



# Regulation Compliance

## **SPACE RENTAL CHARGE:**

Included in the space charge are all services and equipment as stated in the basic package, promotional advertising and a standard listing in the official show directory.

## **PAYMENTS AND REFUNDS:**

All applications for space must be accompanied by appropriate deposits to be valid, and total payment must be received before deadline or space can be reassigned. Full payment was required by May 25, 2018. Unpaid exhibitors will not be permitted to set up or move in until paid in full. If assignment of space cannot be made, deposits will be refunded or applied to another show. Deposits will not be refunded after assignment of space has been made. If an exhibitor must cancel his space due to reasonable circumstances, a refund will be made of all costs minus the deposit if assignment has been made; but, no refund will be made if a cancellation is received after deadline for total payment of space.

## **SPACE ASSIGNMENTS AND LOCATIONS:**

Space assignment will be made with consideration for individual's preference to location as much as possible but in keeping with the best interest of the exposition.

Management will do its utmost to keep competitive exhibitors locations separated, and it is advisable that exhibitors inform management of any company or exhibit they wish to be kept separated from so management will know of the conflict. Although management will strive to keep competitors separated, it in no way guarantees same and its assignment is final.

## **SUBLETTING OF SPACE:**

Exhibitors are prohibited from assigning, sharing, subletting a space or any part of their space to anyone else.

## **FIRE REGULATIONS:**

All fire regulations must be adhered to in accordance with the local fire department and Fire Underwriters specifications. All display materials must be flame proofed and electrical equipment must meet specifications of all codes. All building electrical connections and disconnections must be obtained through the Service Desk and building approved electricians. Due to fire regulations, **no helium or helium filled balloons** are allowed in the convention center.

Any demonstration or device using any type of combustible fuel, with or without an open flame, must be cleared with the building and fire authorities before it can be brought into the exposition facility. Each exhibitor is charged with the knowledge and compliance of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in the show.

**INTENT OF EXPOSITION:**

The Exposition is a closed market designed for exhibitors to display their samples to the buyers so they can place orders for later delivery of the items ordered. The show is a wholesale marketplace where management makes a concerted effort to keep the exhibits of the nature of the market and to be the type that is compatible with the nature of the exposition.

"Retailing" is strictly prohibited. Exhibitors cannot come to the show with the express intent to sell (cash and carry) merchandise at the show.

**RESERVATIONS OF RIGHTS:**

Management reserves the right to demand release of space before or during the show for failure of exhibitors or their representatives to conform to the rules and regulations or failure to pay all space rental costs; to reallocate space at any time; to offer requested space when available, to make space assignments; to reject any and all applications as this is a closed show and displays must conform to the general nature of the show and be compatible with the character and objective of the exposition.

**CANCELLATION OF CONTRACT:**

In event of cancellation or interruption of the show due to fire, strikes, government regulations, act of God, or any other cause beyond control, the management shall determine an equitable basis for the refund of such portion of Entrance, Publicity, Directory, and Exhibit Fee as is possible after consideration of expenditures and commitments already made. If for any reason the location of the show is changed no refund will be made, but management must be able to assign exhibitor space in lieu of original space.

**LIABILITY:**

THE INDIANA APARTMENT ASSOCIATION AND ANY SPONSORING ORGANIZATION, ITS OFFICERS, AGENTS AND EMPLOYEES EXPRESSLY DISCLAIM ANY AND ALL LIABILITY AND RESPONSIBILITY FOR ANY LOSS, DAMAGE OR INJURY TO PERSON OR PROPERTY SUSTAINED BY AN EXHIBITOR, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER OR ACCIDENTS, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY THE CONDUCT OF PARTY OR PARTIES OTHER THAN EMPLOYEES OF THE INDIANA APARTMENT ASSOCIATION. THE EXHIBITOR AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS THE INDIANA APARTMENT ASSOCIATION AND ANY SPONSORING ORGANIZATION, ITS OFFICERS, AGENTS, AND EMPLOYEES FOR ANY LOSS, DAMAGE OR INJURY SUSTAINED BY AN EXHIBITOR OR ANY OTHER PERSON CAUSED BY FIRE, THEFT, WATER OR ACCIDENTS, RESULTING FROM THE CONDUCT OF THE EXHIBITOR, HIS AGENTS OR EMPLOYEES.

ALL PROPERTY OF THE EXHIBITOR IS TO REMAIN UNDER THE CONTROL OF THE EXHIBITORS, SUBJECT TO THE RULES AND REGULATIONS OF THE EXPOSITION. IT IS ADVISED THAT EXHIBITORS CARRY AN INSURANCE RIDER POLICY TO COVER EXHIBITS AND SAMPLES AGAINST LOSS AND DAMAGE. THIS AND ALSO LIABILITY INSURANCE SHOULD BE DISCUSSED WITH YOUR OWN INSURANCE BROKER.

EXHIBITORS SHOULD USE PRUDENCE IN THE CARE OF THEIR SAMPLES WHILE IN THE SHOW AND NOT LEAVE THEIR MERCHANDISE UNATTENDED DURING SHOW HOURS; AND, DURING MOVE OUT KEEP ALL MERCHANDISE WITHIN THEIR SPACE AREA AND CONSOLIDATE THEIR DISPLAY AS MUCH AS POSSIBLE TO ENSURE, IN THE CONFUSED NATURE OF MOVE OUT TIME, THAT MERCHANDISE IS NOT MISPLACED.

EXHIBITORS ARE ADVISED TO CARRY PUBLIC LIABILITY INSURANCE AGAINST INJURY TO THE PERSON AND PROPERTY OF OTHERS AND TO INSURE EXHIBIT MATERIAL AGAINST DAMAGE AND LOSS.

**EXHIBITS:**

The exhibit should be such that it does not interfere with other exhibits or restrict access to them, or interfere in the free aisle space by any audio, video, sensory, or physical means. Your own signs can be used but must be inside your space area.

Distribution of any material must be made from within the exhibitor's own space, and must be of such nature as not to interfere with the character of the exposition.

Promotions, such as models, booth personnel, materials, and catalogs must be consistent in dress and nature with the dignity and image of the exposition, and costumed personnel must be confined to inside the respective spaces.

**The booth design and exterior must be suitably furnished or covered by the exhibitor. Display must be adequate to support your samples and so constructed as to be sturdy enough to not collapse, nor be such that they lean or rest against an adjacent space. Display cannot be taller than (8) eight feet on the back and/or sides. Display cannot block any booth to the back or side of you. Failure to adhere to the 8' height restriction will result in the removal of your booth display.**

Exhibitors are to display in only the space allocated to them. No other area of the exhibit hall or other gathering place (hall, hotel, etc.) of the attendees (Buyers) can be used in any way.

Displays must be set up and ready by opening hour of the show. Any space not set will be set up by management and charged to the exhibitor.

Make arrangements to pack at the end of the exhibit hours the final day, and make sure you have personnel with your display until it is fully packed. Be sure to inform the drayage contractor of your outbound shipping plans.

**Distribution of food or beverages of any kind must be pre-approved by the Indiana Convention Center and the Board of Health. No exceptions!**

**CONDUCT:**

Loitering, soliciting of trade, congregating of salesmen in the aisles, booth entrances, or in lobby areas is Not Permitted. "Buttonholing" of buyers who walk in the aisles can only detract and hurt the exhibit.

**EXHIBITOR EVENTS:**

Some exhibitors choose to host events during the Midwest Multifamily Conference. Events may not be hosted (inside or outside of the conference facility) during official show hours and during Midwest Multifamily Conference events outlined in the Exhibitor Event Request form. All events must be approved by the Indiana Apartment Association prior to booking.

**TEAR DOWN:**

**Early packing and tear down is prohibited. This causes many problems when an exhibitor starts to pack up early with only a few minutes until the show will be over. It is very disrespectful to the**

**buyer and unfair to your fellow exhibitors.**

**Know the hours of the show and plan enough time to pack after the show before another appointment or plane to catch.**

**An exhibitor who packs and leaves early will NOT be offered a space at the next show and will forfeit all rights to first refusal of his space.**