



## **EXPO Rules**

### **Qualifications for Exhibits**

Exhibitors cannot share booth space, chairs, tables or easels.

### **Booth Height and Construction Restrictions**

- a) Standard booths measure 8' deep x 10' wide with exposure on one side, but all are warranted to be approximate. Product samples or equipment, scale models and literature are appropriate. Free-standing floor displays and a poster are also permitted as well as battery powered and lighted displays, exhibits, computer demonstrations and videos.
- b) Free-standing floor displays cannot exceed 8' in height; table-top displays cannot exceed 5' in height. Side rails must not exceed 36" to prevent any obstructions that would interfere with the view of other booths. Exhibitors needing to use equipment that conflicts with the aforementioned regulations must submit a sketch to ASC.
- c) No balloons or other helium-inflated items are allowed.
- d) All materials within the exhibit booth area including, but not limited to, actual display units, decorative items, furnishings, fabrics, flooring, etc., must meet and comply with all national, local, and facility fire, electrical, plumbing, safety and hazardous material codes. Proper written certification must be available for viewing at the request of The Adhesive and Sealant Council, Inc. Any item(s) that do not comply are subject to immediate correction/removal at the discretion of The Adhesive and Sealant Council, Inc. and at the exhibitor's expense.
- e) Carpeting – The EXPO hall is carpeted.
- f) The Adhesive and Sealant Council, Inc. retains sole discretion and authority in the placement, arrangement and appearance of all displays.

### **Marketing**

The Adhesive and Sealant Council, Inc. maintains an online listing of exhibiting companies along with contact information, hyperlink and/or company logo and a 50-word booth description. Your company will be listed soon after receipt of your company logo and 50-word booth description.

If you forgo the opportunity to be listed online, ASC still requires a 50-word booth description for the 2016 Fall EXPO Guide to be submitted no later than August 31, 2016. If your booth description is not received by August 31, ASC will use the previous description on record for

your company. If there is no description on record, your company description will **not** be included in the EXPO Guide.

### **Payment Terms**

- a) Exhibit rental fee is to be submitted, in full, along with the Exhibit Booth Contract.
- b) All payments must be made through a U.S. bank draft payable to “The Adhesive and Sealant Council, Inc.” or by credit card (VISA, MasterCard and American Express accepted).
- c) Purchase orders will not be recognized as an acceptance of the exhibit booth contract.

### **Cancellation**

No refunds will be granted if cancellation is received after September 9, 2016.

### **Additional Services**

Audio or video equipment and other services can be provided at extra cost. For these services, please refer to your exhibitor service kit.

### **Participation**

Acceptance of participation and exhibits will be at the sole discretion of The Adhesive and Sealant Council, Inc.

### **Allocation of Space**

- a) Booth space is assigned on a first come, first serve basis. ASC will provide the requested space only after receipt of the completed exhibit booth contract along with full payment.
- b) No claim or objection from any exhibitor shall be entertained regarding rejection of application or allotment of space.

### **Possession of Space**

Possession of space will be given on Tuesday, October 18 at 11:00 a.m. Display arrangements must be ready by 3:00 p.m. on Tuesday, October 18 (doors open at 3:30 p.m.). Exhibiting firms using independent contractors to install and dismantle their displays must give notification of the company to the official decorator, Alliance.

### **Booth Tear Down**

Booths must be dismantled, packed, and ready to ship by 10:00 p.m. on Tuesday, October 18. If not, the exhibitor may be required to pay a penalty and the official show decorator will have the right to remove the exhibits/materials, etc. at exhibitor’s risk and cost.

### **Insurance**

The exhibiting firm agrees to carry insurance for a single limit of not less than one million dollars (\$1,000,000) for its employees, agents, contractors, representatives and invitees present at the exhibit in the following category: Broad Form General Liability. The exhibiting firm will insure the exhibit and display materials against loss, damage, theft, fire or any cause whatsoever.

Exhibitor will also obtain third party insurance coverage for construction period, exhibition period and dismantling period.

### **Entry/Exit for Exhibitor**

Entry of exhibitor representatives will be on the basis of exhibitor badges issued by The Adhesive and Sealant Council, Inc.

### **Liability and Indemnification**

Neither The Adhesive and Sealant Council, Inc. nor the management of the site shall be liable for damage, loss, or destruction of the exhibits by reason of fire, theft, accident or other destructive causes, and each exhibitor shall rent exhibit space at their sole risk. Neither The Adhesive and Sealant Council, Inc. nor the management of the site nor any of their employees, agents, or servants will be accountable or liable for accidents to exhibitor, their employees, agents or servants. The exhibitor shall be liable to The Adhesive and Sealant Council, Inc. and/or the site for any damage done to the building and/or the furniture and fixtures contained therein which shall occur through the acts or omissions of the exhibitor, its employees, agents or servants. The exhibitor agrees to indemnify, save harmless and defend The Adhesive and Sealant Council, Inc. against any liability, claim or expense resulting from any injury or damage to any person or property which occurs within the exhibitor's exhibit space or as the result of any act or omission of the exhibitor, its employees, agents or servants.

The Adhesive and Sealant Council, Inc. is not liable for any lost, misdirected, mislabeled or rejected shipments for materials shipped prior to exposition and on day of exposition. Should there be any problems shipping, exhibitors should contact ASC staff immediately.

The Adhesive and Sealant Council, Inc. is not liable for any unpaid exhibitor fees for services related to the Exposition (A/V, phone, etc.).

### **Exhibitor Services**

Arrangements will be made to maintain in or near the exhibit area an exhibitor service desk staffed by the Alliance Company throughout the exhibit installation, operation and dismantling periods. The service desk will be open during move-in and move-out show hours, unless otherwise designated.

An exhibitor service kit will be sent to each exhibiting company after booth space has been confirmed and the exhibitor receives a booth confirmation notice from The Adhesive and Sealant Council, Inc. The kit contains forms and rates of the various services offered by the official contractors. Included are drayage, audio/visual, booth furnishings, labor, electrical, water and telephone hookup.

### **General**

- a) Space allotted to the approved exhibitor is to be used exclusively by exhibitor for display as approved by The Adhesive and Sealant Council, Inc. Subletting of allotted space is not permitted. Violation of this clause may lead to cancellation of space allotted and forfeiting of space rental fee paid to The Adhesive and Sealant Council, Inc.

- b) Exhibitor must abide by the rules of the JW Marriott Indianapolis and The Adhesive and Sealant Council, Inc. Failure to comply with these rules could result in your booth being closed down in order to avoid any conflict with the local law, regulations or any undesirable situation.
- c) In the event of postponement/abandonment/cancellation of the exposition, or in case of exhibits not being displayed due to any reason beyond the control of The Adhesive and Sealant Council, Inc., ASC shall not be liable for any loss or liability.
- d) No noisy or obstructive work will be permitted during exhibit hours.
- e) The decision of The Adhesive and Sealant Council, Inc. shall be final and binding on the exhibitor as regards to the interpretation of these rules and regulations.
- f) Disputes, if any, arising out of participation in this exposition shall be referred to an arbitrator whose decision shall be final and binding on both parties in a location suitable to both parties.
- g) Booths must be staffed by personnel who are qualified to discuss details of the display. Competitors' products may not be displayed, referenced or otherwise employed for comparative purposes.
- h) Distribution of literature or samples shall be limited to the exhibitor's booth.
- i) Exhibitor shall not schedule, foster or conduct outside activities, which would take qualified attendees from the exposition during exhibit hours.
- j) Activities cannot result in excessive obstruction of aisles or prevent ready access to nearby exhibitors' booths.
- k) The assembling of attendees in any meeting room, hotel suite or special function room by any exhibitor or organization for business, social and other purposes is prohibited without the written consent of The Adhesive and Sealant Council, Inc.
- l) Music is not permitted in exhibitors' booths.
- m) Exhibitors cannot offer liquor, food or entertainment without the written consent of The Adhesive and Sealant Council, Inc.