

# 2010 AGRI-EXPO EXHIBITOR RULES & REGULATIONS

Conformance with these rules is understood to be part of the contract

**NON-GUARANTEE:** CAPCA shall remain free of harm of product sales, attendance or exhibitor success.

## STANDARD BOOTHS INCLUDE

- 10' x 10' draped back wall 8' high & 3' high side rails\*
- 1 – 6' skirted table
- 1 - Chair
- 1 - Waste Basket
- 7" x 44" identification sign
- 1 – 500 watt electric outlet
- 1 – Conference Registration
- Booth assignments will be made by CAPCA based on the following criteria; a) order in which booth reservation with payment is received; b) suitability and availability of locations. If space requested has been previously assigned, it is understood that CAPCA has the right to allot the next best space available.

## OFFICIAL SHOW DECORATOR

Complete information on decorating, drayage, furniture rental, additional electrical work, signs, shipping, storage, cleaning, etc., including a fixed schedule of rates, will be furnished by Freeman Decorating Services, Inc. You will receive further contact information with your confirmation letter.

## USE OF SERVICE CONTRACTORS

When necessary in order to conform to local Union rules and regulations, exhibitors will use the Official Show Decorator personnel for the various services required for installing and dismantling exhibits, including advance and direct freight shipments and for material handling within the show. The handling, placing or setting out of merchandise that is to be displayed may be done by the exhibitor or his representative within the parameters of local Union rules and regulations. Exhibitors are encouraged to utilize the drayage services of our exposition services company to facilitate freight handling during setup and teardown of the Agri-Expo. The information packet, which will be mailed to each exhibitor, provides complete details on shipments and labor charges

## SUBLET

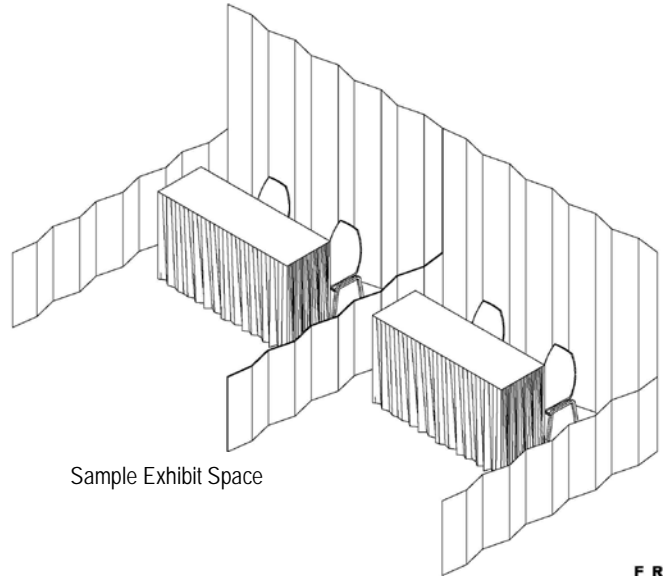
Exhibitor shall not assign, sublet or apportion the whole or any part of the booth assigned, or has representatives, equipment or materials from firms other than its own in the exhibit booth without the prior written consent of CAPCA.

## INSTALLATION & DISMANTLING

Installation of booths is tentatively scheduled to occur on Saturday October 16, 2010, from 2 pm to 6 pm and Sunday, October 17, 2010, from 8 am to 12 pm. All booths must be fully installed and ready for inspection by 12 pm Sunday October 17, 2010. No installation will be permitted after that hour without specific permission from CAPCA. No exhibit may be dismantled until Tuesday, October 19, 2010 at 11 am. It is the responsibility of the exhibitor to see that the exhibit is labeled and bills of lading are in order for shipment. The necessary labels and forms may be secured from the exposition services company.

## ARRANGEMENTS OF EXHIBITS

Exhibits shall not obstruct the general view or hinder the visual access of others. Back walls, including signs, may not exceed 8'. Side dividers between the booths may not exceed 3' in height. Any side divider used other than draping provided with the booth must be finished in a manner pleasing to CAPCA. Should CAPCA find it necessary to provide related materials for any non-standard booth, the exhibitor in that booth will be held responsible for all charges. CAPCA reserves the right to grant exceptions to the above regulations under what it deems to be special circumstances. CAPCA reserves the right to prohibit installation of unapproved, non-conforming exhibits. Exhibitor will not be entitled to a refund if any particular exhibit is refused due to the exhibitor's failure to comply with these rules.



Sample Exhibit Space

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## FOOD SERVICE & MUSIC

Exhibitor shall not serve or cause to have served foods and/or beverages or play music in the Agri-Expo Hall except with the prior written approval of CAPCA.

## FIRE SAFETY & HEALTH

Exhibitor assumes full responsibility for its compliance with local, city, state and federal ordinances, laws and regulations respecting fire, safety & health.

## INSURANCE

Exhibitor shall carry and maintain during the period of the Agri-Expo, including installation and dismantling, and at his/her sole cost and expense, personal injury and property damage coverage under a policy of general public liability insurance with a combined single limit of \$1,000,000. This is due by August 1, 2010. (Please see sample in kit)

## LIABILITY

CAPCA will not be liable for loss or damage to the property of an exhibitor, its representatives, employees, agents or guests, arising from theft, fire, accident or other cause. CAPCA will not be liable for personal injury to the representatives, employees, agents or guests of the exhibitor which injuries may arise from, or be in any way connected with the use or occupation of the rented area. Exhibitor shall indemnify, save and hold CAPCA harmless from any and all suits or claims for damages arising out of such injuries and shall pay and indemnify CAPCA for all costs or expenses, including counsel fees, arising from the defense of such suits or claims.

## SECURITY

Security shall be provided by the Disneyland Hotel who are paid by CAPCA, for the duration of the conference. No person shall be admitted during Agri-Expo hours without a badge designating them as booth personnel or an attendee of the CAPCA Annual Conference.

## CANCELLATION BY CAPCA

CAPCA reserves the right to cancel this contract for any breach by the exhibitor or for any other reason. The refund policies outlined on the contract shall apply to any such cancellation by CAPCA.

## CANCELLATION OF AGRI-EXPO

In case any part of the Agri-Expo hall is damaged, or if circumstances make it impossible for CAPCA to permit an exhibitor to occupy the booth assigned during any part of the period covered, then under such circumstances the exhibitor will be charged only for the period booth was or could have been occupied by the exhibitor, and CAPCA is released from any and all claims for damages which arise in consequence thereof.