

GARAN-BEADAGIO®

EXHIBITOR HANDBOOK

(ADDENDUM TO CONTRACT FOR RENTAL OF EXHIBIT SPACE)

To Bead True Blue February 2010

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EXHIBITOR HANDBOOK

To Bead True Blue February 2010

GENERAL INFORMATION

A. PURPOSE AND SCOPE

- 1) "PROMOTER", herein means Garan-Beadagio, LLC, the producer of To Bead True Blue, herein referred to as the EVENT. "EXHIBITOR" herein means the renter of the exhibit space, as defined in the Contract for Rental of Exhibit Space at To Bead True Blue.
- 2) The location of the EVENT is the Tucson Doubletree Reid Park and an adjacent exhibition-style tent structure, herein referred to as the FACILITY, and the space that PROMOTER rents to EXHIBITOR to display and sell merchandise is referred to as an exhibit space.
- 3) This *Exhibitor Handbook* provides rules and regulations that are an addendum to the Contract.
- 4) The information offered in this *Exhibitor Handbook* is believed accurate but is not guaranteed or warranted in any manner by the PROMOTER.

B. LOCATION, DATES, TIMES

- 1) The address of the FACILITY is Doubletree Reid Park, 445 S Alvernon Way, Tucson, AZ 85711.
- 2) The dates and times of the EVENT are as follows:
 - (a) Event exhibition and workshop dates: Sunday - Friday January 31 – February 5, 2010.
 - (b) Event exhibition hours: 10:00am – 6:00pm.
 - (c) Workshop hours: Schedule can be found at www.tobeadtrueblue.com.
- 3) The exhibit space move-in and move-out dates and times are as follows:
 - (a) Move-in and set-up: the afternoon of January 30, 2010, limited to a specific timetable to be provided by PROMOTER.
 - (b) Dismantling and move-out: February 5, 2010, 6:00pm – 9:00pm.

C. BEADAGIO.COM

- 1) PROMOTER offers a secure website for EXHIBITOR to locate and download important documents and forms. To access, sign-in to <https://www.beadagio.com> with the User ID and Passcode.
- 2) If EXHIBITOR has not yet received the User ID and Passcode or for assistance with the website, contact PROMOTER at beadagio@msn.com.

D. WEBSITE LISTING

- 1) PROMOTER may provide EXHIBITOR with a website listing at ToBeadTrueBlue.com, to summarize what EXHIBITOR plans to sell and exhibit. The website receives thousands of visits from clients and buyers who are looking for handwork art and design.
- 2) EXHIBITOR may write or suggest a modification to the website listing by signing-in to <https://www.beadagio.com> with the User ID and Passcode, and navigate to *Website Listing*.
- 3) EXHIBITOR hereby grants PROMOTER the right to display and publish EXHIBITOR's tradename or other names related to EXHIBITOR's participation in the EVENT, and to photograph its display for PROMOTER's promotion of the EVENT or other EVENTS it may produce.

E. TAXES AND BUSINESS LICENSES

- 1) EXHIBITOR needs a Transaction Privilege Tax Application. This is a form for Special Event Licensing, which allows you to collect Arizona sales tax. The cost is \$12.00.
- 2) If EXHIBITOR does not already have a Transaction Privilege Tax Application, they may visit the Arizona Department of Revenue website www.azdor.gov > Transaction (Sales) & Use Tax > Forms and Rate Tables. Then scroll down to Form for Special Event Licensing > Form or > Fillable Form. Complete the form and return to Arizona Department of Revenue.
- 3) EXHIBITOR also needs a Dealer Trade Show License from the City of Tucson. The cost for this one-time exhibitor trade show license fee is \$28.00. A City of Tucson representative will come by the EVENT to collect the license fee.

EXHIBIT SPACE PARAMETERS

F. DIMENSIONS AND ASSIGNMENT

- 1) The FACILITY floor plan allows for a patterned and improvisational arrangement of exhibit space.

This variation is an essential element of the EVENT's beauty and attraction, and puts attendees at ease. However, this means that dimensions of exhibit spaces may vary. For example, an exhibit space described as 10'x10' may actually be 10' 2" long by 9' 8" wide, or a similar alignment. PROMOTER will do its best to supply EXHIBITOR with accurate exhibit space dimensions, but some variation should be expected.

- 2) Margins of the exhibit space will be marked with tape when EXHIBITOR arrives for move-in and set-up, and EXHIBITOR is required to set-up the merchandise and the display within those limits.
- 3) PROMOTER has made every reasonable effort to select a FACILITY with showrooms, entrance doors, and walkways that are equally convenient and accessible to attendees; however, foot traffic may vary from hour to hour or day to day, and PROMOTER makes no representations or guarantees as to the uniformity or sameness of foot traffic to the exhibit spaces.
- 4) PROMOTER offers exhibit spaces on a first-come, first-served basis, and preference of exhibit space assignment will be given to previous EXHIBITORS; however, exhibit spaces fill quickly and will only be available for a limited time. The Exhibit Space Registration and Deposit should be made early for assignment of preferred exhibit space.
- 5) PROMOTER reserves the right to make the final determination of all exhibit space assignments, and to alter the location of an exhibit space, if deemed advisable and in the best interest of the EVENT, as determined by PROMOTER in its sole discretion.
- 6) EXHIBITOR shall not move, adjust, or interfere with the dimensions of the exhibit space or with the exhibit space of any other EXHIBITOR.
- 7) EXHIBITOR is required to keep merchandise, display materials, boxes, and wrapping materials within the margins of the exhibit space during move-in and set-up.

G. EXHIBIT SPACE DESCRIPTION

- 1) The typical exhibit space description such as Exhibit Space #B123A, 10'x10', two 6'x30" tables, one chair, means the length and width are approximately 10 foot by 10 foot, and the space comes supplied with two 6 foot long by 30 inch wide tables, and one chair.
- 2) All showrooms are carpeted.
- 3) Electricity is purchased separately and is available on a limited basis to the exhibit space only if it is ordered in advance. (See – N. ORDER EXTRA SERVICES)
- 4) There may be extra tables and chairs available, and they should be ordered in advance of the EVENT. (See – N. ORDER EXTRA SERVICES)
- 5) Equipment and services such as pipe and drape, display racks, and display cases, are purchased separately from outside providers, and may be available on a limited basis. (See – O. EQUIPMENT SUPPLIED BY OUTSIDE PROVIDERS)
- 6) PROMOTER shall make every reasonable effort to have the margins of the exhibit space marked with tape and to have the table(s) and chair(s) placed in time for the move-in and set-up, but PROMOTER shall not be responsible for late placement.

H. EXHIBIT SPACE RESTRICTIONS

- 1) The exhibit space shall be used for the purpose of exhibiting and selling jewelry, beads, textiles, wearable art, and related merchandise. To that end, this is a "juried" EVENT, and PROMOTER reserves the right to accept or decline any request to exhibit for any reason.
- 2) PROMOTER reserves the right to remove any merchandise or display materials, that, in its sole discretion, is inappropriate, objectionable, unsafe, or which interferes with any other EXHIBITOR, exhibit space, attendee, aisle, exit, or walkway.
- 3) All signage and banners must conform to the general theme of the EVENT and be confined to the exhibit space, and will not be permitted to intrude into or over aisles or neighboring exhibit spaces. PROMOTER reserves the right to remove any signage or banner that, in its sole discretion, is inappropriate, objectionable, or unsafe, or which interferes with any other EXHIBITOR, exhibit space, attendee, aisle, exit, or walkway.
- 4) Advertising materials such as pamphlets, catalogues, flyers, and circulars, may only be distributed within the margins of the exhibit space, and are limited to promoting the merchandise or similar merchandise that EXHIBITOR described in its Application to Exhibit. PROMOTER reserves the right to remove any such advertising materials that are being distributed outside the margins of the exhibit space, or that it deems, in its sole discretion, to be outside the realm of advertising and promoting EXHIBITOR's business, or that is inappropriate or objectionable. EXHIBITOR hereby waives any claim for loss, damage, or other liability resulting therefrom.
- 5) In keeping with the general theme of the EVENT, and to avoid infringement of the rights and privileges of other EXHIBITORS, or any other individual, neither the EXHIBITOR, nor its staff or agents will be permitted to interview, canvass, survey, or solicit, anyone, for business or for any other reason, outside the margins of the exhibit space, on the floor of the EVENT, in the aisles or walkways of the FACILITY, or in the lobby of the FACILITY.

- 6) EXHIBITOR may not distribute or sell any foodstuffs or beverages at the EVENT without the prior written consent of PROMOTER.
- 7) EXHIBITOR is required to comply with all FACILITY rules and regulations, whether or not they are stated in the Contract, and to abide by the instructions of the PROMOTER's and the FACILITY's staff, and civil law enforcement officials at all times.

DISPLAY POLICIES

I. DISPLAY REGULATIONS

- 1) It is not permissible to set-up any display or booth equipment, including but not limited to merchandise holders, crossbars, shelves, or draperies, taller than 8' in height, nor is it permissible for EXHIBITOR to set-up tents, awnings, pop-ups, or festival canopies inside the EVENT.
- 2) Aisles, walkways, entrances, and exits, including fire exits, shall not be crowded or blocked by display materials, boxes, containers, or wrapping materials.
- 3) If EXHIBITOR demonstrates or displays by means of audio or video, they are required to keep the volume at a minimum level so as not to disturb or distract other EXHIBITORS or attendees.
- 4) Combustible, flammable, or pressurized gases or liquids, or any open flame, equipment, tool, or substance that produces intense heat, fumes, or noxious odors, are not allowed inside the EVENT.
- 5) There shall be no forklifts supplied and no heavy equipment of any kind allowed inside the EVENT.
- 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) PROMOTER reserves the right to modify or remove any display or part thereof, including but not limited to lighting, signage, audio, or video, which it deems, in its sole discretion, unsuitable or unsafe, or which interferes with any other EXHIBITOR, exhibit space, attendee, aisle, exit, or walkway, or is in any way objectionable. EXHIBITOR gives PROMOTER this right and hereby waives any claim for damages resulting therefrom.

J. DISPLAY MATERIALS

- 1) All materials used in the exhibit space and display should be non-flammable, fireproof, or flame resistant, as required by fire regulations, and must be able to pass fire inspection.
- 2) It is EXHIBITOR's sole responsibility to be familiar with and to comply with 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 the fire ordinances of the city of Tucson, and is only offered to give the EXHIBITOR a general outline of what compliance with the fire ordinances might entail.
- 3) Materials that are combustible or flammable, and that cannot be made flame resistant, shall not be used in the display.
- 4) Fabrics, cloths, textiles, and other materials that are manufactured as flame resistant should be certified and labeled as such.
- 5) All display materials, decorations, drapes, signs, banners, and so forth, shall be flame resistant to the satisfaction of the fire inspector from the city of Tucson.
- 6) 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.
- 7) Display materials (and merchandise) with sharp or rough edges, or that extend beyond the margins of the exhibit space shall not be allowed.

K. DISPLAY DESIGN

- 1) EXHIBITOR should choose appropriate lighting to insure the exhibit space and display have a constant spread of illumination, without glaring light bulbs or harsh spotlights.
- 2) Under certain limitation as described herein and in the Contract, which includes height and safety considerations, it is permissible for EXHIBITOR to use the structure required to adequately and safely display their merchandise.
- 3) EXHIBITOR should try, as much as possible, to avoid a heavy, prefabricated edifice, and must not use any display that is unstable or could be at risk of falling.
- 4) The display is subject to a possible inspection and evaluation.

ORDERING INFORMATION

L. POSTCARD ORDER FORM

- 1) PROMOTER encourages EXHIBITOR to order postcards to mail to customers. It is an inexpensive way to announce EXHIBITOR's participation in the EVENT and grow a customer base.
- 2) To order EVENT postcards, sign-in to <https://www.beadagio.com> with the User ID and Passcode, and navigate to *Postcard Order*.

M. EXHIBITOR BADGE AND COMPANY SIGN

- 1) It is essential that the EXHIBITOR badges provided by PROMOTER are worn by EXHIBITOR and its employees at all times during the EVENT.
- 2) PROMOTER may also provide EXHIBITOR with an 8.5" x 11" laminated company sign. EXHIBITOR may require a stand for it, or a way to attach it to the table or display.
- 3) The deadline for filling out the *Exhibitor Badge and Company Sign* form is December 30, 2009. To order, sign-in to <https://www.beadagio.com> with the User ID and Passcode, and navigate to *Exhibitor Badge and Company Sign*.

N. ORDER EXTRA SERVICES

- 1) Electricity and items such as extra tables and chairs are ordered and charged separately, and if needed, EXHIBITOR should order them from PROMOTER no later than December 30, 2009.
- 2) It is possible that a limited supply of extra services may be still available for purchase after December 30, 2009; however PROMOTER cannot guarantee delivery or price after that date.
- 3) To order extra services, sign-in to <https://www.beadagio.com> with the User ID and Passcode, and navigate to *Order Extra Services*.

O. 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. Below is a list of local rental companies:
 - (a) Display cases, grid wall, racks, lights, and other rental items: Tucson Store Fixtures, www.tucsonstorefixtures.com, or (520) 623-0064.
 - (b) Banners, signs, and other printed items: Graphic Impact, www.graphic-impact.com, or (520) 795-7446.
 - (c) Pipe and Drape: Limited supply available from PROMOTER, beadagio@msn.com.
- 2) PROMOTER provides this list for informational purposes only and does not endorse the companies listed above. The decision to use an outside provider is that of the EXHIBITOR. PROMOTER is not liable for any loss or damage caused by any outside provider.

ELECTRICAL POWER AND EQUIPMENT

P. ELECTRICAL POWER ALLOCATION

- 1) Electricity is purchased separately, if needed, and the cost is based on the number of units that EXHIBITOR requires and that may be available. (See – N. ORDER EXTRA SERVICES)
- 2) EXHIBITOR's electrical allocation is the sum of the electrical units EXHIBITOR ordered, at 500 watts per unit, and it is the maximum electricity the exhibit space can use without affecting the safety and stability of the FACILITY's electrical distribution system.
- 3) EXHIBITOR is advised to pay close attention to the energy that the light bulbs to be used require.
- 4) Additional power supply units may only be available on a limited basis, some exhibit spaces may have no more than one power supply unit available, while others may have multiple available.
- 5) The FACILITY and PROMOTER shall make every reasonable effort to have all electrical power outlets and services installed in time for the opening of the EVENT, but PROMOTER shall not be responsible for late installation.
- 6) Appropriate and reasonable care shall also be taken to prevent the interruption of the electrical power supply during the EVENT; however, PROMOTER shall not be responsible for electrical power outages due to storms, overloads, malfunctions, or failures.

Q. LIGHT FIXTURES AND ELECTRICAL EQUIPMENT

- 1) Electrical wiring and equipment is required to be in good condition.
- 2) Do not use any equipment that has malfunctioned or is damaged in any way.
- 3) Be sure that light bulbs, fixtures, electrical wiring, and electrical equipment (including electronics and computers) are labeled by an approved testing lab such as Underwriters Laboratories, and are installed in accordance with the manufacturer's instructions.
- 4) The maximum wattage for each individual light is 250 watts. Therefore, if EXHIBITOR's electrical power allocation is 500 watts, then EXHIBITOR may use two 250 watt lights.
- 5) Light bulbs must not exceed the safe wattage limit for the fixture being used.
- 6) Lights, especially higher wattage ones, can produce a substantial amount of heat, and should be placed a safe distance from materials such as cloth or paper, and away from the display.

R. EXTENSION CORDS AND POWER STRIPS

- 1) EXHIBITOR is required to supply the electrical connections, extension cords and other proper electrical connections to be safely used with a regular 110-volt power outlet.
- 2) Plug all electrical equipment directly into a three-wire fused power strip.
- 3) EXHIBITOR may run one heavy duty extension cord between the electrical outlet and the fused power strip, but not any extension cords between the power strip and electrical equipment.
- 4) Extension cords are required to be the three-wire grounded type, of sufficient gauge and duty rating to carry the load to be applied, and not be placed across any walkways or aisles, except if concealed or taped over correctly and safely, so as not to create a tripping or overheating hazard.
- 5) All electrical extension cords are required to be in good condition, with no evidence of frayed or cracked insulation or other damage.
- 6) PROMOTER shall take appropriate and reasonable care to minimize any additional visible electrical boxes and cords in the exhibit space; however, it may be unavoidable, and EXHIBITOR should be aware that the exhibit space may include such equipment. PROMOTER shall not be liable for any loss, damage, or injury that may occur from the presence of such equipment.

LOGISTICS AND SAFETY

S. SHIPPING TO THE FACILITY

- 1) EXHIBITOR is solely responsible for the shipping and delivery of merchandise and display materials to and from the FACILITY.
- 2) Shipping containers such as cardboard boxes and other packages may be shipped directly to the FACILITY, by UPS or FEDEX. The size and weight limitations for each company may be located at these websites: www.ups.com and www.fedex.com, respectively.
- 3) It is essential that EXHIBITOR uses the proper shipping address format and that all boxes and other packages are clearly marked with EXHIBITOR's name, address, and telephone number.
- 4) Each individual box or package should be addressed according to this format:

The Doubletree Reid Park
(EXHIBITOR Name/To Bead True Blue)
445 South Alvernon Way
Tucson, AZ 85711
- 5) The arrangement to ship directly to the FACILITY is between EXHIBITOR and the FACILITY, and must be made by EXHIBITOR directly with the FACILITY. Contact Jermaine Cassie at (520) 881-4200, to make the shipping arrangements.
- 6) 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.
- 7) It is EXHIBITOR's responsibility to purchase insurance to protect against the loss or damage of its property during shipping, delivery, receiving, or storage.
- 8) EXHIBITOR should not ship merchandise or display materials too far in advance to the FACILITY. Shipping containers must not arrive at the FACILITY before Monday, January 25, 2010. Any box or package arriving before this date may be refused.
- 9) 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.

T. SAFETY IS A PREREQUISITE

- 1) EXHIBITOR must exercise safety in loading, unloading, and transporting materials, and in the set-up and the dismantling of the display.
- 2) Each morning before the EVENT opens, EXHIBITOR should inspect for potential safety hazards, such as boxes and materials on the floor in and around the exhibit space, and report any hazards that are outside of the exhibit space to the FACILITY or to PROMOTER.
- 3) EXHIBITOR should familiarize themselves with all emergency exits and procedures.
- 4) EXHIBITOR may not use any hot plates, flames, torches, or ovens at the EVENT.
- 5) Fire safety and main electrical equipment, such as fire extinguishers and electrical control boxes, must not be blocked, or covered by any part of the display.

U. PLANNING IN ADVANCE

- 1) EXHIBITOR is advised to accomplish its goals safely, efficiently and within budget by planning its display and shipping well in advance. Last minute logistics can be stressful and expensive.
- 2) Setting up a prototype display is an excellent way of planning in advance.
- 3) EXHIBITOR might think about organizing the display around an elegant, minimalist design that showcases and highlights the merchandise, and not the display materials.

- 4) It is a good idea for EXHIBITOR to arrange for the shipping to and from the FACILITY as early as possible, and to label each container with the correct shipping address and proper identification.
- 5) All merchandise, whether shipped, delivered, or brought by EXHIBITOR, should be clearly marked with EXHIBITOR's name, business name, address, and phone number.

SETTING UP AND EXHIBITING

V. MOVING INTO THE EXHIBIT SPACE

- 1) The exhibit space move-in and set-up will be on the afternoon of January 30, 2010, and is limited to a specific timetable to be provided by PROMOTER.
- 2) It is essential that EXHIBITOR check-in with PROMOTER and occupy and set-up the exhibit space during this time. EXHIBITOR must notify PROMOTER immediately if they are not able to check-in during this time. The morning before the EVENT opens on January 31, 2010 should not be used to check-in, move-in and set-up, and will be allowed only with the expressed approval of PROMOTER twenty-four hours in advance, and only under the most unusual circumstances, and only if PROMOTER believes it can be done, in its sole discretion, without disrupting the other EXHIBITORS at the EVENT. If EXHIBITOR has not occupied its exhibit space by January 31, 2010, at 8:00am, then EXHIBITOR will forfeit its exhibit space, and no refunds or credits will be made.
- 3) PROMOTER reserves the right to hire labor to set-up any exhibit that is not close to being set-up or in the final processes of being set-up at least one hour prior to the opening of the EVENT, and the EXHIBITOR shall pay the costs of the labor.
- 4) EXHIBITOR should self-park and follow this sequence:
 - (a) If EXHIBITOR has shipped boxes to the FACILITY, ask for them at the Bell Desk.
 - (b) Go immediately to the EXHIBITOR check-in table and sign for the exhibit space.
 - (c) Take delivery of the EXHIBITOR badge(s) and Company Sign.
 - (d) EXHIBITOR and staff must wear an EXHIBITOR badge through the duration of the EVENT, including the move-in time.
 - (e) Go to the exhibit space and take note of its location and the route to transport materials into the EVENT.
- 5) There are designated areas for the unloading and transporting of materials into the FACILITY. EXHIBITOR must follow the parking and unloading directions of PROMOTER and FACILITY staff. The designated areas include the front entrance and the Grand Pavilion and Grand Ballroom entrances. All major entrances to the EVENT can be accessed from any of the self-parking spaces located adjacent to and surrounding the FACILITY.
- 6) 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. During this move-in time, however, the bell staff will be extremely busy and EXHIBITOR will most likely have to wait for assistance, if needed.
- 7) EXHIBITOR may use a small dolly or cart to move-in the materials, but must not interfere with other EXHIBITOR traffic, FACILITY or PROMOTER staff.
- 8) 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 and liability for all operations during the move-in and set-up of the exhibit space.
- 9) Upon completion of the move-in, EXHIBITOR must move its vehicle away from the unloading area.

W. SETTING UP THE DISPLAY

- 1) To be considerate to nearby EXHIBITORS, EXHIBITOR must not:
 - (a) Enter another EXHIBITOR's exhibit space without their consent.
 - (b) Move the table(s) or display in a way which interferes with or obstructs any other exhibit space or display.
 - (c) Place merchandise or display materials in such a way that would block another EXHIBITOR's aisle or entrance way.
 - (d) Allow display to interfere with, obstruct, or protrude into another exhibit space in any way, or interfere with or obstruct any EVENT aisle, exit, or entrance way.
 - (e) Play music that can be overheard by nearby EXHIBITORS, without their consent.
- 2) EXHIBITOR may not attach any display or fraction of a display or signage to any physical part of the FACILITY structure, and may not apply tape, tacks, screws, nails, or adhesive, or affix anything to any physical part of the FACILITY building. EXHIBITOR assumes the responsibility for any loss or damage to the FACILITY floors, carpet, walls, ceilings, columns, booth equipment, furniture, or any other FACILITY structure or property, caused or done by EXHIBITOR or its staff.
- 3) EXHIBITOR will have approximately one hour on January 31, 2010, 8:00am – 9:00am, to fine-tune the exhibit space set-up. EXHIBITOR must not rely on using this time to set-up the display.
- 4) Wired telephone lines are not available to any individual exhibit space.

X. MAINTAINING AND STAFFING THE EXHIBIT SPACE

- 1) Failure to keep the exhibit space staffed may result in the removal of EXHIBITOR's property from the EVENT. EXHIBITOR waives any claim for damages resulting therefrom.
- 2) 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 the EVENT opens, until it closes each day, and to the designated move-in and set-up, and the dismantling and move-out times.
- 3) EXHIBITOR agrees to maintain the structural strength of the display, and keep all merchandise and display materials within the margins of the exhibit space.
- 4) EXHIBITOR shall leave adequate space of entry to and exit from the exhibit space.
- 5) If PROMOTER were to implement its right to remove EXHIBITOR's property for any reason stated herein or in the Contract, then PROMOTER shall hire labor to remove such property and place it in storage, and EXHIBITOR shall pay for the expense of the labor and storage. EXHIBITOR shall hold harmless PROMOTER for any expense, responsibility, or liability arising therefrom.
- 6) The aisles of the EVENT may be vacuumed daily, but EXHIBITOR is responsible for keeping the exhibit space in good order.
- 7) Wastebaskets are purchased and ordered separately. (See – N. ORDER EXTRA SERVICES)

DISPLAY REMOVAL AND DEPARTURE

Y. DISMANTLING AND MOVING OUT

- 1) The dismantling and move-out date and time is February 5, 2010, from 6:00pm to 9:00pm.
- 2) All merchandise and display materials must be removed and the exhibit space vacated by 9:00pm, February 5, 2010. Failure to do so will result in subsequent charges to EXHIBITOR for all costs incurred by PROMOTER, including but not limited to overtime costs and labor to remove merchandise or display materials. EXHIBITOR shall hold harmless PROMOTER for any loss or damage resulting therefrom.
- 3) EXHIBITOR has a contractual obligation to keep the exhibit space open until the close of the EVENT. In the interest of courtesy toward other EXHIBITORS and safety concerns, EXHIBITOR must not begin the dismantling and move-out before 6:00pm, February 5, 2010. Any failure to abide by this rule may mean that EXHIBITOR will be disqualified from subsequent EVENTS PROMOTER may produce.
- 4) EXHIBITOR and its staff must wear an EXHIBITOR badge during dismantling and move-out time.
- 5) 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. 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.

Z. RETURN SHIPMENTS

- 1) If EXHIBITOR decides to ship from the FACILITY by UPS or FEDEX, it is important to 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 Monday, February 8, 2010.
- 3) For instructions on issuing a return shipment Call Tag, and for the size and weight limitations for each shipping company, visit these websites: www.ups.com or www.fedex.com.
- 4) There is limited space available for storage, and failure to issue a return shipment Call Tag might bring about an extra charge to EXHIBITOR for storage time.
- 5) PROMOTER is not responsible for any loss or damage resulting from or connected with the shipping or storage of EXHIBITOR's property.

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