

RULES AND REGULATIONS

2019 Safety+ Symposium Ernest N. Morial Convention Center New Orleans, LA August 27–30, 2019

The Exhibitor shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations which may be established by VPPPA. The Exhibitor is defined as the company listed on the contract under Exhibiting Company Information. Exhibitor booth personnel are defined as representatives of the company.

1. PAYMENT INFORMATION

The Exhibitor understands that all space must be paid in full at the time of submitting VPPPA's 2019 Exhibitor Space Application/Contract. VPPPA will not hold space for exhibitors. Payments may be made by check (payable to VPPPA, Inc.) or by credit card.

2. INCLUDED IN STANDARD BOOTH FEE

- 10' x 10' (100 square feet) space
- 8' high draped back wall
- 3' high draped side walls
- Carpeting
- ID sign (7" x 44") with company name and booth number
- Table, two (2) chairs and a trashcan
- Listing on the VPPPA website at www.vpppa.org
- Two (2) complimentary exhibitor booth personnel registrations per standard booth space rented; exhibitor badges allow admittance to the exhibit hall floor, educational sessions, meals and receptions.
- Inclusion in the 2019 Safety+ Mobile App

3. CARPET

If you have your own carpet that you traditionally use with your display, you may bring it; however, carpet is included in your booth. You may also order different carpet and padding through the general service provider, Freeman.

4. CLEANING: BOOTH AND AISLE AREAS

Freeman is the official general service provider for cleaning services. Aisles will be vacuumed daily and trash placed in the aisle after the show closes each day will be removed. Services for individual booth cleaning should be ordered from Freeman.

5. BOOTH ASSIGNMENTS *Subject to change

The VPPPA 2019 Priority Period will be conducted through Oct. 12, 2018. Exhibitor prospects eligible for Priority Period participation include past exhibitors from regional and national VPPPA expos 2001–2018. The Priority Period booth assignments will be based on the number of years of exhibiting at both VPPPA's national event (two points per event) and regional chapter conferences (one point for each regional chapter conference). The general sales campaign for exhibit booth space begins on Oct. 15, 2019. Space must be paid in full or it will be released.

During general sales campaigns, booth space will be assigned on a first-come, first-served basis. The date that the 2019 Exhibitor Space Application/Contract and full payment are received will be used for assignment purposes. VPPPA will consider each company's preferred booth locations and any additional specifications outlined on the application in assigning exhibit space.

VPPPA reserves the right to rearrange the floor plan and/or reassign any exhibit booth location if deemed necessary for the good of the symposium.

6. CANCELLATION

If cancellation or reduction of space is made in writing by January 31, 2019, 50 percent of the total booth fee will be retained as liquidated damages. If exhibit space is cancelled or reduced after January 31, 2019, 100 percent of the booth fee will be retained as liquidated damages. Notification of cancellation must be made in writing and received by VPPPA by the deadline dates indicated. Mail notification to VPPPA, 7600-E Leesburg Pike, Suite 100, Falls Church, VA 22043-2004; fax to (703) 761-1148 or email Expo@vpppa.org.

7. LIABILITY

The Exhibitor shall be fully responsible for all claims, liabilities, losses, damages or expenses relating to or arising out of any injury to any person or any loss of or damage to any property where such injury, loss or damage is incident to, arises out of, or is in any way connected with the Exhibitor's participation in the 2019 Safety+ Symposium. The Exhibitor shall protect, indemnify, hold harmless and defend VPPPA, its officers, directors, agents and employees from and against any and all such claims, liabilities, losses, damages and expenses (including costs of defending against such); provided that the foregoing shall not apply to any injury, loss or damage caused by or resulting from the negligence or willful misconduct of VPPPA or one or more of its officers, directors, agents or employees. The Exhibitor further waives any claim against VPPPA, its officers, directors, agents or employees arising out of the oral or written publication or republication of any statement made in connection with the 2019 Safety+ Symposium by anyone who is not an employee of VPPPA concerning the Exhibitor or the Exhibitor's exhibit, products or services.

The Exhibitor shall be fully responsible and liable for losses, damages and claims arising from the Exhibitor's activities on the Ernest N. Morial Convention Center premises and will indemnify, defend and hold harmless the Ernest N. Morial Convention Center, its agents, servants and employees from any and all such losses, damages and claims except for any such losses, damages and claims arising out of any negligence on the part of the Ernest N. Morial Convention Center. In the event the Ernest N. Morial Convention Center, or any part of the exhibit area thereof is unavailable whether for the entire symposium, or a portion of the symposium, as a result of acts of God, fire, flood, tempest, inclement weather or other such cause or as a result of governmental intervention, malicious damage, acts of war, acts of terrorism, national emergency, strike, lock-out, labor dispute, riot or other cause or agency over which VPPPA has no control, or should VPPPA decide that because of any such cause that it is necessary to cancel, postpone or re-site the event, or reduce the move-in and installation time, show hours or dismantling time, VPPPA shall not be liable to indemnify or reimburse the Exhibitor and in respect to any damage or loss, direct or indirect, arising as a result thereof.

8. INSURANCE COVERAGE

Each Exhibitor is responsible for maintaining such property and casualty insurance for its exhibit and display materials as the Exhibitor shall deem adequate. Any policy providing such insurance must contain a waiver of any right of subrogation as to any claims against VPPPA, its officers, directors, agents or employees.

Each Exhibitor must maintain general public liability insurance, in any amount of no less than \$1 million (\$1,000,000) for any one occurrence, against claims for personal injury, death or property damage connected in any way with the Exhibitor's participation in the 2019 Safety+ Symposium. Such insurance must include coverage of the indemnification obligations of the Exhibitor. In addition, the insurance policy must provide coverage that cannot be cancelled or reduced without at least ten (10) days written prior notice to VPPPA. Upon request by VPPPA, the Exhibitor shall provide VPPPA with an original certificate of insurance evidencing the maintenance of liability insurance complying with all requirements of this paragraph. Each Exhibitor understands that neither VPPPA nor the Ernest N. Morial Convention Center maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

9. OFFICIAL GENERAL SERVICE CONTRACTOR

Freeman is the official general service contractor and will provide all exhibiting services. Exhibitors shall provide only the material and equipment that they own and that is to be used in their exhibit space. All other items used in the booth are to be provided only by Freeman. Freeman will have complete control of all dock and loading facilities. They will receive and deliver all shipments and provide rigging, labor and equipment.

10. EXHIBITOR APPOINTED CONTRACTOR (EAC)

If an Exhibitor plans to use a general service contractor other than the official general service contractor, the Exhibitor must submit to VPPPA an original certificate of insurance certifying that the contractor maintains general public liability insurance in the amount of no less than \$1 million (\$1,000,000) for any one occurrence against claims for personal injury, death or property damage and that such coverage must name the Exhibitor, and may not be cancelled or reduced without at least ten (10) days prior written notice to VPPPA.

11. PERSONNEL REGISTRATION AND BADGES

For every standard booth, the Exhibitor will receive two (2) complimentary exhibitor booth personnel registrations. VPPPA reserves the right to restrict or to limit the number of booth personnel. Exhibitor booth personnel are restricted to representatives engaged in the display, demonstration, application or sale of the company's products and/or services. There will be an additional \$200 charge per person for up to two additional booth personnel over the complimentary allotment per standard booth. All other employees of the exhibiting company must register as member or nonmember registrants. Registrations will allow admittance to the exhibit hall during installation and dismantle times as well as show hours, educational sessions, complimentary lunches and receptions.

The official VPPPA symposium badge must be worn in the exhibit hall at all times, and exhibit booths must be manned during all open VPPPA Expo hours.

During installation and dismantling (I&D), exhibitor booth personnel must either wear the official symposium badge or an I&D badge, available at the Registration Counter.

Exhibitor booth personnel will be responsible for procuring his/her individual badge at the 2019 Safety+ Symposium Registration Counter. Badges will not be distributed in bulk to one representative of the company.

12. SUBLETTING OR SHARING OF BOOTH SPACE

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated and may not display goods or services other than those manufactured or regularly distributed by the Exhibitor. Two or more Exhibitors may share booth space only if utilizing at least two booth spaces and with written approval from VPPPA.

13. BOOTH DEFINITIONS

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Refer to local building codes that regulate temporary structures.

- **Corner Booth:** A corner booth is a linear booth exposed to aisles on two sides. All other guidelines for standard in-line booths apply.
- **Standard In-Line Booth:** Standard in-line or linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Booth height is restricted to ten (10) feet. Regardless of the number of linear booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The front five (5) feet of the rented space may be occupied from the floor up to a height of four (4) feet.

- **Island Booth:** An island booth is any size booth exposed to aisles on all four (4) sides. An island booth generally conforms to twenty by twenty (20' x 20') feet or larger. The entire cubic content of the space may be used up to twelve (12) feet, the maximum allowable height.
- **Perimeter Booth:** Standard in-line booth located on the outer-perimeter of the exhibit floor. Booth height is restricted to twelve (12) feet.

14. BOOTH LIMITATION

All exhibits must be confined to the spatial limits of the exhibit space rented as indicated on your confirmation packet. Equipment, products or materials to be shown or demonstrated must be placed within the contracted space to ensure that the attendee viewing the display will be in the booth and not impeding the aisle traffic. No part of any display may be suspended from or attached to any part of the Ernest N. Morial Convention Center. If an Exhibitor desires to exceed the standard heights outlined in the rules and regulations, the Exhibitor must submit a request in writing along with a rendering of the proposed booth for approval to VPPPA.

15. HANGING SIGNS AND GRAPHICS

No hanging signs, pillar wraps or banners will be permitted without written approval from VPPPA.

16. FLAMMABLE AND TOXIC MATERIAL

All materials used in the display construction or decorating should be made of fire retardant materials and be certified as flame retardant. 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.

17. LIGHTING

Exhibitors must adhere to the following minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with Ernest N. Morial Convention Center rules and be approved in writing by VPPPA.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise distract from the general atmosphere of the 2019 Safety+ Symposium.

18. STORAGE

Fire regulations in the Ernest N. Morial Convention Center prohibit storing product, literature, empty packing containers or packing materials behind back drapes.

19. DEMONSTRATIONS

As a matter of safety and courtesy to others, the Exhibitor should conduct sales presentations and product demonstrations in a manner which assures that all exhibitor personnel and attendees are within the contracted exhibit space.

20. SOUND/MUSIC

In general, the Exhibitor may use sound equipment in their booth so long as the noise level does not disrupt the activities of neighboring Exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

21. RESPECT YOUR NEIGHBORS

Exhibitors may only enter exhibit areas other than their own by invitation. Exhibitors are not permitted to distribute promotional material, samples, catalogues, pamphlets or publicity except within their own booth space.

22. SECURITY

Overall security service will be provided by VPPPA for the duration of move-in, off-show hours and dismantling, but neither the security service nor VPPPA will be responsible for loss or damage to any property for any cause. VPPPA reserves the right to inspect any package, box, handbag or other means of conveyance leaving or entering the exhibit hall at any time. Anyone not allowing such inspection will not be allowed to remove un-inspected property from the exhibit hall until all other exhibitors have left.

23. PHOTOS, VIDEO, FILM, RECORDING

Photo taking of exhibit booths other than your own is strictly prohibited. In consideration of the opportunity to be an Exhibitor at the 2019 Safety+ Symposium, the Exhibitor and the exhibiting company's representatives hereby grant permission to VPPPA to use, reproduce and/or disseminate in any form or media, any film, audio or photo taken or recorded of the Exhibitor and/or the exhibit during the above-named symposium for the purpose of promoting VPPPA's current or future activities, programs, symposia or meetings. VPPPA may copyright and distribute materials containing the film, video, audio or photograph without further approval from the Exhibitor. Exhibitors hereby waive any claims that they or their company's representatives might have against VPPPA related to such appearance(s) in the final product(s).

24. PROTECTION OF THE EXHIBIT FACILITY

Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the exhibit or symposium areas without written permission of proper Ernest N. Morial Convention Center authority.

25. AFFILIATED EVENTS

Only exhibiting companies and VPPPA members may host functions in addition to the 2019 Safety + Symposium at times that do not conflict with symposium events. Function Space Request Forms must be completed and submitted to VPPPA for approval.

26. AMERICANS WITH DISABILITIES ACT

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line at (800) 514-0301, and from the website at www.ada.gov.

27. MANNING OF EXHIBIT

Exhibit booths must be manned at all times during show hours from 6:00 p.m. on Tuesday, Aug. 27, 2019, through the close of the VPPPA Expo 2019 on Thursday, Aug. 29, at 1:30 p.m.

Show hours are subject to change. Failure to man your booth during show hours will result in a \$100 fine.

28. UNION AGREEMENTS

The Exhibitor hereby agrees to abide by all agreements made between the unions, VPPPA or its agents pertaining to the use of union labor at all times while at the VPPPA Expo 2019.

29. TAXES

The Exhibitor shall be solely responsible for any federal, state or local tax required to be collected or withheld on any purchase.

30. EARLY DISMANTLE/LATE SET-UP PENALTY

Exhibitors who have not completed the set-up of their booths by 3:00 p.m. on Aug. 27, 2019, will be subject to a fine of \$250 per 10' x 10' booth space.

Early dismantling is not allowed. Exhibitors who tear down before 1:30 p.m. on Aug. 29, 2019, lose all Priority Period consideration and will be subject to a fine of \$250 per 10' x 10' booth space. Show hours are subject to change.

31. SIGNATORY AUTHORITY

The Exhibitor warrants that the person who signed the contract has signatory authority on behalf of the Exhibitor to execute the binding agreement of the 2019 Exhibit Space Application/Contract.

32. ACCEPTANCE OF EXHIBITS

Exhibitors will be bound by the Rules and Regulations set forth herein and by such amendments or additional rules and regulations, which may be established by VPPPA or the Ernest N. Morial Convention Center.

VPPPA's acceptance of the contract constitutes an agreement of the parties to abide by the terms and conditions contained herein. VPPPA reserves the absolute right to reject any and all applications. Rights of the Exhibitor will not be assignable to any other firm or person.

33. INTERRUPTION OF THE SYMPOSIUM

Should any contingency prevent the holding of the 2019 Safety+ Symposium VPPPA will return such portions of the amount paid for the space determined equitable by VPPPA after deduction of such amount necessary to cover expenses incurred by VPPPA in connection with the symposium. If, for any reason VPPPA determines the location of the 2019 Safety+ Symposium should be changed or the dates of the symposium postponed, no refund will be made, but VPPPA shall assign to the Exhibitor in lieu of the original space, such other space as VPPPA deems appropriate, and the Exhibitor agrees to use such space under the same Rules and Regulations. VPPPA shall not be financially liable or otherwise obligated in the event that the 2019 Safety+ Symposium is cancelled, postponed or relocated, except as provided herein.

34. FOOD & BEVERAGE

Any food or beverage dispensed or given away at booths must be supplied and prepared by the Ernest N. Morial Convention Center, which has exclusive food and beverage distribution rights. Please contact Ernest N. Morial Convention Center at (504) 582-3000 before ordering ANY food and/or beverage.

35. PARKING

Parking is not allowed in any of the loading dock areas. Any vehicle parked in an unauthorized area will be towed at the owner's expense.

36. QUESTIONS

VPPPA Expo
VPP Participants' Association, Inc.
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Falls Church, VA 22043-2004
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