

RULES & REGULATIONS



1. DESCRIPTION OF THE GENERAL CONVENTION: The General Convention of the Episcopal Church is the triennial meeting of the House of Deputies (consisting of elected clergy and lay representatives from each diocese in the Episcopal Church) and the House of Bishops, together with the meeting of the Episcopal Church Women and other concurrent meetings of Episcopal Church groups.

2. DEFINITIONS: As used herein, "SPONSOR" means The Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America as an agent for the General Convention Office. "EXHIBIT MANAGEMENT" means Fern Expositions. "EXPOSITION" or "SHOW" means the commercial display held from July 3, 2018 to July 11, 2018 in the 79th General Convention of the Episcopal Church exhibit area. "EXHIBITOR" means the person or firm on whose behalf booth space is rented. "LANDLORD" means the Austin Convention Center. "EXHIBITOR'S SERVICE" means any official supplier so named by Exhibit Management to act in that capacity.

3. STATEMENT OF POLICY: All Exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product or service in the most effective manner to the audience. We ask you to "be a good neighbor" and to remember you are our customers. We want you to be successful.

All Exhibitors are obligated to comply with all laws, ordinances and regulations promulgated by any recognized federal, state, local or municipal authority.

4. CONTRACT CONDITIONS: The terms and conditions of these official regulations shall apply to and be in effect between the Sponsor, Exhibit Management and any Exhibitor whose application is received and to whom booth space is rented. They have been formulated for the protection and in the best interest of all concerned. Exhibit Management asks the full cooperation of all exhibitors in their observance. All points not covered are subject to the decision of Exhibit Management whose word is final.

5. APPLICATION FOR EXHIBIT SPACE: Applications by Exhibitors shall be made on the official application form only. The Sponsor will promptly accept or reject each application received and Exhibit Management will furnish additional information to each Exhibitor whose application has been accepted. Booth space will be assigned by the Exhibit Management, guided by requirements of Exhibitors and their choice of location wherever possible. Exhibit Management reserves the right to rearrange or re-number the floor plan and relocate any exhibit if it appears necessary for the general good of the show. Applications are not accepted until you receive a copy of this contract and a letter of confirmation from Exhibit Management. **A maximum of 4 exhibitor badges per 10' x 10' booth or 8 exhibitor badges for larger booth spaces will be given to each exhibitor. There will be a \$55 charge for each additional badge.**

(NOTE: The name and booth number of each confirmed exhibiting organization will be listed online on the public Exhibits website. Exhibitors may list additional information to be posted on the website by filling in the information on the Exhibit Space Contract.)

6. RENTAL: Booth size and price are as indicated on page 1 of the contract. Rental of booth space is for the duration of the exposition. Exhibitors will be required to adhere to the official show schedule for timing of move-in, show and move-out. Booth price includes booth space, one booth identification sign per exhibitor, general guard service, general illumination only. Any other services required by the Exhibitor must be acquired from the appropriate service contactor and paid for by the Exhibitor. Verbal commitments by Sponsor, Landlord, Exhibit Management, Exhibitor or Exhibitor's Service will not be honored. It is the Exhibitor's responsibility to obtain written confirmation or permission for any deviation from these rules and regulations.

Requests for discounts for church related exhibits must accompany this form

This application for exhibit space must be signed by a duly authorized agent of the Exhibitor and accompanied by a 50% payment if submitted prior to December 31, 2017. The remaining 50% will be due on or before February 28, 2018. If contract is received after December 31, 2017 payment in full is required. Exhibitor agrees to abide with all contract conditions, rules and regulations governing the exhibit area. Any payment made shall not be refundable if the exhibitor cancels the application for booth space after February 28, 2018. Booth space cancellation must be in writing to Exhibit Management. Failure to comply with the above payment schedule can result in loss of payment made to date and loss of booth space. Any Exhibitor who fails to occupy his space by the Exposition's opening, shall forfeit all rights to the assigned space and Sponsor reserves the right to dispose of such space with no refund to the Exhibitor, in such way as they may consider to be the best interest of the Exposition, without any liabilities on the part of the Sponsor, Exhibit Management, Landlord or Exhibitor's Service.

7. EXHIBITOR'S SERVICE: For our mutual protection, Exhibit Management will select official suppliers of booth decorations, signs, display setup, electrical, drayage, labor, booth cleaning and other services. If you wish to use a supplier other than the official supplier designated by Exhibit Management you must notify Exhibit Management in writing at least 30 days prior to the opening of the Exposition. Order forms from the official suppliers will be included in the Exhibitor Services Kit.

8. USE OF SPACE AND SOLICITATION IN EXHIBIT HALL: The aisles and other common areas in the Exhibition hall not leased to Exhibitors shall be under the control of the Exhibit Management. All business transactions shall be conducted inside the space contracted for. The Exhibitor will be expected to confine his exhibiting within their exhibit space, as defined by Exhibit Management. Distribution of literature or products will not be permitted outside of the exhibit booth. No persons, other than Exhibitors, will be permitted to conduct business in the Exhibition hall without the permission of Exhibit Management. Any violators should be reported to Exhibit Management.

9. RESTRICTIONS IN OPERATION OF EXHIBITS:

(a) NOISE MAKING DEVICES: Exhibits which include any noise making machine including but not limited to, TVs, Radios, Musical Instruments and Public Address Systems, must be conducted or arranged so that the resulting noise will not disturb adjacent Exhibitors.

(b) CARE OF BUILDING AND EQUIPMENT: Exhibitors or their agents shall not injure or deface the walls, ceilings or floors of the building, the booths or the equipment of the booths. Exhibitors are forbidden to drive tacks, nails or screws into the building or to affix anything to the walls, ceiling or floor of the building without written permission from Exhibit Management. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

(c) FIRE PREVENTION: All booth decorations must be flame-retardant. All hangings must clear the floor. Electrical wiring must conform with the 2017 National Electrical Code Safety Rules. If inspections indicate that any Exhibitor has neglected to comply with these regulations or otherwise incurs fire hazard the right is reserved to cancel all or such part of the exhibit as may be irregular. Fire regulations and requirements of the city of Austin, TX must be observed.

(d) SAFETY PRECAUTIONS: Exhibitors shall take all necessary precautions for the safety of their personnel, other Exhibitors and all other persons upon the premises. Exhibitors shall comply with all applicable provisions of federal, state and municipal safety laws, building codes and ordinances to prevent accidents or injuries.

(e) MAINTENANCE OF BOOTH SPACE: Exhibitors shall keep their booth spaces clean and orderly at all times. A representative of the Exhibitor shall be present at the booth at all times while the Exposition is open.

(f) CONSTRUCTION: In general, each Exhibitor is entitled to a reasonable sight-line from the aisle regardless of the size of his exhibit. Specific construction limitations will be the discretion of Exhibit Management. The Exhibitor agrees to produce his exhibit in dignified taste and in keeping with the reputation and image of the 79th General Convention of the Episcopal Church. Whether or not this regulation is being adhered to is the decision of Exhibit Management.

(g) ENFORCEMENT: The Exhibitor agrees to comply strictly with the applicable terms and conditions contained in the agreements between the Landlord, the Sponsor and Exhibit Management regarding the Exhibition premises. The Sponsor and Exhibit Management reserve the right to restrict exhibits which become objectionable and to prohibit or evict any exhibit which in the opinion of the Sponsor or Exhibit Management may detract from the general character of the show as a whole. In the event of any such restriction or eviction the sponsor is not liable for any refund of exhibit rental fees or other exhibit expenses.

(h) DRAWINGS AND PRIZES: All contests, drawings, games and similar activities represented as awarding prizes to winners and implemented from an exhibit booth, must have the advance approval of Exhibit Management and must adhere to all federal, state and local laws and ordinances. If you are contemplating such activity in your exhibit, contact Exhibit Management for an application for these activities.

(i) NO ASSIGNMENT OR SUBLETTING: Exhibitors shall not assign or sublet any space rented by them, nor shall they in any way represent, exhibit, solicit, demonstrate or advertise on behalf of any person, manufacturer, provider of services, merchandise, equipment or services, unless provided on a continuing basis by the Exhibitor.

10. LIABILITY: STATEMENT OF POLICY: The Exhibit Management, Sponsor, Landlord and Exhibitor's Service and their officers and staff members disclaim all liability for damages or losses caused any Exhibitor by fire, water, flood, windstorm, utility failures, rodents, acts of vandalism, insurrection, civil disorder, strikes, criminal acts or theft. Exhibitors wishing to insure their goods must do so at their own expense. If unusual equipment is to be installed, or if appliances that may be subject to fire codes are to be used, the Exhibitor should communicate with the Exhibit Management for information concerning facility regulations. No Exhibitor shall allow any article to be brought into or allow any act to be done on the premises which will increase the premium on any policy of insurance held by Exhibit Management, the Sponsor, Landlord or Exhibitor's Services or which may cause any such policy to be cancelled. The Exhibitor shall at all times protect, indemnify, save and keep harmless the Exhibit Management, Sponsor, Landlord and Exhibitor Service's against any and all loss, cost, damage, liability, or expenses arising from or out of or by reason of any accident or other occurrence to anyone, including Exhibitor, its agents, employees and invitees, which arises from or out of or by reason of Exhibitor's occupancy and use of Exposition premises or a part thereof.

(NOTE: Most loss or damage occurs within a 12 hour period immediately following the close of the Exposition. It is highly recommended that all items of potential risk be removed upon leaving the Exposition and that all displays be packed. The convention contractor will begin removing the drapes, tables, and other rental property immediately upon the close of the Exposition. **Do not depend on these items to protect or conceal your equipment after the close of the Exposition.**

11. INTERPRETATION AND AMENDMENTS: Sponsor and Exhibit Management shall have the full power to interpret and enforce all rules contained herein, and the power to make amendments thereto, and to enact such further rules as shall be considered necessary for the proper conduct of the Exposition.

12. CORRESPONDENCE: All exhibit correspondence should be directed to FERN EXPOSITIONS, 3752 Crittenden Drive, Louisville, KY 40209