



Chain Link Conference

July 25-28, 2018
Sheraton Portland Airport Hotel
8235 Northwest Airport Way
Portland, Oregon 97220

IMPORTANT INFORMATION

Please take a few moments to examine the contents and forms inside.

Applications are due June 1, 2018

If you are not the person responsible for setting up your exhibit,
please pass this along to appropriate staff.

Thank you!

Dear Potential Exhibitor:

Welcome to CGOA! We are so happy to have you join us as an exhibitor at the 2018 CGOA Chain Link Conference. This Exhibitor Kit includes the contract/application, a copy of the floor plan, a badge order form, and general information to help you better organize for the show.

The contract/application is due back as soon as possible. We are only taking registrations until June 1, 2018 or when all of the booths have been sold, whichever comes first. Along with your application, please return your badge order form. If you need to add or remove people from this form, you may contact us to do so on or before June 1, 2018.

The floor plan included with this document is the full floor plan. Before you submit an application, please check our website at <http://www.crochet.org/?page=CL18Exhibitor> for up to the minute booth availability.

Once you have registered, be watching for an email from Karen Whooley, our Vendor Market Chair. Her email address is karen@karenwhooley.com. She will be talking to you more about door prizes, working with instructors, having book signings and the yarn tasting. She is ready to help with any questions you have too!

If you have any questions in regards to booking your space or would like to book over the phone, please write to CGOA@crochet.org or call 847-647-8919.

Sincerely,

CGOA Conference Staff



8120 Lehigh Avenue, Suite 100 • Morton Grove, IL 60053
Phone: 847-674-8919 • Fax: 847-647-8940
E-mail: CGOA@Crochet.org • Web site: www.Crochet.org



EXHIBIT AT THE 2018 CGOA CHAIN LINK CONFERENCE

Sheraton Portland Airport Hotel | 8235 NE Airport Way | Portland, OR 97220

BUSINESS CONTACT INFORMATION

Your Name					
Company name					
Address					
City		Stat e		Zip Code	
Phone Fax					
E-mail					
Web Site					

RESERVE SPACE

Space:	# Booth	Rates * Members/Non-Members	Total \$
10' wide x 8' deep	One	\$450/\$550	\$
10' wide x 8' deep – each Additional	#	\$340/\$425 each additional	\$
5' wide x 4' deep – ½ Booth Very limited availability	One	\$300/\$400	\$
Prime (corner/cross aisle: #3,4,8,9,13,17,18,22,23,24,28)		\$50/\$50	\$

Total Amount Due: (US Dollars)

\$

CGOA will provide 6' table & 2 chairs per booth and pipe and black drape, any additional needs will require special orders directly with exhibit company

\$

*** 50% deposit of total required with signed contract to reserve space**

Space Sign: Sign should Read:			
City		State	
Agree to a book signing in your booth?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Want to work with educators to cross promote?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agree to a Yarn Tasting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Want to donate a door prize?	<input type="checkbox"/> Yes <input type="checkbox"/> No

MEMBER FEE - OPTIONAL

(TO TAKE ADVANTAGE OF MEMBER EXHIBIT RATES)

Member #		<input type="checkbox"/> New <input type="checkbox"/> Renewing	
Individual	<input type="checkbox"/> USA \$35	<input type="checkbox"/> Business \$100	
	<input type="checkbox"/> Canada/Mexico \$42	<input type="checkbox"/> Corporate \$1000	
	<input type="checkbox"/> International \$50	<input type="checkbox"/> Don't wish to join CGOA	

Total Amount due (US Dollars)

\$

50% exhibit deposit and member fee, if applicable, due with signing of this agreement.
Remaining balance due no later than June 1, 2018.

One check may be written to
CGOA | 8120 Lehigh Avenue, Suite 100 | Morton Grove, IL 60053

AGREEMENT

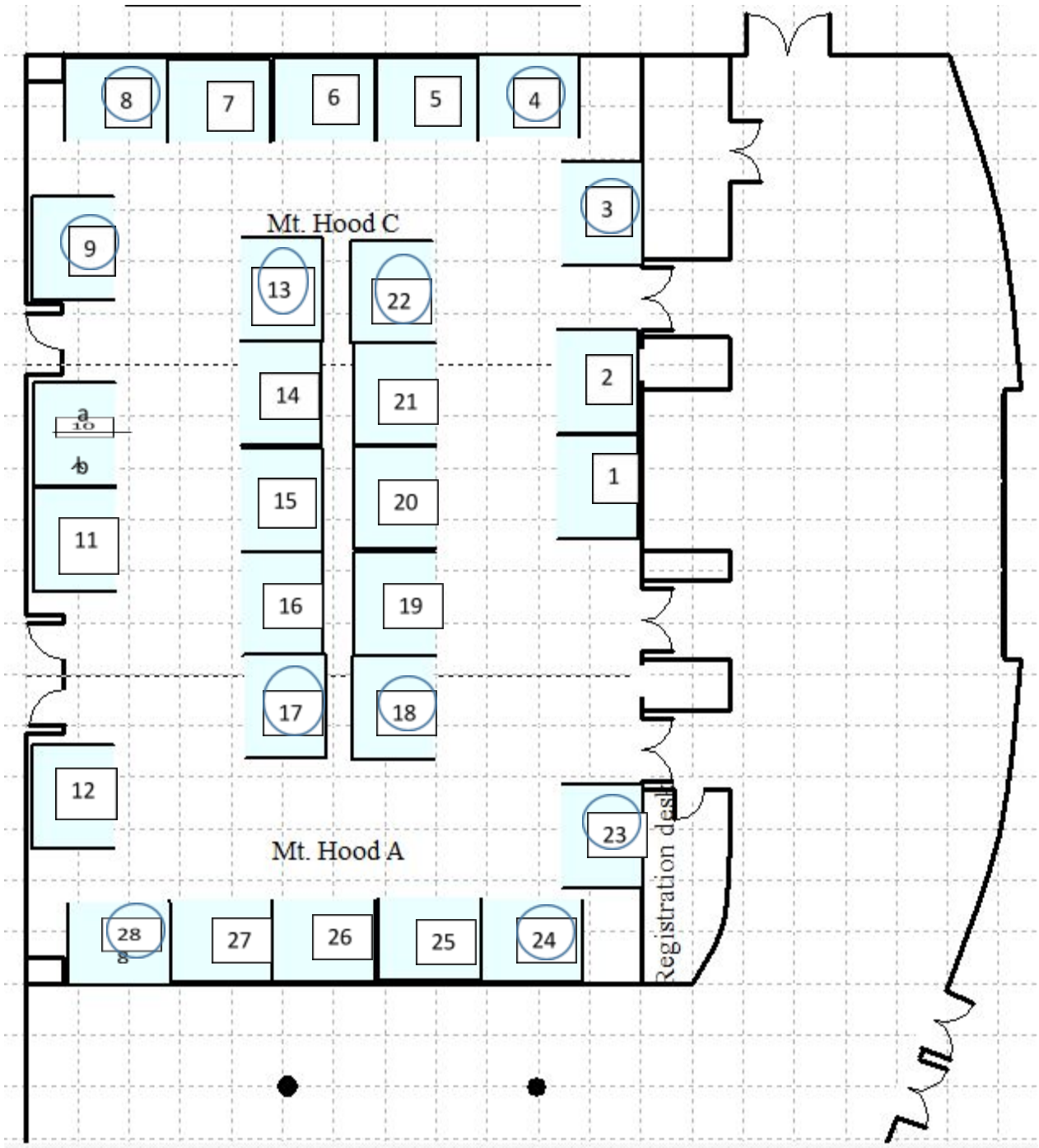
By submitting this application, you agree to the Conditions, Rules and Regulations listed below

AUTHORIZATION

Client Name Print		Signature	
Title		Date	

CONDITIONS, RULES AND REGULATIONS

Please Read	<ul style="list-style-type: none">• The undersigned agrees to abide by the Conditions, Rules and Regulations of the Show as set forth here, enclosed and in the Exhibitor Kit issued in advance of the Show. Acceptance of this contract binds us to the payment as set above. Deposits are non-refundable if assignments are made. No refunds after June 1, 2018. We understand COGA reserves the right to: contact us via any of the means above; demand release of our space for failure of ourselves or our representatives to conform to the rules; reallocate space; offer requested space when available; and reject any and all applications.• All notices of exhibit space cancellation must be submitted to the CGOA office in writing. Cancellations may be accepted at the sole discretion of CGOA. A \$100 processing fee will apply to all cancellations regardless of cancellation date. Under all circumstances, CGOA retains the right to sell any space cancelled by exhibitor.• In the event of cancellation of the show due to fire, strikes, act of God, government regulations, or any cause beyond control, CGOA shall determine an equitable basis for the refund of such portion of Entrance, Publicity, Directory and Exhibit Fee as possible, after consideration of expenditures and commitments already made. Refunds shall be made solely at the discretion of the Management.• CGOA AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE, OR INJURY TO PERSON OR PROPERTY SUSTAINED BY AN EXHIBITOR, HIS AGENTS, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF CGOA, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES OR BY A PARTY OR PARTIES OTHER THAN CGOA, THE SPONSORING ORGANIZATION, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES. THE UNDERSIGNED EXHIBITOR HEREBY AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS CGOA., THE SPONSORING ORGANIZATION, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES FOR ANY LOSS, DAMAGE OR INJURY SUSTAINED BY AN EXHIBITOR OR ANY OTHER PERSON CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER RESULTING FROM THE ACT OR FAILURE TO ACT OF THE UNDERSIGNED EXHIBITOR, HIS AGENTS OR EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES.• Exhibitors will display only merchandise regularly sold by them. No space may be shared or sublet. Failure to list and pay fees for any and all displayed merchandise by exhibitors shall be deemed cause for cancellation of space.• Exhibits must remain open until the closing of the Show at 6:00 PM local time. Early packing is prohibited. All sales gimmicks, promotions and giveaways must be approved by CGOA. Soliciting of trade must be confined to within the exhibit booth.• With my attendance at this event, I realize that I and/or my products may be included in publicity photos. I hereby give my consent to the event's producers to use in future promotional materials any such photos and/or comments.
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Exhibitor Badge Order Form

Exhibitor badges can be requested for you and your personnel who will be working in your booth. These badges will not be mailed to you, but can be picked up at the Registration Desk at the show.

DEADLINE DATE: June 1, 2018
USE YOUR STAMP OR LABEL FOR CONVENIENCE IN FILLING OUT THIS FORM.

NOTE: You will not receive a typed badge if this form is not received prior to June 1th. On-site badges will be handwritten.

Booth No.(s)

Company

Address

City, State, ZIP

Phone ()

Fax ()

E-mail

Completing this form serves Management notice that you agree to be contacted by mail, phone, fax and/or e-mail.

Exhibitor badges are required to enter the exhibit area and are nontransferable.

(PLEASE PRINT CLEARLY – FULL FIRST AND LAST NAME)

1 _____

2 _____

3 _____

4 _____

5 _____

SEND TO: address listed below

PLEASE MAKE A COPY FOR YOUR RECORDS



8120 Lehigh Avenue, Suite 100 • Morton Grove, IL 60053
Phone: 847-674-8919 • Fax: 847-647-8940
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GENERAL INFORMATION

**HALL/
HOTEL:** Sheraton Portland Airport Hotel
8235 NE Airport Way
Portland, Oregon 97220
Phone: 503-335-2854

- \$139.00 Single and Double (+ taxes/fees)
- \$149.00 Triple (+ taxes/fees)
- \$159.00 Quad (+ taxes/fees)
- Cut-Off Date: July 6, 2018 (rooms are limited; the block may fill before this cut-off date, so make reservation early!)

CGOA Chain Link Conference attendees enjoy the following perks from our host hotel

- Complimentary hotel guest parking
- Complimentary transportation to and from Portland International Airport
- Complimentary wireless internet access in our hotel lobby and meeting rooms.
- On site Rose & Compass restaurant serving breakfast, lunch and dinner

EVENT HOURS: *(Schedule subject to change)*

Wednesday, July 25

Professional and Masters Classes 9:00 am – 5:00 pm
Classes 6:00 pm – 9:00 pm

Thursday, July 26

Exhibitor Set-up 9:00 am – 6:00 pm
Classes 9:00 am – 5:00 pm
Crochet Lounge Noon – 6:00 pm
CGOA Member Meeting 6:15 pm – 7:00 pm
Market Preview (Exhibits Open) 7:00 pm – 10:00 pm

Friday, July 27

Buddy Breakfast 7:30 am – 8:30 am
Crochet Lounge 8:00 am – 5:00 pm
Classes 9:00 am – 5:00 pm
Market Open 10:00 am – 6:00 pm
Excellence in Crochet Awards 6:00 pm – 7:15 pm

Saturday, July 28

Crochet Lounge 8:00 am – 5:00 pm
Classes 9:00 am – 5:00 pm
Market Open 10:00 am – 5:00 pm
Designer Meet & Greet 10:30 am – 1:30 pm
CGOA Banquet & Fashion Show 6:30 pm – 9:00 pm
Exhibitor Tear-Down 5:00 pm – 9:00 pm



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**BADGES &
SECURITY:**

Your badges will be ready for you at the Registration Desk upon your arrival. Pick them up when you arrive and wear them throughout the event. These badges are non-transferable and all participating must have a badge. The badges will enable you to enter and exit the exhibit area. Advance arrangements must be made with Staff for any variance from these rules (such as working early or late in the show area).

**BASIC
PACKAGE:**

At no additional charge, the following equipment and services are included in the cost of your space. Included per contract:

- One ID sign with company name, city, state, booth number
- Standard display booth drape material - 8' high back and 3' high side walls
- Web site listing with logo link
- One 6' skirted table
- Two side chairs
- One wastebasket

COLOR SCHEME: Drape & skirting – black

CONTRACTORS: DWA Trade Show and Exhibition Services

6700 NE 59th Place, Portland, OR 97218

Phone: 503-228-6800

Fax: 503-595-1470

Email: csr@dwatradeshow.com

NOTE: A separate Decorator Kit will be emailed from DWA Trade Show and Exhibition Services with information on Rental Equipment, Shipping & Material Handling or Labor. Plus ELECTRIC, TELEPHONE, and INTERNET order form.

SHIPPING:

Please label shipments as described in the Decorator Kit. It is necessary for all exhibitor shipments to be sent through DWA Trade Show and Exhibition Services. Do not ship directly to the Sheraton Portland Airport Hotel as they will refuse any shipments sent to its location and/or charges may apply. DWA Trade Show and Exhibition Services will receive and deliver exhibitor materials to the respective booths and provide storage for empty crates. See the Decorator Kit for rates for advanced and direct shipments (emailed separately).

**MATERIAL
HANDLING:**

Material Handling is the process of receiving your materials, either at the warehouse in advance of the show or at the show site during move-in; delivering them to your booth; removing containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling. See Material Handling Information/Rate Schedule in the Decorator Kit for specific rates.



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- LABOR:** See the Decorator for rates for professional labor.
- ELECTRIC:** If electric is needed for your booth, see the details and order form in the Decorator Kit (sent separately).
- FLOORS:
REMOVAL OF
EXHIBITS:** Exhibits will be located in the Mt. Hood Ballroom. The exhibit area will be carpeted. All exhibits must remain intact until the official closing hour. Early packing is prohibited. Exhibitors should pick up and prepare outbound bills of lading the last day of the show. The show officially closes on Saturday, July 29 at 5:00 p.m. Exhibitors must maintain their exhibits until that time. Move out begins immediately at 5:05 p.m. Exhibitor Move-Out is available Saturday until 9:00 pm and again on Sunday from 8:00 a.m. – 12:00 p.m.



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EMERGENCY PROCEDURES

Emergencies and disasters are unpredictable and can strike without warning. Preplanning and preparing for effective emergency action will benefit everyone involved in our show. Failure of advance emergency preparation may result in injury or death to personnel, loss or damage of facilities, property and equipment. Everyone should make an effort to do their part in any given emergency situation. The following are only suggestions:

ACCIDENT

1. Do not move the injured or ill person. Try to make them comfortable.
2. Notify the Registration Desk CGOA Conference Staff at once.
3. Immediately following the situation, give a full report to Show Management.

FIRE - EXHIBIT HALL

1. Upon discovery of a fire, immediately notify the Show Management so that emergency procedures can be initiated.
2. Never attempt to extinguish a fire before notifying Show Management.
3. Make every attempt to protect yourself, other exhibitors, attendees and property.
4. DO NOT PANIC. DO NOT CAUSE PANIC IN OTHERS.
5. Cooperate with any directive given by Show Management or Hall Personnel.
6. If evacuation is necessary, please cooperate as quickly as possible. Get clear of the building. Do not attempt to re-enter the building until an "ALL CLEAR" is issued by the authorities. Once approval is given, exhibitors will be permitted to re-enter the hall, then attendees.

FIRE - HOTEL

1. Once you have checked into your hotel, take time to become familiar with your surroundings. Check your room for any type of fire hazard such as unsafe electrical fixtures, etc. Check your floor for the location of fire exits, fire hoses and fire extinguishers. Keep in mind, your purpose is to be prepared, helping to eliminate panic.
2. If a fire alarm is sounded, before you leave your room, feel the room door. If it is hot, stay in your room. Place wet towels under and around your door to keep smoke from entering your room.
3. If you smell smoke in your room, get down on your hands and knees. The air there will be cooler and safer to breathe. Use a wet towel or other cloth material and place it over your nose and mouth. It will help filter out some of the smoke and carbon monoxide.
4. Never jump from your window. You have a better chance to survive the fire and smoke than you do the fall.
5. If a heavy amount of smoke gets into your room, try to open the window and lie down on the balcony ledge. If you cannot open the window or lift it out, then break the glass. NOTE: Breaking the glass should be the last resort.
6. If your room door is not hot, open it slightly and check the area for smoke. Evacuate the building by the closest fire exit. IMPORTANT: Any time you leave your room, make sure you take your room key and close the door behind you. There is the possibility you may be forced to return to your room.
7. To evacuate the building, always use the fire stairways. Never use the elevators. Once you have evacuated the building, never go back inside until the Fire Department confirms that it is safe.



EXHIBIT RULES

1. **ELIGIBILITY:** Show Management reserves the right to determine eligibility of any applicant for inclusion in the Market.
2. **SPACE RENTAL BASIC PACKAGE:** Included in the space rental basic package are: all services and equipment as stated in the space package, promotional advertising and standard listing in the official show directory (if received by deadline date).
3. **PAYMENTS AND REFUNDS:** All applications for space must be accompanied by appropriate deposits to be valid, and total payment must be received before contract deadline or space can be reassigned. Full payment is required 45 days prior to show. Unpaid balances not paid within 45 days of the show will include a 10% additional charge. Unpaid exhibitors will not be permitted to set up or move in until paid in full. If assignment of space cannot be made, deposits will be refunded or applied to another show. Deposits will not be refunded after assignment of space has been made. All notices of exhibit space cancellation must be submitted to Management in writing and will be officially dated when received by Management. Cancellations may be accepted at the sole discretion of Management. A \$100 processing fee will apply to all cancellations regardless of cancellation date. Under all circumstances, Management retains the right to sell any space cancelled by exhibitor.
4. **SPACE ASSIGNMENTS AND LOCATIONS:** Assignments are made on a first-come, first-paid basis.

Space assignment will be made with consideration for the individual's preference to location as much as possible but in keeping with the best interest of the show. It is advisable that exhibitors inform Management of any company or exhibit from which they wish to be kept separated, so Management will know of the situation. Assignments are made with due regard for the total show and it is to be understood that the Management's assignments are final. Management reserves the right to change the floor plan if deemed necessary in the best interest of the Show.

5. **SUBLETTING OF SPACE:** Exhibitors will display only merchandise regularly sold by them and listed in their provided description. Space may be shared with show management approval only. Failure to list and pay fees for any and all merchandise displayed by exhibitors shall be deemed cause for cancellation of space.
6. **CANCELLATION OF CONTRACT:** In the event of cancellation of the Show due to fire, strikes, acts of God, government regulations, or any cause beyond control, the Management shall determine an equitable basis for the refund of such portion of Entrance, Publicity, Directory and Exhibit Fee as possible, after consideration of expenditures and commitments already made. Refunds shall be made solely at the discretion of the Management.



7. LIABILITY: ALL PROPERTY OF THE EXHIBITOR IS TO REMAIN UNDER THE CONTROL OF THE EXHIBITOR, SUBJECT TO THE RULES AND REGULATIONS OF THE EXPOSITION. IT IS ADVISED THAT EXHIBITORS CARRY AN INSURANCE RIDER POLICY TO COVER EXHIBITS AND SAMPLES AGAINST LOSS AND DAMAGE. THIS AND ALSO LIABILITY INSURANCE SHOULD BE DISCUSSED WITH YOUR OWN INSURANCE BROKER. EXHIBITORS SHOULD USE PRUDENCE IN THE CARE OF THEIR SAMPLES WHILE IN THE SHOW AND NOT LEAVE THEIR MERCHANDISE UNATTENDED DURING SHOW HOURS, AND, DURING MOVE OUT, KEEP ALL MERCHANDISE WITHIN THEIR SPACE AREA AND CONSOLIDATE THEIR DISPLAY AS MUCH AS POSSIBLE TO ENSURE, IN THE CONFUSED NATURE OF MOVE-OUT TIME, THAT MERCHANDISE IS NOT MISPLACED.

EXHIBITORS ARE RESPONSIBLE TO CARRY PUBLIC LIABILITY INSURANCE AGAINST INJURY TO THE PERSON AND PROPERTY OF OTHERS AND TO INSURE EXHIBIT MATERIAL AGAINST DAMAGE OR LOSS.

CROCHET GUILD OF AMERICA, THE SPONSORING ORGANIZATION, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE, OR INJURY TO PERSON OR PROPERTY SUSTAINED BY AN EXHIBITOR, HIS AGENTS, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF THE SPONSORING ORGANIZATION, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES OR BY A PARTY OR PARTIES OTHER THAN THE SPONSORING ORGANIZATION. BY SIGNING THE EXHIBIT CONTRACT THE EXHIBITOR AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS THE SPONSORING ORGANIZATION AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES FOR ANY LOSS, DAMAGE OR INJURY SUSTAINED BY AN EXHIBITOR OR ANY OTHER PERSON CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR ANY OTHER MANNER RESULTING FROM THE ACT OR FAILURE TO ACT OF THE UNDERSIGNED EXHIBITOR, HIS AGENTS OR EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES.

8. FIRE REGULATIONS: All fire regulations must be adhered to in accordance with the local fire department and Fire Underwriters specifications. All display materials, including props, decorations and all fabrics or other material used for decoration or covering of tables, risers, etc., must be flameproof and electrical equipment must meet specifications of all codes. All building electrical connections and disconnections must be obtained through the hotel and approved electricians.

All wiring must meet specifications. Exhibitors shall not allow their displays to block view or access to safety equipment. Any demonstration or device using any type of combustible fuel, with or without an open flame, must be cleared with the building and fire authorities before it can be brought into the exposition facility.

Each exhibitor is charged with the knowledge and compliance of all laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the show.



9. EXHIBITS: All space arrangements shall conform in all respects to the dimensional and height requirements as indicated in the Exhibit Kit. The exhibit should be such that it does not interfere with other exhibits or restrict access to them, or interfere in the free aisle space by any audio, video, sensory or physical means. Exhibitor's own signs can be used but must be inside space area.

The use of music licensed under ASCAP or BMI is prohibited. This includes most popular music. Be aware that ASCAP or BMI has the right to impose stiff fines and legal costs on exhibitors using licensed music. The show will not assume any such fines or costs. Any fines and fees imposed on Show Management due to the use of licensed music by an exhibitor will be billed to the offending exhibitor.

Promotions, such as models, booth personnel, materials and catalogs must be consistent in dress and nature with the dignity and image of the exposition, and costumed personnel must be confined to inside the respective spaces.

The booth design and exterior must be suitably furnished or covered by the exhibitor. Display must be adequate enough to support exhibitor's samples and so constructed as to be sturdy enough to not collapse, nor be such that display leans or rests against an adjacent space.

Exhibit structures must be constructed to allow a 2" tolerance on each side for booth equipment such as side rails. Exhibitor must allow ample room at back of the space for access to electrical wiring. At least 9" is recommended.

No animals, reptiles, birds, rodents or insects will be allowed on premises.

Exhibitors are to display in only the space allocated to them. No other area of the exhibit hall or other gathering place (hall, hotel, etc.) of the attendees can be used in any way.

Displays must be set up and ready by the opening hour of the show. Exhibits must be staffed during Show hours.

Exhibitor should make arrangements to pack at the end of the exhibit hours the final day, and make sure to have personnel remain with the display until it is finally packed. It is advised that exhibitor inform drayage contractor of outbound shipping plans prior to the show's closing. Any merchandise or items left at the show will be considered abandoned.

10. CONDUCT: It is a violation of Show Rules for an (uninvited) exhibitor to enter another exhibitor's booth at any time. The violator will be fined \$50.00 (payable to CGOA.). Exhibitors are prohibited from photographing by any means another exhibitor's booth without permission of that exhibitor.

Access control personnel are instructed to allow EXHIBITORS ONLY in the show one hour before the show opens on show days and to strictly enforce that exhibitors be restricted to their own space and access aisles and service areas. No exhibitor will be admitted without a badge.

No exhibitor shall sponsor any activity off show premises during show hours.



Early packing is prohibited. Every exhibitor agrees to keep his exhibit open during published show hours and is bound by these rules and regulations to not dismantle his exhibit until published closing time on the last day. Any exhibitor who packs and leaves early can be fined \$500.00 and be barred from exhibiting at the same CGOA Conference the following year.

11. RESERVATIONS OF RIGHTS: Management reserves the right to demand release of space before or during the show for failure of exhibitors or their representatives to conform to the rules and regulations or failure to pay all space rental costs; to reallocate space at any time; to offer requested space when available; to make space assignments; to reject any and all applications as this is a closed show and displays and products must conform to the general nature of the show and be compatible with the character and objective of the exposition. Management reserves the right without written notice to amend these rules, regulations and conditions or to issue additions as it deems necessary for the good and well-being of the show.

It is Show Management's responsibility to establish rules or guidelines while allowing the greatest flexibility within each exhibit. The exhibitor's responsibility is to "be a good neighbor" while displaying his product or service. Review the following guidelines and please use them in developing your display so you maximize the impact of your exhibit and "be a good neighbor."

DEMONSTRATIONS OR ENTERTAINMENT:

Do not place your demonstration area on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. Should spectators interfere with the normal traffic in the aisles or overflow into the exhibits of your neighbors on each side or across the aisle, the Show Management will have no alternative but to request that you limit or eliminate the presentation.

The aisles are the property of all the exhibitors, therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of aisle traffic or create excessive crowds in neighboring booths, this is an infringement on the other exhibitors' rights. Aisles must not be obstructed at any time.

SOUNDS:

Police your own booth to be sure the noise level from any demonstration or sound system is kept to a minimum and does not interfere with others. Remember, the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued



SECURITY TIPS ON SAFEGUARDING YOUR BOOTH

DO'S

1. Try to be on site when your product is being delivered to your booth.
2. Conduct a physical inventory after your product has been delivered, noting any missing or damaged items.
3. When setting up your booth, place your products within visible vicinity.
4. After setting up your booth, conduct a visual inventory of your product and the way in which it is displayed.
5. Store any excess product or give-aways either with the decorator or in a locked cabinet.
6. Either carry laptop computers (and other similar equipment) with you, or store them in a locked cabinet.
7. Utilize overnight security storage if available.
8. Cover your displays with a tarp or other non-see-through material; it creates a mental block to any perpetrator.
9. When arriving in the morning, go directly to your booth to prevent any early personnel from free shopping in your booth.
10. During the start of move-out, please stay with your booth until you either pack it or the decorator brings your empties and packs it.
11. At the closing of the show, don't leave your booth immediately; spend some time in your booth until the floor clears. This is one of the premium times during which theft occurs.
12. Display your product in such a way that it is not accessible from outside your booth during the event.
13. Blocking the entrance to your booth prior to leaving provides a mental barricade to any perpetrator. Use either caution tape or place chairs at the entrance.
14. Try to greet anyone that comes into your booth as this will send a signal that you are aware of their presence; this will discourage any perpetrators from attempting to steal.
15. Obtain proper insurance coverage for your goods, including transit to and from the show site.

DON'TS

1. Leave your product scattered all over your booth.
2. Forget to account for your product when it is delivered to your booth.
3. Put any valuables in areas with easy access.
4. Leave immediately after event closing or move-out begins.
5. Leave electronic equipment on tables, shelves or in other areas without securing it during non-event hours.
6. Leave your booth unattended to go shopping on the floor during event time.
7. Allow yourself to become less aware of persons approaching or leaving your booth during the event.
8. Leave purses or briefcases on tables near the entrance of the booth or in an unattended blind spot.
9. Leave any prototype product unsecured in your booth.
10. Leave your bill of lading unattended in your booth
11. Secure any purses, briefcases, or valuables behind drapes or underneath tables. This is the first place that any perpetrator will be targeting.
12. Leave your booth unattended during lunch time. Work out a schedule between you and your co-workers to stagger your lunches.

