policies may not apply to all events but offer guidance in managing exhibition-specific issues. All exhibiting companies are required to book housing for their registered representatives

through the organizer host hotel, The Rosen Centre. Any exhibitor who does not follow these procedures may be subject to a loss of priority status

Hotel assignments are made on a first-come, first-served basis based on availability. Staying within the room block will help the organizer meet its contractual obligation to the hotels, avoid penalties, obtain favorable rates in the future and control exhibition space rental and registration costs.

Install/Dismantle

Installation and Dismantlement

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured in writing from organizer.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these terms, rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. Official move-in, move-out and exhibition dates and times may be subject to change. The organizer will notify the exhibitor of official dates, times and any changes.
- The organizer reserves the right to assign specific days to the exhibitor for delivery of equipment and/or display items. Failure by the exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

Labor

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, the exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Review the exhibitor manual for specifics on union guidelines and restrictions.

Licensing/Permits

Exhibitors are responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material. Exhibitors are liable for and shall indemnify, defend and hold organizer, its directors, officers, employees and agents, harmless from all loss, claims, causes of action, suits, damages, liability, expenses, and costs, including attorney's fees, arising from or out of any violation or infringement (or alleged violation or infringement) by exhibitor, its agents or employees, of any patent, copyright, trademark or other mark, trade secret rights or privileges.

Lighting

Exhibitors should adhere to the following minimum guidelines when determining exhibit space lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the organizer for approval.
- Lighting, including gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by the organizer.
- Lighting that spins, rotates or pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with the organizer for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the organizer, the utility provider and the event facility. The exhibitor is responsible for any fees associated with reduced lighting.
- Lighting elements must be contained within the confines of the contracted exhibit space and not protrude into the aisles. This includes all truss work, lighting apparatus, projection equipment, etc. All lighting must be directed into the exhibit space and may not project into the aisles or onto neighboring exhibits. Strobe, flashing and rotating lights are not permitted without the advance written approval of the organizer.
- No spotlight may be directed toward the aisles or so directed that it proves to be irritating or distracting to neighboring exhibit booths or guests.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

Literature Distribution/Giveaways

Circulars, catalogs, magazines, folders, and promotional, educational or other giveaway matter may be distributed only within the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display, and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs or printed materials in the registration areas, meeting rooms or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of the organizer.

Only literature published or approved by the organizer may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by the organizer. Canvassing on any part of the facility property is strictly prohibited, and any person doing so will be requested to leave the premises, and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained organizer approval.

Management of Booth

The exhibitor will not dismantle their display prior to the stated closing of the exhibition. No exhibit or any part thereof may be removed during the period of such exhibition, without the written consent of exhibition management. Exhibitors should make travel and staffing arrangements accordingly. Exhibition space must be fully operational and staffed during published exhibition hours. Unless arrangements are made prior to the event, any space not claimed and occupied by the last move in day, may be resold or reassigned by the organizer, without obligation on the part of the organizer for any refund to the exhibitor whatsoever. Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events. Exhibit personnel shall wear professional attire consistent with the event decorum. Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of the exhibitor, including personnel retained by the exhibitor to be in or around its booth, must wear appropriate apparel at all times. The organizer reserves the right to make determinations on appropriate apparel and entertainment activities conducted by the exhibitors.

Meeting and Hospitality Rooms

Only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform the organizer of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor, and must receive express written consent from the organizer for said activities prior to the exhibition. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities, rules and regulations will be subject to the loss of priority status.

The organizer strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.

Companies who wish to host hospitality suites must apply in writing to the organizer for permission, and must agree that the suites will not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during the event without the advance written approval of the organizer. If an activity is held without approval, the organizer reserves the right to exclude the exhibitor from future events.

Outboarding

Any company that is not an official exhibitor that hosts an exhibit or other function at a non-official exhibition venue is in violation of exhibition rules and may lose priority points, seniority and/or the ability to exhibit at future exhibitions. Exhibiting companies are encouraged to protect their investment and report any violators to the organizer.

Raffles, Drawings and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by the organizer. The organizer reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings. Exhibitor is solely responsible for compliance with any legal requirements or restrictions for the offering of such raffles, drawings or contests.

Resale and Subletting of Exhibit Space

No exhibitor shall sublet or apportion any of his/her allotted exhibit space with another business or firm, nor permit any other person or party to market, display or present therein any goods or services not manufactured or distributed by the exhibitor in the regular course of business, without the written permission of the organizer.

Sales from the Exhibitor's Booths

Retail sales are permissible on the exhibition floor only with the written permission of the organizer. Any tax permits and/or tax liability are the sole responsibility of the exhibiting company.

Security/Credentials

Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material. Twenty-four hour access control will be provided from the start of move-in to the end of move-out. The organizer shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Exhibition management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.

Sharing of Exhibit Space

Exhibitors may not share any allotted exhibit space with another business or firm, unless they are divisions of the same company, or without the written consent of the organizer. Exhibitors may not permit any other person or party to market, display or present therein any goods or services not manufactured or distributed by the exhibitor in the regular course of business.

Suitcasing

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference or event without the proper authorization by the organizer or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of products or services may only be conducted by companies in good standing within their exhibit space, confirmed meeting or conference space, or within the event as authorized by the organizer. Companies conducting business outside the confines of the exhibit hall, booth location or

in unauthorized properties within the exhibit facility without the permission of the organizer are in violation of this clause.

Vehicles on Display

- Display vehicles must have battery cables disconnected and taped; alarm systems deactivated; fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less; and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space, and must conform to line-of-sight rules.
- Vehicle wheels must have protective floor covering under the wheels to protect the facility carpet.
- Tractor/Trailer/Rigs/RVs and other oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibition floor, and must be approved in writing by the organizer.
- Booth vehicles must be set back 10in (.26m) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval and direction of the organizer.
- Auxiliary batteries not connected to the engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.