

# TASBO STANDARDS & POLICIES FOR EXHIBITION AND TERMS OF AGREEMENT FOR OPERATIONS CONFERENCE PARTICIPATION & EXHIBITION

TASBO has an established Standard of Conduct to ensure a safe and positive exhibit and conference environment for all. Exhibitors, their employees, agents, representatives, and assigns, must adhere to all applicable policies. Questions should be directed to: Kathy Swanson, TASBO Director of Partner Relationships at [kswanson@tasbo.org](mailto:kswanson@tasbo.org). *These rules and regulations constitute a bona fide part of the Application/Agreement for Exhibit space and have been established in accordance with guidelines set forth by the International Association for Exhibition Management's (IAEM) Guidelines for Display Rules and Regulations and Essential Considerations for Safely Reopening Exhibitions and Events. TASBO reserves the right to make all interpretations and decisions should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the show. TASBO's decisions and interpretations shall be accepted as final in all cases.*

## TERMS OF EXHIBITOR AGREEMENT:

### 1. Definitions

The Texas Association of School Business Officials (TASBO) and its officers, directors, members, agents, affiliates, representatives, employees, successors and assigns, are hereinafter referred to as "Show Management", unless the context requires otherwise. "Exhibitor" means the applicant identified on the corresponding Exhibitor Registration Application (Application) and its officers, directors, members, agents, affiliates, representatives, employees, successors and assigns. The 2021 TASBO Operations Conference Expo is hereinafter referred to as "Convention". The exhibit portion of the 2021 TASBO Operations Conference is hereinafter referred to as "Exposition" or "Event". The term "Exposition" or "Expo" means the exhibit show held in conjunction with the in-person portion of the TASBO Operations Conference. The term "Exhibit Space" refers to a dedicated space for an Exhibitor to display and promote its products and/or services and be available to others for in-person communication. The term "Exhibition Facility" means the exhibit halls, meeting rooms and function space, lobbies, foyers, parking lots, air space and grounds of the facility in which the Convention is held, as well as any other facilities to be used as the site of the Convention. "Facility Management" means the owner or manager of the Exhibition Facility and the management of any other facilities used for the Convention.

### 2. Agreement

This Agreement, the Application, and the TASBO Standards and Policies for Exhibition, shall become effective and binding upon Exhibitor Registration by Applicant and confirmation of approval from TASBO ("Effective Date"). Exhibitor may register via 2021 Operations Conference Registration Form to execute this Agreement. Such registration shall constitute a valid agreement of the person with the authority to contractually bind the Applicant.

By completing the online registration form, Applicant 1) acknowledges that he/she has the authority to contractually bind the organization applying for Exhibit Space; and 2) agrees to pay the total balance due within 10 business days from the Effective Date. Applicant must promise to within ten business days 100% of the total Exhibit Space cost, and other items requested, if any, at the time of application. ***Applications/Agreements will not be accepted or processed, and Exhibit Space will not be held or assigned, without the requisite payment commitment.*** Failure to submit a payment within 10 business days of the Effective Date may result in an assessment of a late payment fee, not to exceed 20% of the total cost, and may result in cancellation of the Exhibit Space.

#### A. Exhibit Space Purpose

The Exposition is a closed trade space designed to provide a showcase for products and services either specifically designed for or customarily used in the school business officials' industry. Eligibility to participate in the Exposition is generally limited to companies, firms or entities actively and legitimately engaged in school business. TASBO reserves the right to deny the application of any Exhibitor that does not serve the needs of TASBO members.

#### B Expo Space Sharing / Program Listings

Exhibitor shall not assign, sublet, or share any part of its Exhibit Space unless such assignee has a partnership or joint venture with, or is a subsidiary of the Exhibitor and said assignee is an integral part of the product presentation. Show Management shall have final

approval on such spaces / exhibits. Any attempted sale, sharing, subletting, assignment, transfer, or conveyance of this Agreement or any portion of the Exhibit Space in violation of this Section shall constitute a breach of this Agreement subject to Section 2.I. below.

### **C. Retail Sales**

The Exposition is held strictly as a means of product and/or services exhibiting and display. Over-the-counter, direct or retail sales of any products or services are strictly prohibited during the Exposition, except for sales of personal items sold to individuals for personal use. Exhibitors must not complete sales by receiving payment or delivering their products in the Exhibition Facility during the Convention. Violation of this rule shall constitute a breach subject to Section 2.I. below. Orders may be taken for future delivery only. Exhibitor will not permit the delivery of merchandise at the Exhibition Facility without the express permission of Show Management. Exhibitor agrees to indemnify and hold harmless Show Management of and from any liability, loss, claims, damages and expense arising from any violation of this prohibition on retail sales. Subject to the foregoing, the distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities must be conducted by Exhibitor only from within its Exhibit Space.

### **D. Exhibit Standards**

Applicant understands and agrees to abide by all terms and conditions governing the 2021 TASBO Operations Expo and the TASBO Standards and Policies for Exhibition. Exhibits that are, in Show Management's sole opinion, not in compliance with these Standards and Policies, shall be modified at the request of Show Management. Failure to timely modify an Exhibit upon request shall constitute a breach subject to Section 2.I. below. Show Management shall, in its sole and absolute discretion, have the right to prohibit or remove any Exhibit or any part thereof, which does not adhere to the aforementioned Standards and Policies. Show Management reserves the right to remove from the Exposition any program materials, advertising, content, images, videos or literature. The decision regarding suitability rests solely with Show Management.

### **E. Show-Related Content**

To the extent Exhibitor provides any informational, promotional and/or educational content to Show Management, Exhibitor warrants that it is the copyright owner of the information and grants Show Management a nonexclusive, nontransferable license to reproduce, use and modify the content for Conference-related purposes. Exhibitor hereby grants to Show Management the right to use or release any non-confidential information shared with Show Management, including contact information and other personally identifiable information, for all lawful Show Management, and Convention-related business purposes, including confirming Convention exhibition and providing Exhibitor-related information to third parties retained or contracted by Show Management to provide services required or requested for the Convention. Exhibitor acknowledges that information provided to Show Management, such as Exhibitor's information regarding name, address, phone numbers, e-mail and web site addresses, number and location of Exhibit Space and/or Meeting Space, and names and number of Exhibitor personnel will be treated as public domain information and may be available without limitation on the Convention's website and/or in materials provided to Convention attendees, guests, participants or as otherwise deemed appropriate by TASBO.

TASBO is a registered trademark and cannot be used without written permission of show management and prior approval of proposed trademark use. Approval of an application does not carry TASBO's endorsement of the products or services of that exhibitor.

### **F. Payments, Cancellations, Space Reductions**

Exhibitors registrations for which payment is not received within ten business days may be rejected in their entirety and may not be processed. No Exhibitor shall be permitted to exhibit in the Exposition or gain access to the Exhibition Facility unless and until Exhibitor has paid the full Exhibit Space Fee by their deadline dates.

All Exhibit space cancellation requests must be submitted in email to the TASBO Director of Partner Relationships. An exhibit space may be cancelled for a full refund only within 24 hours of registering for the Exhibit space. After 24 hours, **cancellations submitted before September 17<sup>th</sup> will be refunded at 50%. Beginning on September 17<sup>th</sup>, no refunds will be issued.** Upon receipt of notice of cancellation, TASBO may assign the cancelled space to any person or use such space for any purpose, all without notice and without further liability to the Exhibitor. This cancellation policy applies to all marketplace / exhibiting firms.

If Show Management cancels the Exposition due to circumstances beyond the reasonable control of Show Management (such as acts of God, war, terrorism, disaster, civil disorder, emergency, pandemic, government regulation, power outages, labor strike or unavailability of the facility), the Agreement shall terminate and Show Management shall determine an equitable basis for the refund of such portion of the Exhibit fee as is possible, after due consideration of expenditures and commitments already made. Show Management reserves the

right to cancel, rename, relocate, or change the dates of any portion of the Event. If Show Management changes the name of the Event, relocates the Exposition to another event facility within the same city, or changes the Exposition to dates that are not more than 30 days earlier or 30 days later, no refund will be due to Exhibitor. If there is a change in Exposition venue, Show Management shall assign to Exhibitor other space as it deems appropriate and Exhibitor agrees to use that space under the terms of this Contract. If Show Management elects to cancel a portion or all of the Event for a reason other than those described in this paragraph, it shall refund to Exhibitor the portion of the payment that corresponds to that portion of the cancelled Event.

### **G. Legal Compliance**

Exhibitors are responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material. Exhibitors are liable for and shall indemnify and hold Show Management, their directors, officers, employees and agents, harmless from all loss, claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by Marketplace Participant / Exhibitor, its agents or employees, of any patent, copyright, trademark or other mark, trade secret rights or privileges.

Exhibitor agrees, in displaying, marketing, or promoting its goods or services, that it is in compliance with applicable local, state and federal laws. The Exhibitor agrees to comply with the laws and regulations set forth for public accommodation by the Americans with Disabilities Act (ADA) and applicable state and local law. The Exhibitor further agrees and warrants that any Exhibitor display, or other contrivance placed in the exhibit space licensed to the Exhibitor by TASBO shall at all times comply with ADA and applicable state and local law, including accessibility, usability, and configuration. The Exhibitor further agrees to fully indemnify and hold Show Management harmless from any and all claims or actions (including administrative claims) brought against Show Management as a result of the Exhibitor being in violation of the ADA, its regulations, or applicable state or local law during the period of this contract, including the amount of any claim or judgment Show Management is compelled to pay, and the costs, including attorney's fees incurred by it in defending against all such claims. TASBO reserves the right to revoke this Agreement with penalty if it determines that the Exhibitor is in violation of the ADA or applicable state or local law with respect to any exhibit display or other contrivance placed in the space licensed to the Exhibitor under this Contract.

Exhibitors are responsible for any and all permits required by law or local ordinance. An exhibitor without a Texas location is required to secure a use tax permit from the State of Texas Comptroller of Public Accounts. Information is available via phone at 800-252-5555 or at <http://www.window.state.tx.us>.

### **H. Liability**

Show Management is not responsible for the loss of property from theft, damage by fire, water, accident, or other causes.

### **J. Indemnification**

It is expressly understood and agreed by each and every contracting Participant / Exhibitor and his or her guests that neither TASBO nor its employees, nor its contractors shall be liable for personal injury or loss or damage to the goods or properties of Exhibitors. Security will be furnished, however the furnishing of security guards shall neither be deemed to increase the liability of Show Management, nor to modify in any way the assumption of risk and release provided for herein. All property of the Exhibitor is understood to remain under his or her custody and control in transit to, within, or in transit from the confines of the Exhibit Hall, subject to the Rules and Regulations of this Convention. By signing the Agreement, Exhibitor releases and agrees to indemnify Show Management, and indemnify and save them harmless from any suit or claim for property damage or personal injury (including punitive damages) by whomsoever sustained, including Exhibitor and its employees, servants, independent contractors, and agents of every kind or employees on or about the Exhibitor's display space or arising out of Exhibitor's participation in the Exhibition, expressly including such damage or injury resulting in any part from the negligence of one or more of the aforementioned indemnitees. The provisions of this section shall survive the termination of this Agreement.

### **3. ENTIRE AGREEMENT**

This Agreement (including the Application, the Standards and Policies for Exhibition, and any amendments) states the entire Agreement of the parties with respect to the subject matter hereof, supersedes any prior written or oral understandings, agreements or

representations by or between Show Management and Exhibitor relating to the Event, and cannot be modified or superseded except in writing and signed by the parties or as otherwise expressly set forth herein. Participant / Exhibitor agrees that it shall remain obligated to TASBO under all clauses of this Agreement that expressly or by implication survive the expiration of the period contemplated by this Agreement. All points not covered herein are subject to settlement by Show Management, and Show Management reserves the right to make such changes, amendments, and additions to these rules and such further regulations as may become necessary. This agreement shall be governed by the laws of the State of Texas.

## **TASBO STANDARDS & POLICIES FOR EXHIBITION:**

### **EXHIBIT SELECTION:**

All exhibits and related demonstrations and presentations must serve the interests of TASBO members. Submission of application does not constitute or imply approval to participate in any TASBO event. TASBO reserves the right to determine eligibility of Marketplace Participant / Exhibitor for inclusion in the Marketplace / Exposition prior to, or after, execution of the Agreement.

1. **Space Selection:** TASBO uses an online form in which exhibitors can register their exhibit space. Exhibitors are responsible for the selection of their own location and the pricing associated with their space. Exhibitor agrees to accept the space selected by their own representative or employee. Following space assignment, each applicant will receive an email notice of verification. Show Management reserve the right to modify the floor plan should it be deemed necessary. If the exhibit space size or location is affected by floor modification, Show Management shall make reasonable attempts to provide a similar space to Exhibitor. If Show Management cannot provide a suitable replacement exhibit space, TASBO will refund the difference between the original space and the replacement space. Notwithstanding the foregoing, should the floor plan be modified due to a change in the location of the Event due to the unavailability of the intended venue, Show Management does not make any guarantees as to the size of the exhibit spaces available, nor will Show Management offer a refund for a reduction in Exhibit space size that affects all Exhibitors.

2. **Spacing of Competitors:**

Show Management cannot guarantee competitor separation. When selecting your space, you will be able to view where previously registered companies are located and select your space accordingly.

### **HOTEL ROOM BLOCK:**

Each registered exhibiting company will receive information with a link to make hotel reservations. You must be registered to make a hotel reservation. Omni Houston Galleria is the host hotel. Lodging is on a first come, first reserved basis.

### **REASONABLE STANDARD OF CONDUCT:**

Rude or offensive behavior toward TASBO members, Conference attendees or exhibitors will be prohibited. Exhibitors are expected to dress in business casual attire unless the day's tasks require otherwise (e.g. setting up or breaking down exhibits). Exhibitors are expected to present a clean, professional appearance. Clothing with offensive or inappropriate designs is not allowed. Clothing should not be too revealing. Show Management reserves the right to require an Exhibitor who does not meet these dress standards to change clothing. Entertainment or content that is excessively loud or unsuitable for an educational conference is prohibited. Show Management reserves the right to terminate any activities, content, images or videos and remove offending members during a TASBO event for failure to comply with the policies and standards contained herein. Non-employees of an exhibiting company will not be permitted access to the event without the prior approval of the TASBO Director of Partner Relationships or Executive Director. Exhibiting companies wishing to utilize the services of individuals other than their own associates, such as celebrities, entertainers, authors, etc., are required to seek approval for the activity from the TASBO Director of Partner Relationships, 60 days in advance of the Exposition. The request shall include an overview of the proposed activity / content and provide enough detail to address how the activity will be conducted. Activities that are foreseen to be potentially disruptive to other exhibitors or violate the reasonable standard of conduct will not be approved. Exhibiting companies failing to follow the standards and policies contained herein may be removed without refund and/or barred from future TASBO events.

### **STANDARDS OF EXHIBITION:**

## 1. SHOW MANAGEMENT

Show Management reserves the right to restrict Exhibits which, because of the nature of the content, noise, method of operation, materials, promotion of door-to-door sales or other reasons, become objectionable. Show Management may forbid posting / installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purposes of TASBO. Should there be any question on conforming to the following exhibit rules and guidelines, final judgment will be made by Show Management.

## 2. EXHIBIT HALL STANDARDS

### a. *Admission Policies:*

- i. Exhibitors will receive an Exhibitor Name Badge Request Form from TASBO prior to the Conference. Exhibitors must complete the form and return it to TASBO **10 days in advance of the Conference (October 25, 2021)**.
- ii. Representatives must register upon arrival at the exhibit area and must wear Exhibitor identification (ID) badges at all times. Exhibitor ID badges allow access to the Exhibit Hall, general sessions, learning sessions, refreshment breaks, and receptions in the Exhibit Hall.
- iii. A maximum of three (3) exhibitor badges will be issued per exhibit space: Three free of charge per supporting sponsor Exhibit Space and one (1) free of charge and two for purchase per standard Exhibit Space.
- iv. Badge switching or the transfer of a badge to an unauthorized individual is a violation of the Exhibitor Agreement and is grounds for confiscation of the badge and removal of the individuals from the Exhibit Hall.
- v. Exhibitor must not send any representative who has been convicted of a felony or whom Exhibitor has reason to believe might pose a danger to others.

### b. *Minors:*

In the interest of safety and injury prevention, children under 12 years of age will not be permitted on the exhibition floor during installation and removal of exhibits. All children must be accompanied by an adult at all times.

### c. *COVID-19 Protocols:*

- i. A maximum of three badges will be available per exhibitor to allow for safe social distancing measures.
- ii. The number of exhibit staff allowed in the exhibit hall and/or behind an exhibit table at one time may be limited due to safety and social distancing guidelines.

## 3. EXHIBIT SPACE GUIDELINES

- a. All Exhibits must conform to these guidelines and may not extend beyond the boundaries of the Exhibit space.
- b. Exhibitor agrees to abide by all applicable fire, utility, and building codes.
- c. **Exhibitors are not permitted to sublet or share any portion of their Exhibit space with another business or firm without the written consent of Show Management.** Exhibitors may not display merchandise of other manufacturers or distributors where no direct business relationship exists.
- d. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring Exhibitors. To the extent possible, lighting should be directed to the inner confines of the Exhibit space and should not project onto other Exhibits or show aisles. Interference with the light or view of other Exhibitors will not be permitted. No signs may be hung from ceiling.
- e. *Standard Exhibit Space:* The exhibit space is a table-top that consists of one 6' long table with skirt and two chairs. This is not an exhibit booth. Elaborate displays with significant depth that might normally be used in an exhibit booth are not appropriate for this set up.

*Show Management reserves the right to amend the Exhibit Space guidelines based on the Expo venue and available space.*

## 4. EXHIBIT FURNISHINGS, INSTALLATION AND REMOVAL

- a. Each Standard Exhibit Space includes (1) 6' skirted table and (2) chairs. All other furnishings and displays will be at the exhibitor's expense. An Exhibitor order forms for power and AV needs will be sent to Exhibitors upon application approval.
- b. All Exhibits must be completely installed and ready for viewing by the date and hour the show is scheduled to begin. Exhibits or displays may not be removed from the show until the show has been officially closed.

- c. Exhibitors may install and remove their own Exhibits, or to appoint firms other than the official contractor, so long as these firms conform to all rules and regulations and do not disrupt the orderly installation and removal of Exhibits.
- d. There are certain exclusive contractors with specific responsibilities for services, such as electrical, with which exhibitors must contract. An Exhibitor order form with designated contractors and their forms will be sent to each approved Exhibitor by Show Management.
- e. All Exhibitor property must be removed from the Exhibit Hall by the end of the designated exhibitor move-out time. In the event that Exhibit Space is not vacated by that time, Show Management is authorized to remove, at the Exhibitor's expense, all goods and property of the Exhibitor, and Show Management or its agents shall not be liable for any damage or loss to such goods or property by reason of such removal.

## 5. EXCLUSIVE USE OF EXHIBIT SPACE

Exhibitors are permitted access to the Exhibit Hall half hour before and 30 minutes after posted official show hours. Additional access may be arranged by requesting an off-hours entry pass, which will be granted solely at the discretion of Show Management.

## 6. EXHIBIT INSTALLATION AND DISMANTLING

- a. Move in begins Wednesday, November 3<sup>rd</sup> between approximately 7:00 p.m. and 9:00 p.m. All Exhibit installations must be completed by **9:00 p.m. on Wednesday, November 3, 2021**. Any space not claimed and occupied or for which no special arrangements have been made before **9:00 p.m. on Wednesday, November 3, 2021**, may be resold or reassigned by Show Management without any obligation on the part of TASBO for any refund whatsoever, unless special arrangements made with TASBO and Show Management.
- b. All Exhibits must be ready for viewing by **7:00 a.m. on Thursday, November 4, 2021**. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of Exhibits will be permitted during the viewing hours without the permission of TASBO and Show Management.
- c. Exhibitors are required to participate during all show hours as stated in exhibitor guidelines email correspondence and on exhibitor website.
- d. Dismantling of displays must not begin until after exhibits close at **4:00 p.m. on Thursday, November 4, 2021**, and all Exhibits must be removed and the building vacated by 5:00 p.m. **on Thursday, November 4, 2021**, unless prior arrangements have been made with Show Management.

## 7. SOUND, DEMONSTRATIONS, LITERATURE/GIVEAWAYS

### a. **Sound:**

- i. The use of sound systems or equipment producing sound is a privilege, not a right. Show Management reserve the right to determine at what point sound constitutes interference with others and must be discontinued.
- ii. Exhibits that include the operation of musical instruments, radios, talking motion picture equipment, public address systems or noisemaking machines must be constructed or arranged so that the noise resulting from the demonstration will not disturb adjacent exhibitors and their patrons, and must meet prior approval by TASBO Director of Partner Relationships.
- iii. Exhibitors should be aware that music played in their spaces, 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.

### b. **Demonstrations:**

Exhibitors shall conduct sales presentations and product demonstrations in a manner which assures those attending the presentation or demonstration are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

### c. **Literature / Giveaways:**

- i. Informational, promotional, educational or other giveaway matter may be distributed only at the Exhibitor's display and must be related to the products and/or services on display or eligible for display, and for products which are directly available from the exhibitor. Distribution from Space to Space or in the aisles is forbidden, and Exhibitors must confine their exhibit activities to the Space for which they have contracted.

- ii. No Exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of Show Management.
- iii. Raffles, drawings, contests, and other such activities, if permitted by law, are allowed in an Exhibitor's space but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the Exhibition floor as they see fit to ensure a professional and safe atmosphere. Exhibitors are required to notify TASBO 30 days prior to show of applicable activities.
- iv. Texas law and school district local policies prohibit local government officers from accepting most personal gifts. Tangible gifts to public servants should be limited to caps, t-shirts, coffee mugs, or other token items. In no event should the value of the gifted item(s) exceed a \$50 fair market value. Furthermore, Exhibitors are expected to select winners of prize drawings in a random fashion.  
Show Management will assist with the process of notifying prize winners during the Expo only hours; however, Show Management is not responsible for individual marketplace / exhibitor prizes.

#### **8. CARE OF EXHIBIT SPACE**

Exhibitors must not place any refuse or any materials which will endanger public safety or cause inconvenience to other exhibitors on the floor during exhibit hours. Exhibitors shall not injure, mar, mark, paint, or in any manner deface the hall, or use nails, hooks, pins, screws, or tape on the building. The Exhibitor is liable for any and all damages which he may cause to the building or otherwise in connection with his exhibit. Helium balloons are not permitted, unless with an executed contract addendum.

#### **9. EXHIBITOR BEHAVIOR & HOSPITALITY EVENTS**

Uncivil, unethical, illegal or disruptive conduct, such as tampering with another party's Exhibit or engaging in corporate espionage is strictly prohibited. Exhibitor's personnel and their representatives may not enter the Exhibit Space or loiter in the area of another Exhibitor without permission from that Exhibitor, and at no time may anyone enter an Exhibit Space that is not staffed. Violators may be ejected from the event at the discretion of Show Management.

#### **10. CONFLICTING EVENTS**

No Exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.

#### **11. FOOD HANDLING**

Exhibitors may provide sample food products on the Exhibit floor during regular Exhibit hours. The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served in accordance with city and county requirements. Any exhibitor sampling products shall submit a sampling form to the facility's exclusive vendor upon request for review and to Show Management for acceptance or rejection. Food and non-alcoholic beverage samples may be distributed from an exhibitor's booth in 3 oz. portions.

#### **12. FIRE REGULATIONS:**

No flammable fluids, substances or materials of any nature, including decorative material that is not flameproof may be used in the booth. Electrical wiring must conform to the National Electric Code Safety rules. Each exhibiting company must comply with local fire regulations.