

Virginia Society of Association Executives Rules and Regulations Governing the 2010 Fall Marketplace

1. **RESERVATIONS FOR SPACE** will be made in the order in which signed contracts with payment are received. Availability of space will be on a first-come, first-served basis. The Committee reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the Trade Show.
2. **PAYMENT AND CANCELLATION POLICY:** Exhibit fees must be paid in full with signed contract. Cancellations received by August 13, 2010, will receive a 50% refund and must be in writing. **NO** refunds after August 13, 2010. **All exhibitor contracts received on or before May 14, 2010, will save \$50.00 off the registration fee.**
3. **DIMENSIONS AND LIMITATIONS:** Exhibits must not exceed 8 feet in height on the back wall or 3 feet in height on the side walls. Exhibits must be constructed so as not to obstruct the view of adjoining booths. Permission to display equipment taller than 8 feet must be obtained from the Trade Show Committee no later than August 31, 2010. All entertainment within a booth must have prior approval of the Trade Show Committee by August 31, 2010. Alterations to the present booth layout must have prior approval of the committee before August 31, 2010. **Maximum occupants per booth not to exceed 3 persons and can not be changed during the show.**
4. **SIGNAGE:** Signs, banners or archways over the aisles will be permitted only with prior approval of the Trade Show Committee by August 31, 2010.
5. **LIABILITY:** The exhibitor agrees to protect, save, and keep the Virginia Society of Association Executives, the Greater Richmond Convention Center and Exhibits, Inc., their representatives, employees and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of the Greater Richmond Convention Center and Exhibits, Inc. The exhibitor assumes complete responsibility and liability for all loss, damage or destruction of his/her property, employees, agents and guests. The Virginia Society of Association Executives, the Greater Richmond Convention Center and Exhibits, Inc., any officer, agent, or employee thereof, will not be liable for any loss, damage or destruction of exhibitor's property for theft, fire, accident or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives or employees. The exhibitor will indemnify and hold harmless the Virginia Society of Association Executives, the Greater Richmond Convention Center and Exhibits, Inc., their members, directors, officers, agents, representatives and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees or any other such persons.
6. **EXHIBIT INSTALLATION HOURS:** Wednesday, October 6, 2010 – **4:00-7:00 p.m.** and Thursday, October 7, 2010 – **8:00-10:00 a.m.** **ALL EXHIBITS MUST BE SET UP FOR AN INSPECTION BY THE TRADE SHOW COMMITTEE AT 10:30 a.m. ON THURSDAY, OCTOBER 7, 2010. NO EXCEPTIONS.**
7. **SPACE:** If space is not occupied by 10:30 a.m. on Thursday, October 7, 2010, it will be forfeited by the Exhibitor and his/her space may be resold, reassigned or used by the Committee without refund.
8. **DISMANTLING HOURS:** Displays must not be dismantled until the close of the Trade Show (2:30 p.m.) on Thursday, October 7, 2010. All exhibits must be dismantled and removed from the exhibit area by 5:00 p.m. Thursday, October 7, 2010. The Exhibitor authorizes VSAE to remove, at the Exhibitor's expense, any material in the exhibit area belonging to said Exhibitor after 5:00 p.m. Thursday, October 7, 2010.
9. **PROHIBITIONS:** Exhibits, signs or displays are prohibited in any of the public rooms or elsewhere on the premises of the Greater Richmond Convention Center during the Trade Show. Absolutely no alcoholic beverages will be served or given away by exhibitors unless approved by the Greater Richmond Convention Center in advance. This will be strictly enforced.
10. **SOUND DEVICES:** The use of sound devices, megaphones, loudspeakers or other amplified methods of attracting attention is prohibited.
11. **AMENDMENT TO REGULATIONS:** All matters and questions not covered by these regulations are subject to the decision of VSAE. The Virginia Society of Association Executives shall have sole authority to circulate, interpret and enforce all rules and regulations and to make any amendments necessary for the orderly conduct of the Trade Show.