

GARAN-BEADAGIO, LLC

EXHIBITOR HANDBOOK

A. PURPOSE & SCOPE

1. This Exhibitor Handbook, herein called HANDBOOK, is incorporated within the terms and conditions of the Contract, (Garan-Beadagio, LLC Exhibit Space Rental Agreement); it is integral to the agreement between PROMOTER and EXHIBITOR, and consists of rules and regulations, which together make up an EXHIBITOR guideline for EVENT. By signing the Contract, EXHIBITOR attests that it has read HANDBOOK, accepts that it is an enforceable part of the Contract, and agrees to abide by its rules and regulations.
2. HANDBOOK is an exhibitor guideline, generally applicable to every EVENT, to help EXHIBITOR with logistics and safety management at EVENT. Specific details unique to a particular EVENT such as ordering deadlines, shipping schedules, move-in and set-up schedules, which will be provided to EXHIBITOR by PROMOTER, in a timely manner; and such details are part and parcel of the HANDBOOK.
3. HANDBOOK lists some limitations to PROMOTER's liability, additional to those listed in the Contract.
4. EXHIBITOR agrees to allow PROMOTER to make additional rules and regulations, whenever needed and as PROMOTER shall deem appropriate in order to manage EVENT for the benefit of everyone.
5. PROMOTER reserves the right to close any exhibit space at any time if EXHIBITOR or its staff fails to comply with any part of Contract or HANDBOOK; such failure will be deemed "cancellation for cause", and result in ejection from EVENT, loss of benefits specified in Contract, and forfeiture of all monies paid to PROMOTER.
6. PROMOTER may offer the Contract, HANDBOOK, and updates via fax, email, or at the online website, beadagio.com, which requires a User ID and Passcode. Contact PROMOTER for access to beadagio.com.
7. EXHIBITOR grants PROMOTER the right to photograph its display, and publish such photographs, along with EXHIBITOR's tradename or other names related to participation in the EVENT.
8. EXHIBITOR assumes responsibility for all shipping to and from EVENT, including drayage, and storage.
9. Exhibit space dismantling begins 6:00pm the last day of EVENT. EXHIBITOR agrees not to begin dismantling or packing before 6:00pm. All property must be removed and exhibit space vacated by 10:00pm.

B. LIABILITY DISCLAIMER

1. PROMOTER does not provide insurance for the protection of EXHIBITOR, staff, or property, and EXHIBITOR assumes responsibility to purchase liability and property insurance to protect itself, staff, or property.
2. PROMOTER shall not be responsible for the safe-keeping of EXHIBITOR's property, which may be left in any exhibit space or exhibit area, guest room, or anywhere at the FACILITY or EVENT.
3. PROMOTER shall make every reasonable effort to have EXHIBITOR's exhibit space, including table(s) and chair(s), ready in time for move-in, but PROMOTER shall not be responsible for any delay or late move-in.
4. EXHIBITOR may not apply tape, tacks, screws, nails, or adhesive, or affix anything to any physical part of the FACILITY structure, property or building. EXHIBITOR hereby assumes liability for any damage it may cause to the FACILITY floors, carpet, walls, furniture, or any other FACILITY structure, property or building.
5. The information offered in HANDBOOK on state, local, and city fire ordinances is meant to be general in nature, and is believed to be generally correct, but PROMOTER does not warrant it to be complete.
6. EXHIBITOR accepts full liability for any injury or damage to any persons or property resulting from setting up or dismantling or moving out of the exhibit space or transporting materials in and out of the exhibit space.
7. If PROMOTER were to exercise its right to remove EXHIBITOR's property for any reason stated herein or in Contract, PROMOTER shall hire labor to remove such property and place it in storage. EXHIBITOR shall pay for the labor to remove merchandise or display materials, and all storage costs. Under no circumstance shall PROMOTER become entrusted with EXHIBITOR's property or charged with being a trustee of EXHIBITOR's property. In connection with the Exhibit Space Rental Agreement, EXHIBITOR shall indemnify and hold harmless PROMOTER for any damages or liability arising therefrom.

C. LIABILITY FOR SAFETY

1. EXHIBITOR must exercise safety in loading, unloading, and transporting materials and equipment, in the move-in and set-up and the dismantling and move-out of the exhibit space and display materials.
2. EXHIBITOR must exercise caution when erecting shelving, display, or banners in its exhibit space.
3. EXHIBITOR should inspect for potential hazards such as boxes and materials on the floor or in the walkways in and around the exhibit space, and report any such hazards to PROMOTER.
4. EXHIBITOR must take great care with electrical equipment and must not use hot plates, torches, flames, or ovens, nor block or cover any electrical control box, fire safety equipment, or exit during EVENT.
5. In connection with the Exhibit Space Rental Agreement, EXHIBITOR shall indemnify and hold harmless PROMOTER for any damages or liability.

D. ORDERING ADD-ONS & EXTRA SERVICES

1. Add-ons such as electrical outlets, additional display equipment, advertising, extra tables, and chairs may be ordered online at beadagio.com, or contact PROMOTER. EXHIBITOR will be notified of the deadline to order.
2. Order EXHIBITOR Badge and Company Sign at beadagio.com at least 30 days before the start of show.
3. PROMOTER may list EXHIBITOR on the website, to summarize EXHIBITOR's products. EXHIBITOR may submit a listing or suggest changes at beadagio.com > Website Listing, up until 10 days before start of show.
4. Order EVENT postcards, at beadagio.com > Postcard Order up until 14 days before start of show.

E. EXHIBIT SPACE DIMENSIONS

1. Exhibit space dimensions will be marked when EXHIBITOR arrives for move-in and set-up.
2. PROMOTER will do its best to supply EXHIBITOR with accurate exhibit space dimensions, but dimensions may be approximate, so that a 10'x10' may actually be 10' 2" long by 9' 8" wide.
3. PROMOTER reserves the right to change the dimensions and location of any exhibit space.
4. EXHIBITOR shall not move, adjust, or interfere with the dimensions of any exhibit space.

F. EXHIBIT SPACE RULES

1. EXHIBITOR is required to set-up merchandise and display within the boundaries of the exhibit space and to keep all materials confined to exhibit space and within its boundaries at all times.
2. EXHIBITOR shall not make any alterations, repairs, or improvements to the exhibit space.
3. EXHIBITOR must leave adequate space for entry to and exit from the exhibit space at all times.
4. PROMOTER reserves the right to remove any materials that interfere with any other EXHIBITOR, any exhibit space, attendee, exit, or walkway.
5. EXHIBITOR accepts full and sole responsibility for any injury or damage resulting from its failure to keep any materials inside the exhibit space during the hours of the EVENT.

G. EXHIBIT SPACE RESTRICTIONS

1. EXHIBITOR is required to comply with all FACILITY rules, including but not limited to making the exhibit space accessible under the Americans with Disabilities Act.
2. EXHIBITOR may not solicit or distribute political, social, or sales flyers or any other materials at the EVENT.
3. PROMOTER has negotiated a non-competition and exclusivity agreement with FACILITY during EVENT, and in accordance with its exclusivity, neither EXHIBITOR, nor its staff shall interview, survey, or solicit, for any reason either within the exhibit space, outside the exhibit space, nor on the floor or walkways of the EVENT.
4. EXHIBITOR may not distribute, give away, or sell any foodstuffs or beverages at the EVENT.
5. EXHIBITOR's right of access to the exhibit space or to any part of the FACILITY utilized by the EVENT is limited to one hour before EVENT opens, until it closes each day, and to designated move-in and set-up schedules, and the dismantling and move-out times.

H. SIGNAGE & BANNERS

1. EXHIBITOR and its staff must wear the EXHIBITOR badges provided by PROMOTER during the specified hours of the EVENT, and during the move-in and move-out phase.
2. Signage and banners must be confined to the exhibit space, and will not be permitted to intrude into or over the aisles or into other exhibit spaces.
3. PROMOTER reserves the right to remove any signage that, in its sole discretion, is not appropriate, suitable, or conforming to the EVENT.
4. Signs with "clearance", "bargains", or "close-outs", or similar words shall not be allowed.
5. No flashing or rotating signs or lights, harsh spotlights, or signs that make noise will be permitted.

I. ADVERTISING MATERIALS

1. Advertising pamphlets, catalogues, flyers, and circulars, may only be distributed within the boundaries of the exhibit space, and must be limited to promoting EXHIBITOR's merchandise.
2. EXHIBITOR must not advertise "clearance", "bargains", "close-outs", or any similar sales pitch.
3. EXHIBITOR may not advertise products that are deemed by PROMOTER to be inappropriate for EVENT.
4. If EXHIBITOR advertises by means of audio or video, it must keep the volume at a minimum level.
5. PROMOTER reserves the right to remove advertising materials being distributed outside the boundaries of an exhibit space, or that it deems, in its sole discretion, does not advertise EXHIBITOR's merchandise, or is not appropriate to the EVENT. EXHIBITOR hereby waives any claim for liability resulting therefrom.

J. DISPLAY POLICIES & REGULATIONS

1. It is not permissible to set-up any display, banner, or booth equipment that is taller than eight foot (8') in height, nor for EXHIBITOR to set-up tents, awnings, pop-ups, or festival canopies inside EVENT.
2. Aisles, walkways, entrances, and exits, including fire exits, must not be crowded or blocked by display materials, banners, signs, boxes, containers, wrapping materials, chairs, or any other equipment.
3. EXHIBITOR displays must not disturb attendees or other exhibitors; audio or video displays must be kept at a minimum volume level so as not to disturb or distract attendees or other exhibitors.
4. Combustible, flammable, or pressurized gases or liquids, or any open flame, or any substance that produces intense heat, fumes, chemical or noxious odors, will not be allowed inside the EVENT.
5. There shall be no forklifts supplied and no heavy equipment of any kind allowed inside the EVENT.
6. PROMOTER reserves the right to modify or remove any display or part thereof, which it deems, in its sole discretion, to be unsafe, interferes with another exhibit space or walkway. EXHIBITOR gives PROMOTER this right and hereby waives any claim for damages or liability resulting therefrom.
7. EXHIBITOR accepts full and sole responsibility for any injury or damage to persons or property resulting from its failure to construct and maintain a safe exhibit space and display.

K. DISPLAY MATERIALS

1. All materials used in the exhibit space and display must be non-flammable, fireproof, or flame resistant, or as required by fire regulations, and must be able to pass fire inspection at any time.
2. It is EXHIBITOR's sole responsibility to be familiar with and to comply with any and all State, local, and city fire ordinances. The information given here concerning non-flammable or fireproof materials is not meant to take the place of local, State and federal fire ordinances, and is only offered to give EXHIBITOR possible restrictions that EXHIBITOR might encounter in its compliance with the fire ordinances.
3. Materials that are combustible or flammable must not be used. Materials manufactured as flame resistant must be certified and labeled as such. Display materials, decorations, drapes, signs, banners, and so forth, shall be flame resistant to the satisfaction of the fire inspector.
4. All packing containers, wrapping paper, excelsior, and packing materials, must be removed from the floor and cannot be stored underneath tables, shelving, or behind displays.
5. Displays and merchandise with sharp edges extending outside the exhibit space shall not be allowed.
6. EXHIBITOR must choose appropriate lighting to ensure exhibit space has a constant spread of illumination.
7. EXHIBITOR should try to avoid a heavy, prefabricated edifice, and must not use any display that is unstable or could be at risk of falling. EXHIBITOR agrees to maintain the structural strength of the display.

L. ELECTRICAL POWER

1. Electricity is purchased separately, and the cost is based on the number of units that EXHIBITOR requires, but electrical outlets are limited to availability and may not be available.
2. EXHIBITOR's electrical allocation is the sum of electrical units EXHIBITOR ordered, at 500 watts per unit, and is the most power the exhibit space can use without affecting the stability of FACILITY's electrical grid.
3. Additional power supply units may be available on a limited basis, and some exhibit spaces may have no more than one power supply unit available, while others may have multiple units available.
4. FACILITY and PROMOTER shall make every reasonable effort to have electrical power outlets installed for the opening of EVENT, but PROMOTER shall not be liable for late installation.
5. The exhibit space may include visible electrical boxes and cords. PROMOTER shall not be liable for any loss, damage, or injury that may occur from the presence of such equipment.
6. Appropriate and reasonable care shall be taken to prevent the interruption of the electrical power supply during EVENT; however, PROMOTER shall not be responsible for power outages due to storms, overloads, malfunctions, or any other failures.

M. LIGHT FIXTURES AND ELECTRICAL EQUIPMENT

1. EXHIBITOR shall take appropriate and reasonable care with light fixtures and electrical equipment. Light fixtures, electrical wiring, and other equipment must be in good condition, labeled by an approved testing lab.
2. Light bulbs must not exceed the safe wattage limit for the fixture being used, and the maximum wattage for each individual light is 250 watts. Lamps produce a substantial amount of heat, and must be placed a safe distance from materials such as cloth or paper, and away from the display.
3. EXHIBITOR is required to supply extension cords and other proper electrical connections that are grounded and fused to be safely used with a 120-volt outlet. Extension cords may not be placed across walkways.
4. PROMOTER shall not be liable for any loss, damage, or injury that may occur from the presence or use of light fixtures, electrical wiring, and other equipment.

N. EQUIPMENT SUPPLIED BY OUTSIDE PROVIDERS

1. Rental equipment such as pipe and drape, and display racks and cases, can be ordered from local rental companies, which are outside providers, and are not affiliated with PROMOTER in any way, and EXHIBITOR is responsible for all related costs.
2. PROMOTER may provide EXHIBITOR with a list of local rental companies, but does not endorse any particular company, and a decision to use an outside provider will be the responsibility of the EXHIBITOR. PROMOTER shall not be liable for any loss or damage caused by any outside provider.

O. SHIPPING TO THE FACILITY

1. These shipping rules are generally applicable to all EVENTS. PROMOTER will provide the FACILITY shipping address, schedule, shipping manager, and other details to EXHIBITOR in a timely manner upon request.
2. Shipping containers and boxes may be shipped directly to the FACILITY by UPS or FEDEX.
3. EXHIBITOR must use the proper shipping address format and all boxes and other packages must be clearly marked with EXHIBITOR's name, address, and telephone number.
4. To facilitate the organizing of containers and boxes, each individual box or package must be addressed according to a specific format, which will be provided by PROMOTER in a timely manner.
5. The arrangement to ship to the FACILITY is between EXHIBITOR and the FACILITY. PROMOTER shall not be liable for any of EXHIBITOR's merchandise, display materials, or property that might be lost, mishandled, or damaged during shipping, delivery, receiving, or storage, by EXHIBITOR, shipper, or FACILITY.
6. As a rule of thumb, shipping containers must not arrive at the FACILITY sooner than three (3) days before the start of the show, but this varies and PROMOTER will notify EXHIBITOR in a timely manner upon request.
7. Any box or package arriving at FACILITY before the proper date may be refused and sent back.
8. The FACILITY does not have a forklift available for unloading pallets or boxes. If EXHIBITOR needs to ship pallets or skids to the FACILITY, they are required to make prior arrangements with the shipping company and the FACILITY; otherwise any such shipments will be refused.

P. CHECK-IN SCHEDULE

1. Move-in and set-up is according to schedule at each EVENT; and schedule to be provided by PROMOTER.
2. EXHIBITOR must check-in with PROMOTER, occupy and set-up exhibit space during the scheduled time.
3. Check-in at EXHIBITOR registration, sign Check-in Form, receive EXHIBITOR Badge(s) and Company Sign.
4. EXHIBITOR must keep the exhibit space staffed during the move-in.
5. The move-in and set-up of the exhibit space, including the assembly and organization of displays, must be completed at least one hour prior to the opening of the EVENT. EXHIBITOR should have about one hour in the morning on the first day of EVENT, 8:00am to 9:00am, to polish up the exhibit space set-up.

Q. MOVING INTO THE EXHIBIT SPACE

1. If EXHIBITOR has shipped boxes to the FACILITY, ask for them at the Bell Desk.
2. There are designated areas for unloading and transporting materials into the FACILITY and EXHIBITOR will be notified of them as well as EXHIBITOR parking facilities, in a timely manner.
3. EXHIBITOR is responsible for unloading and transporting materials into the FACILITY. It is possible that a FACILITY attendant with a cart may be available to help unload.
4. EXHIBITOR may use a small dolly or cart to move-in the materials, but must operate any such equipment in a safe manner, and not interfere with other exhibitor traffic, FACILITY or PROMOTER's staff.
5. The FACILITY and PROMOTER reserve the right to supervise the transport of all materials into and out of the EVENT; however, EXHIBITOR assumes all responsibility for the transport of materials.
6. It is EXHIBITOR's responsibility to remove all shipping containers, boxes, wrapping materials, and unused display materials from the EVENT area upon completion of the exhibit space set-up.
7. Upon completion of the move-in, EXHIBITOR must move its vehicle away from the loading area.

R. LATE CHECK-IN/EXHIBIT SPACE FORFEITURE

1. EXHIBITOR must notify PROMOTER immediately if they are not able to check-in during the scheduled time.
2. If EXHIBITOR has not occupied its exhibit space by 8:00am on the morning of the first day of EVENT, then EXHIBITOR will forfeit its exhibit space, and no refunds or credits will be made.
3. The morning before the EVENT opens may not be used to set-up, and will be allowed only with the approval of PROMOTER forty-eight hours in advance. PROMOTER reserves the right to hire labor to set-up an exhibit space not set-up at least one hour prior to the opening of EVENT, and EXHIBITOR shall pay costs of labor.

S. DISMANTLING AND MOVING OUT

1. Exhibit space dismantling, move-out, and departure are the last day of the show from 6:00pm to 10:00pm.
2. EXHIBITOR shall keep the exhibit space open until the close of EVENT, and must not begin the dismantling and move-out process before 6:00pm.
3. EXHIBITOR and its staff must wear an EXHIBITOR badge during dismantling and move-out time.
4. EXHIBITOR agrees to leave the exhibit space in the same condition as when they first occupied it, and to remove all refuse materials from the exhibit space.
5. If EXHIBITOR leaves anything but a reasonable amount of refuse, such that will fit into a small wastebasket, EXHIBITOR hereby agrees to pay for the extra janitorial services incurred.
6. Merchandise and display materials must be removed and the exhibit space vacated by 10:00pm, Failure to do so will result in subsequent charges to EXHIBITOR for all costs incurred by PROMOTER, including labor costs to remove merchandise or display materials, and EXHIBITOR shall hold harmless PROMOTER for any loss or damage resulting therefrom.

T. RETURN SHIPMENTS

1. If EXHIBITOR decides to ship from the FACILITY by UPS or FEDEX, it must make prior arrangements with the FACILITY and with the shipping company.
2. EXHIBITOR should issue a return shipment Call Tag in time for shipping containers to be picked up on the next business day after the close of the show.
3. There is limited space available for storage, and failure to issue a return shipment Call Tag will bring about an extra charge to EXHIBITOR for storage time.

Last updated 01/26/2019. Rules and Regulations are subject to change at any time with or without notice.