

2019 Massachusetts Conference for Women

Exhibit Display Rules & Regulations

- 1. EXHIBITOR APPLICATION:** Upon acceptance of the Application by The Massachusetts Conference for Women (MCW), the following rules and provisions (numbered 1-31) shall become binding and a part of the contract between the exhibitor, exhibitor's employees and agents and The Massachusetts Conference for Women. Any additions and amendments thereto that may be established or put into effect by MCW, and provided in writing to the exhibitor, shall also become binding and a part of the contract.
- 2. PAYMENT:** Booths must be paid in full before the exhibiting firm is considered to be a confirmed exhibitor. When an on-line application is completed it will require payment information. However, the credit card will not be charged unless and until the exhibiting firm is approved. If paying by check, an email will be sent with instructions on where to send the payment. Checks are due in our offices within 10 business days of acceptance.
- 3. HOLD HARMLESS AND LIABILITIES:** Exhibitor agrees to indemnify and hold MCW, its employees, officers and agents harmless by reason of any claim or liabilities imposed by law on account of property damage or bodily injuries, including death resulting there from, sustained or alleged to be sustained by any person or persons, whether they be members of the public visiting the show, employees of MCW or other exhibitors; occurring at or connected with the preparation or presentation of the show, resulting from the sole or contributory negligence of the exhibitor, his agents, employees or persons performing service for it, or resulting from any equipment, machinery or items displayed by exhibitor.
- 4. INSURANCE:** MCW will not be responsible for any injury that may arise to exhibitors, their employees or the general public or for loss or damage to exhibits or exhibitors' property by reason of fire, accident, theft or any other cause. *If insurance is desired it must be obtained by the individual exhibitor.* Exhibitor agrees to maintain such insurance necessary to fully protect MCW from any and all claims of any nature whatsoever, including claims under the Worker's Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation or dismantling of the exhibitor's display.
- 5. GUARD SERVICE:** Guard service will be provided during move-in and move-out. Neither MCW nor the exhibit facility assume responsibility for damage to, loss or theft of property of the exhibitors, the exhibitors' agents, employees or invitees.
- 6. CHARACTER OF EXHIBITS:** MCW reserves the right to prohibit any exhibitor whose exhibit is deemed unacceptable for this exposition. In this event, management shall not be liable for refund of exhibit fees.
- 7. EXHIBIT SPECIFICATIONS:** Following are specific instructions regarding each type of booth configuration and are subject to the following restrictions:

10 feet x 10 feet Inline and Premium (corner) Booth
Each 10'x10' exhibit space is defined with an 8'-high exhibit drape at the back of the booth and 3'-high drape on either side of the exhibit space. The height of an exhibitor's display and products may not exceed the height of the 8'. Displays and products may not exceed 4' in height in the front 5' of the exhibit space.

Island Booth
The entire cubic content of the space may be used up to the maximum allowable height of sixteen feet including signage.
- 8. HANGING SIGNS:** Hanging signs are permitted in Island Booths only and must receive prior approval by MCW. The top of a sign suspended from the exhibit hall ceiling must not exceed 20 feet from the exhibit floor. Additionally, hanging signs must be set back at least 25% of the booth's width dimension. The cost of rigging will be paid for by the exhibitor and be arranged with the onsite provider.
- 9. SERVICES PROVIDED:** MCW will provide the following for each paid booth: 10'x10' carpeted space, draped to a height of eight feet in the back and thirty-six inches on each side, a small wastebasket and a small ID sign showing the firm name and booth number. MCW will also provide one skirted 6-foot table and two chairs per 10-foot x 10-foot exhibit space. The booth does not come with electrical service. All utility needs, floor covering and additional furnishings are to be paid for by the exhibitor.

10. **CONTRACTOR SERVICES:** MCW will designate contractors to provide various services to the exhibitor. Such contractors will provide all show services other than supervision. The exhibitor shall provide only the material and equipment which he owns and is to be used in his exhibit space.

11. **SHOW TIMES AND STAFFING:** Exhibitor must have their booth staffed and set up by 4:00 on December 11th. The booth must be manned throughout the Night at the Conference Event as well as conference day until show closing at 5:00 p.m.

Required booth staffing times

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| December 11 th Night at the Conference | 4:45 pm – 9:15 pm |
| December 12 th Conference day | 6:45 am – 5:15 pm |

Exhibitors **MUST** exhibit both days. No exceptions will be made to this rule.

Exhibitors with empty booths may be subject to a fine of up to \$500 and will not be invited back for future shows.

12. **MOVE-IN/MOVE-OUT:** Move-in to the exhibit area is set for Tuesday, December 10 from 1:00 pm-5:00 pm and Wednesday, December 11 from 8:00 am – 4:00 pm. Exhibitors with a 20'x20' maybe eligible for extended move in times, with prior consent from the Conference.

All exhibitors must check in by 2:00 pm on December 11 or they will be considered a no-show and their booth space reverts back to MCW with no refund due the exhibitor.

Each exhibitor will be required to keep his exhibit space fully set up and manned until the show is officially closed.

Move-out is set for Thursday, December 12 from 5:30 p.m. to 8:30 p.m. Exhibitors breaking down early maybe subject to a fine of up to \$500 and will not be invited back to exhibit at future shows. Please note that these times are subject to change.

13. **BOOTH SETUP LABOR:** The Convention Center is a union facility and there are strict rules, and sometimes fees associated with unloading/loading and booth set up.

The unpacking, assembling, dismantling and packing of displays and equipment may be done by **full-time** employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. Exhibitors are allowed to safely use power tools to set-up and/or dismantle their own booths.

Exhibitor may hire union labor directly from the Decorating Company.

14. **MATERIAL HANDLING:** All freight and booth materials must enter and exit the facility through the loading dock. The exhibitor is allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock.

Exhibitors may load and unload a personal, company-owned or rented vehicle at the dock so long as it does not exceed 24 feet in length. Exhibitors may bring in their own materials into the exhibit facility, so long as they are full-time employees of the exhibiting company. Exhibitors may use their own non-mechanized dollies to bring in materials. There will be no dollies to rent or borrow onsite. Decorating Company will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

15. **SAFETY:** Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. The decorating company and MCW cannot be responsible for injuries or falls caused by the improper use of rental furniture. Children under the age of 18 are prohibited from being on the show floor or in the dock areas during set up and tear down. Please assist in our efforts to provide a **SAFE WORKING ENVIRONMENT**.

16. **VOLUME/LIGHT CONTROL:** MCW reserves the right to regulate the volume or intensity of any and all loudspeakers, radios, television sets, musical instruments, entertainers, or blinking or flashing lights which are distracting to the attendees of neighboring exhibits during exhibit hours. Noise from the exhibitor's booth cannot carry more than 4' out from their booth or will be subject to being turned off.

17. **SHOW CANCELLATION:** In the event of cancellation of the conference, MCW shall be liable only for refund of exhibitor fees.
18. **BEVERAGES AND FOOD:** No beverages (alcoholic or otherwise) or food may be served or distributed in the exhibit area without prior approval from MCW.
19. **FOOD SAMPLING AND SALES:** No food or beverages may be sampled without the prior approval from MCW and the convention center and will be subject to size limitations. Exhibitor is required to complete convention center and health department forms and is responsible for all associated fees. Food sampling is limited to the manufacturer or distributor of the product. Food sales is prohibited by Convention Center rules.
20. **PROHIBITED MATERIALS:** Exhibitor is prohibited from having helium balloons on the exhibit floor, or in their booth at any time. Glitter is not permitted in the convention center. Adhesive backed decals/stickers may not be used or distributed on the premises. No heaters, heat-producing or open flame devices, including candles, may be used in the convention center. Prior, written approval is required for the use of drones.
21. **BOOTH PERSONNEL AND LITERATURE:** Exhibitors can distribute literature from booth(s) and staff them with personnel of their choice, with a maximum of three persons permitted per 100 square feet of booth space. Literature may not promote political candidates or initiatives.
22. **EXHIBITOR CONDUCT:** Exhibitors must remain within their own space while distributing literature, product samples or other materials. The use of strolling entertainment or exhibit personnel is prohibited. Exhibitors are authorized to sell or distribution only those items indicated on their application. MCW reserves the right to stop exhibitor from selling, displaying or providing materials or products not mentioned in the application.
23. **FIRE/SAFETY REGULATIONS:** The exhibit, its material, contents and installation must be flame-retardant. Storage of any type of fuel in the facility is prohibited. No heaters, heat-producing or open flame devices, including candles, may be used in the convention center. The Convention Center is a smoke-free facility. Additional fire regulations will be included in your exhibitor kit.
24. **PERMITS AND TAXES:** All exhibitors who conduct sales during the event are responsible for obtaining the appropriate business license(s) and for paying all applicable state and local taxes.
25. **ANIMALS and CHILDREN:** Animals are prohibited in the convention center except as required by law. For their safety, and the safety of others, children under the age of 18 are prohibited from entering the exhibit hall floor during set up and tear down hours.
26. **COPYRIGHT INFORMATION:** Exhibitors are responsible for music licensing fees required by law. Exhibitor may be subject to legal action for the use, display or sale of any item using any copyrighted and/or trademarked name or logo which has not been specifically authorized under license from the trademark holder.
27. **DISPUTES:** All points not covered by the Rules are subject to the decision of the Conference Director.
28. **CANCELLATION OF BOOTH SPACE:** Cancellation of booth space must be made in writing to MCW via email: exhibitors@maconferenceforwomen.org Companies who cancel by October 1, 2019 will receive a 50% refund. All fees will be forfeited on cancellations received after October 1, 2019. **Booth space not completely set up by 4:00 p.m. on Wednesday, December 11 automatically reverts to MCW and the exhibitor forfeits the booth space.**
29. **FLOOR MANAGEMENT:** The MCW Conference Director will appoint a Floor Manager who is authorized to enforce the rules and regulations enumerated in this contract.
30. **BOOTH ASSIGNMENT:** Booths are assigned to exhibitors at the sole discretion of MCW. Concerns regarding competitive or specific types of exhibitors should be communicated to MCW at the time of application for exhibit space.
31. **RULE CHANGES:** MCW reserves the right to make reasonable changes in the foregoing rules, exhibit hours and move-in/move-out arrangements.