

TRADE SHOW RULES AND REGULATIONS

2001 International Master Gardener Conference and Trade Show

May 28 – June 1, 2001

Location: Hilton in the Walt Disney World® Resort
Lake Buena Vista, Florida



These rules and regulations govern exhibit displays and presentations in conjunction with the International Master Gardener Conference and Trade Show to be held in Lake Buena Vista, Florida on May 28-June 1, 2001. The exhibitor must follow the rules and regulations set forth by the Office of Conferences and Institutes, herein referred to as OCI, or this agreement will be terminated.

CONFERENCE REGISTRATION

Seating availability in the educational sessions is very limited and participation is restricted to those holding the Master Gardener designation. If you are a Master Gardener, you may attend the full conference by paying the standard registration fee.

GENERAL CONDUCT

The general rule on the exhibit floor: Be a Good Neighbor. No exhibit should be set up so its arrangement or manner of presentation will obstruct or interfere with the general view or rights of any other display. No exhibit shall extend beyond the official floor plan dimensions or into an aisle. Verbal announcements, phonograph or tape recordings, radios, closed circuit or videotape TV, sound-slide presentations, motion pictures, or other attention-getting devices are prohibited if objectionable to adjacent Exhibitors. Approval from OCI and adjacent Exhibitors should be obtained in advance in order to avoid disappointment.

LIABILITY

The Exhibitor agrees to protect, save and hold OCI harmless for any damages or charges imposed for violations of any law ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Hilton @ Walt Disney World and OCI regarding the exhibition premises; Please refer to the GES LIMITS OF LIABILITY when you receive the exhibitor service manual.

Exhibitors shall at all times protect, indemnify, save and hold harmless OCI against and from any and all losses, costs (including attorney fees), damages, liability, or expense arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the Exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said Exhibitor's occupancy and the use of the Exhibition premises or part thereof.

OCI cannot assume responsibility for the safety of the property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident or other causes, but will use all reasonable care to protect them against such loss. In all cases, occupants should insure their booth materials at their own expense.

It is especially recommended that all booth occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set up or dismantled, to protect against loss.

APPLICATION FOR SPACE

All completed applications for booth space must be forwarded to OCI by **5:00 pm on March 31, 2001**. Booth assignments are on a first-come, first-served basis and are determined by the day the application(s) and payment(s) are received. March 31, 2001 is the deadline for applications and fees or **until all exhibit booths are sold**.

BOOTH "BLOCKS"

If several company chains, representative firms or other organizations would like a block of booths, a letter must be attached in each application authorizing OCI to locate their booth(s) in a block with said organizations. Otherwise, booths will be assigned by first-come, first-served. Applications and full payments must be submitted in one envelope.

PAYMENT OF BOOTH FEES

Full payment must accompany your application for booth space. Space will not be held without payment in full. Purchase orders are not accepted.

OCCUPANTS PER BOOTH

The maximum number permitted to exhibit in a booth is two (2) persons.

HOSPITALITY ACTIVITIES

OCI requires Supplier hospitality activities be programmed so as not to compete with any event scheduled by OCI. If in doubt regarding content or scheduling of a hospitality activity, contact Dianne Powers, Conference Coordinator, at 352-392-5930.

WAITING LIST

Orders received after all booths are sold will be placed on a waiting list. Exhibit space made available due to booth cancellations will be filled in the order (date & time) that the "Wait List" applications were received.

TRADE SHOW ADMISSION

The 2001 Exhibition is open to Master Gardeners and trade show registrants, invited press, Exhibiting Suppliers, and OCI staff. **Non-Exhibiting Suppliers and guests are not permitted on show floor at any time.**

NO-SHOWS

If the Exhibitor fails to install a product or display in assigned space, or fails to staff the space, or fails to pay the rent, or fails to comply with any other provision of this agreement, OCI shall have the right, without notice to the Exhibitor, to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions it may deem proper.

(Continued on REVERSE Side)

TRADE SHOW RULES AND REGULATIONS

(continued)

INSTALLATION OF EXHIBITS

Exhibitors may set-up between the hours of 6:00 pm – 11:00 pm on Monday, May 28 and from 6:30 am – 10:30 am on Tuesday, May 29. Booths must be ready by 10:30 am on Tuesday, May 29, 30 minutes prior to opening. Visitation begins at 11am.

DISMANTLING OF EXHIBITS

Exhibit booth dismantling takes place from 6:00 pm – 11:00 pm on Wednesday, May 30, 2001. Early teardown is prohibited.

EXHIBIT SERVICES COMPANY

GES Exposition Services is the official trade show exhibit services company. GES will assist with all shipping, freight, pre-conference storage and booth decoration requirements. Confirmed exhibitors will receive an Exhibitor Service Manual (ESM) roughly 45 days prior to the conference. The ESM will provide you with order forms to request shipping, freight storage, electrical hookups, decorations and other services as needed. All requests should be issued directly to GES.

EXHIBITOR SERVICE MANUALS

Exhibitor service manuals containing detailed instructions and order forms for exhibit equipment and decoration will be mailed to exhibitors by GES Exposition Services 45 days prior to the conference. (SEE ABOVE).

DISPLAY HOURS

The trade show floor will be open to participants from 11:00 am – 5:30 pm on Tuesday, May 29 and Wednesday, May 30. A Formal Trade Show Event will be held from 3:30 pm – 5:30 pm on Wednesday, May 30 and will conclude with drawings for donated door prizes and a Grand Prize giveaway.

EXPOSITION DATA

Each 8' deep x 10' wide booth includes a skirted 6' table, carpet, pipe and drape, two chairs, a wastebasket and a 7" x 44" identification sign showing company name, city, state and booth number. Additional equipment and decorations may be acquired at additional cost through GES, the official exhibit services company. All necessary order forms will be provided in the Exhibitor Service Manual.

FLOOR PLAN

The Floor plan contains all booth dimensions, which are believed to be accurate to OCI's best knowledge. OCI assumes no responsibility for such measurements. Plans are subject to Fire Marshall approval.

TRADE SHOW GIVEAWAYS

We encourage all exhibitors to provide transportable products or gift certificates for drawings to be conducted in the trade show area. Indicate your intention on the Trade Show Application and Contract, and include a brief description and estimated value of the prize. Individual exhibitors are permitted to conduct individual drawings at their booth in addition to furnishing a door prize. Solicited door prizes will be given away in a public venue over the PA system.

RULES

OCI reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by OCI. OCI reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision the exhibitors will be advised of any such changes.

CANCELLATION

In the unfortunate event that your company must cancel its participation, a 50% refund will be returned if **written notice** is received by **April 26, 2001**. There will be **no refunds** after **April 26, 2001**. There are no exceptions to this rule.

FORCE MAJEURE

OCI shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of OCI.

Questions?

TRADE SHOW COORDINATOR

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EXHIBIT SERVICES COMPANY

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