

Rules and Regulations For The International Hoof-Care Summit Trade Show

Cincinnati Duke Energy Center • Cincinnati, Ohio • January 23 to 24, 2019

INTERNATIONAL HOOFCARE SUMMIT MANAGEMENT:

- ♦ Exhibitor agrees to abide by the rules and regulations set forth in this contract and those outlined in the International Hoof-Care Summit exhibitor package. Exhibitor further agrees to comply with Show Management's enforcement of these rules and regulations.

EXHIBITION FEES:

- ♦ Payment must accompany the contract. Booth space will not be assigned until payment has been received. Exhibitors who have not paid for their booth space and any elective ancillary promotional opportunities in full in advance of the Summit will not be allowed to move in or to construct and arrange their booths and/or displays.
- ♦ Exhibitors will retain first right of refusal for the previous (2018) IHCS Trade Show booth space and booth location for the 2019 Trade Show before Aug. 15, 2018.
- ♦ Requests for exhibit space will be handled on a first-come, first-served basis determined by date of contract acceptance and date of payment.

BOOTH SPACE DESIGN:

- ♦ No exhibit may block or interfere with a neighboring exhibit. No part of any display that exceeds 3 feet in height can be placed in the front one-third of the booth without permission of show management. Back wall standard height permitted for any booth exhibit will be 8 feet. Exceptions must be submitted to show management for approval prior to the show. Sidewalls of such exhibits may not extend more than 4 feet from the back wall so as not to "box in" exhibitors.
- ♦ Exhibit display is subject to Show Management review and approval. Exhibitors may be asked to provide additional information concerning their exhibit. Exhibitors shall comply with all relevant local, state and federal ordinances, regulations and codes including fire, safety and health regulations and the Americans with Disabilities Act, together with the rules and regulations of the convention center.

EXHIBIT/BOOTH SPACE OCCUPANCY:

- ♦ Distribution of advertising material and/or Exhibitor solicitation of any sort shall be restricted to the exhibitor's booth.
- ♦ Show Management reserves the right to decline, prohibit or expel an exhibit that, in its judgment, is not in keeping with the character of the exhibition. This includes printed matter, product, conduct, sound level, etc.
- ♦ No Exhibitor shall assign or sublet any part of the assigned space.
- ♦ Setup begins at 10 a.m. on Tuesday, Jan. 22, 2019. All booths must be completely set up in the exhibit hall by 9 a.m. on Wednesday, Jan. 23, 2019.
- ♦ Dismantling can start only after the close of the exhibit hall at 1:30 p.m. on Thursday, Jan. 24, 2019. All exhibits must be removed (or all materials packed and ready for shipping) from the exhibit hall by 6 p.m. on Thursday, Jan. 24, 2019. If no progress has been made on exhibit tear-down or no arrangements have been made with Show Management prior to 3 p.m. on Thursday, Jan. 24, 2019, the exhibit will be removed by the Show Decorator at exhibitor's expense.

EXHIBITOR BADGES:

- ♦ All Exhibitor personnel are required to register. Badges provided by the International Hoof-Care Summit must be worn at all times and no entry to the exhibit or seminar areas will be permitted without a badge. For liability reasons and for personal safety, no one under the age of 21 will be permitted in the Exhibit Hall during set-up and teardown.
- ♦ Children under the age of 16 must be accompanied by and be in the presence of adult supervision at all times while in the Trade Show area.

BOOTH & EXHIBIT HALL INFORMATION:

- ♦ Special forms will be provided to Exhibitors for making direct arrangements with the official decorator for electricity, furnishings, maintenance, lighting and other related services. All other ancillary booth costs are the responsibility of the Exhibitor. Tables, chairs and electric service can be ordered from Fern Expositions, the official decorator of the IHCS. Details will be provided in a follow-up email to Exhibitors.
- ♦ Signs and drapes: Each Exhibitor will be provided with one display identification sign plus back wall and sidewall draping in gold and white.

- ♦ Show Management will take precautions to safeguard exhibitor property by means of regular perimeter guard service. However, Show Management will not be liable for damage or loss to exhibitor property through theft, fire, accident or other causes. Each Exhibitor should insure his or her exhibit and display materials.

SAFETY, FIRE AND HEALTH:

- ♦ Exhibitors must comply with all safety, fire and health ordinances regarding the installation and operation of equipment, displays and exhibit materials. Display materials must be flame-retardant. Hazardous materials of any type are prohibited at all times. International Hoof-Care Summit and Show Management are not responsible for the safe operation of any exhibitor machinery or equipment.

EXHIBITOR MACHINERY OR EQUIPMENT:

- ♦ The Exhibitor hereby agrees to indemnify and hold harmless the International Hoof-Care Summit, *American Farriers Journal* and Lessiter Media and their managers, officers, sponsors, employees, agents, successors and assigns from any suit or claim for personal injury, or for property damage or for loss of use of property by whosoever sustained on or about exhibitor's participation in the Show, unless the damages or injury are due solely to the negligence of the International Hoof-Care Summit.

INSURANCE:

- ♦ Each Exhibitor should carry adequate insurance against all hazards.
- ♦ All property of the Exhibitor is understood to remain under their custody and control in transit to and from or within the confines of the display area. Displaying companies must carry insurance to cover materials against damage and loss, and public liability insurance against injury to the person and property of others. The show will carry public liability insurance for injury to show visitors, exhibitors and their agents, and employees. Neither Show Management nor the Duke Energy Center is responsible for loss, theft or damage to exhibitor's property.

CANCELLATION:

- ♦ An Exhibitor may cancel its participation in the International Hoof-Care Summit. Cancellation requests must be submitted in writing to: Show Management, International Hoof-Care Summit, P.O. Box 624, Brookfield, WI 53008-0624. Cancellation requests received before Dec. 30, 2018, forfeit 50% of the total rental. No refunds will be made after Dec. 30, 2018.

FORCE MAJEURE:

- ♦ In the event any part of the exhibit area thereof is unavailable, whether for the entire event or a portion of the event as a result of fire, flood, tempest or any other such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot or any other cause or agency over which the Show has no control, or should the Show decide that because of any such cause it is necessary to cancel, postpone or re-site the Show, or reduce the installation time, Show time, or move-out time, the Show shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof.

AGREEMENT:

- ♦ This application, upon acceptance by the International Hoof-Care Summit, constitutes a legal and binding contract. Show Management reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the exhibition.
- ♦ Designated Exhibitor representative acknowledges he or she has read, understands and will comply with the Rules and Regulations set forth in this contract and those outlined in the exhibitor manual. Questions regarding said Rules and Regulations should be referred to: Show Management, International Hoof-Care Summit, P.O. Box 624, Brookfield, WI 53008-0624; Phone (262) 777-2409 or Fax (262) 782-1252.
- ♦ Designated Exhibitor representative also acknowledges that he/she has the full authority to submit and sign this contract for exhibition space at the International Hoof-Care Summit.