

# **EXHIBITOR RULES AND REGULATIONS**

## **Location of Exhibits**

Exhibit booths will be located in the Grand Ballroom and in the adjacent Grand Ballroom Foyer of The Resort and Conference Center at Hyannis. MESPA reserves the right at all times to modify the floor plan to meet the needs of the exhibit and the exhibitors.

## **Booth Equipment and Service Information**

A standard booth package includes: 8' high back wall and 3' high side drape, one (1) 6' skirted table (uniform in color), two (2) folding chairs, one (1) wastebasket and one (1) 7" x 44" (one-line) ID sign with booth number. SER Exposition Services, 35B New Street, Worcester, MA 01605, is the official exhibit service contractor in cooperation with MESPA. SER will provide advanced and outbound shipping services to exhibitors. Please contact Eileen Gallant (Exhibit Coordinator at MESPA) for complete shipping instructions. All booths and extra tables are ordered directly through MESPA. No other contractors will be permitted.

## **Installation and Removal Times**

It is mutually agreed that it is the duty and responsibility of each exhibitor to install their exhibit between 7:30 AM and 11:00 AM on Thursday, May 6, 2010. Dismantling of exhibit will not begin until 4:45pm. **All exhibits must be staffed and must remain intact until the official closing time.**

## **Exhibit Hours**

All booths must be open and staffed during the following hours on Thursday, May 6, 2010:

11:30AM –2:30 PM Exhibit viewing and Luncheon in Exhibit Hall

2:30 PM –4:00 PM Exhibits open – concurrent sessions

4:00 PM –4:45 PM Exhibits open - no workshop sessions scheduled/Reception in Exhibit Hall for all.

## **Cancellation**

All cancellations must be made in writing to the Exhibit Coordinator, Eileen Gallant, c/o MESPA, 28 Lord Road, Suite 125, Marlborough, MA 01752. If notification is received on or before March 31, 2010 a full refund will be given. Cancellations received after March 31, 2010 obligates the exhibitor to the forfeiture of all monies paid. **NO REFUNDS WILL BE MADE AFTER THIS DATE.** Failure to occupy booth space does not release the exhibitor from the obligation of the full cost of the rental. If booth space is not occupied by 11:00 AM, Thursday, May 6, 2010, the exhibit management of MESPA will have the right to use such space as it sees fit to eliminate empty spaces in the Exhibit Hall.

In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances that render the exhibit area unfit or unavailable for use within 10 days prior to the opening date of the exhibit, 50 percent of the money paid for rental will be refunded.

## **Use of Space**

All demonstrations, interviews, literature distributions, or other promotional activities must be confined within the space rented by the exhibitor. Sufficient space must be provided within an exhibit booth to contain persons watching any demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near the booth free of congestion due to demonstrations or other promotions. **If your display is larger than the standard 8' x 6' booth space, an additional booth must be purchased.**

## **Restrictions**

MESPA reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to prohibit or to evict any exhibit that in the opinion of the management may detract from the general character of the MESPA Exhibit as a whole. This restriction includes persons, things, printed matter, or anything of a character that the management determines is objectionable. In the event of such restriction or eviction, MESPA is not liable for any refunds or other expenses.

## **Sales**

Exhibitors are permitted to make sales on the exhibit floor. Obtaining the appropriate licenses or permits as required by law, collecting and remitting sales taxes, and any other legal business requirements are solely the responsibility of the exhibitor.

## **Liability**

Neither the Massachusetts Elementary School Principals' Association, Inc. (MESPA), the Massachusetts Elementary School Principals' Education Foundation (MESPEF), nor The Resort and Conference Center at Hyannis is liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, upon signing this contract, agrees to indemnify and hold forever harmless the aforementioned for any and all liability and expense for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at, or in connection with the exhibitor's display. Exhibitors are solely responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the Exhibit Area.

## **Care of Building and Equipment**

Exhibitors or their agents must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof. Electrical wiring must conform to National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the Exhibit Areas.

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