



## RULES & REGULATIONS

### Exhibitor Move-In/Out:

Expo hours are 9:00 am to 1:30 pm. Move-in begins at 6am, Tues. 10/1 and Move-out is by 4pm unless arranged in advance by Show Management. **Exhibitor's exhibit must be set up and ready for business prior to opening of Expo.** Exhibitor agrees to keep their exhibit open and staffed during Expo hours and not dismantle prior to Expo closing. Exhibits must be staffed at all times throughout the Expo by qualified representatives of the vendor and are expected to remain attractive. Exhibitors taking breaks should rotate their staff when possible.

### Contracting Space:

- The Exhibitor shall **not assign or sublet space assigned** or have a representative, equipment or materials from firms other than their own in the exhibit space **without approval** of Selective Shows LLC, ("SS"). Approval is made when all company or agency names listed on the contract are reviewed and accepted by "SS". A non-profit exhibitor may share a space with only one other like agency from another region or department of the same company/agency.
- "SS" has the right to refuse an Exhibitor on the ground of non-compatibility with the event. "SS" reserves the right to approve the character and contents, including signs and placement of sign, in all exhibits. Any exhibit which does not meet "SS" approval may be removed.
- **Any refunds requested on this Expo will be honored toward future events or advertising. No cash or credit card refunds, no exceptions. No-show exhibitors will not receive refunds.**
- "SS" reserves the right to modify the floor plan at any time and relocate an exhibitor, as it shall deem necessary to the proper conduct of the exhibition.
- All points covered herein are subject to settlement by Expo Management.

### Exhibit Protocol:

- No part of any exhibit shall be attached to the walls and posters, signs and banners are free standing. Damage arising due to failure to observe these rules shall be paid by the Exhibitor.
- Expo Management, (Selective Shows LLC, herein "SS") has the right and authority to clear any property Exhibitor has failed to remove by move-out deadline, at the sole expense of the Exhibitor if no special requirements are arranged in writing, beforehand.
- Exhibitors must conform to the size of their space and must not obstruct the view, or interfere with, the exhibits of others. **Exhibitors who have displays with a height greater than 8' must choose a space on the perimeter wall.** All packing materials need be hidden under tables or removed from the hall, so they do not present an unsightly appearance when viewed from adjoining exhibits or aisles.
- Wall and building outlets can only be used by clients or exhibitors with the assistance of the Best Western Premier Waterfront Hotel and Convention Center (BWPWH&CC) Staff. Electrical service supplied to an exhibitor shall not be shared with any other exhibitor. All equipment must comply with federal, state and local safety codes. Requests for special electrical connections must be received in advance.



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- The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, testing, etc. must be made inside the contracted space. Exhibits and displays cannot block any marked fire exit doors, extinguishers, aisles, or hallways.
- Advertising material, or signs of firms, other than those who have contracted space, are prohibited. Canvassing, solicitation, or any business in the interest of any firms other than those exhibiting, is prohibited. "SS" will appreciate being informed of any infraction of this rule. Violation of this regulation will result in immediate removal from the hall and is subject to local laws.
- Unethical or unruly conduct or infraction of rules, on the part of an exhibitor or representative, will subject the exhibitor to dismissal from the exhibit hall, with it agreed no refund shall be made by "SS" or their representatives.
- Playing of any music by an Exhibitor is expressly forbidden. Loud speakers, MC systems, radios, TV's, or the operation of any machinery or equipment which is of sufficient volume as to be annoying to neighboring exhibitors or interfere with casual conversations will not be permitted. General announcements will not be allowed unless approved by Expo Management.
- Exhibitors may distribute food/beverage samples relevant to their business with prior approval from Show Management who will get approval from BWPWH&CC Sales and Catering Staff. Exhibitors distributing samples must sign a release of liability waiver. Food/beverage samples not relevant to an exhibitor's business must be purchased through Best Western Premier Waterfront Hotel and Convention Center Sales and Catering Staff.

### **Liability and Insurance:**

- Each exhibiting company must have liability for loss, theft, property damage or destruction and personal injury in their exhibit space. Exhibitor hereby waives all claims against Selective Shows, LLC, their agents or representatives resulting from loss, theft, damage or destruction to its property, from personal injuries to it, its agents, and/or employees for any and all claims arising from exhibiting. Exhibitor assumes complete responsibility for any damage that may occur when moving exhibit material in or out of the facility or destruction of property of others including the Oshkosh Convention Center.
- Exhibitor must use measures to protect the exhibit hall, partitions, tables, chairs, and floors from all damages. The Exhibitor will be held responsible and charged by the Oshkosh Convention Center for any damage to their equipment, building, property, or for cleanup caused by paint, grease, or abrasives.
- It is expressly acknowledged that the show management has not purchased insurance of any kind for the benefit of the exhibitor, nor is it under any obligation to do so.
- "SS" will not be liable for the fulfillment of this lease as to delivery of space if non-delivery is due to any of the following cause; the building being destroyed by fire, acts of God, strikes, electrical outage, or for any other cause beyond the Expo Management's control.