

2020 STN EXPO Indy Trade Show Booth Regulations

CONTRACT & PAYMENT

No exhibit space is reserved until STN receives a completed Exhibit Space Reservation Form and payment in full. STN may deny exhibitor entry to the trade show if the exhibitor is delinquent on any debt to STN on the date of the trade show. STN may apply any payment received from the exhibitor to satisfy the delinquency.

EQUIPMENT

STN shall furnish the following items for booths and bus spaces: one (1) 11-inch by 17-inch, one-line identification sign stating the exhibitor's name and booth number, one (1) 6-foot draped table, and two (2) side chairs. Booths will include draperies for an 8-foot-high back wall and 3-foot-high sidewalls. Bus spaces will not be draped. Floor covering is mandatory for all exhibitor booths. Arrangements for special signs, carpeting and additional furniture should be made in advance directly with the Show Decorator (GES). Arrangements or disputes with GES are not part of this contract and not covered by the booth rental fee. Electrical services must be ordered with the Indiana Convention Center Utilities.

BADGES

Exhibitors receive two (2) complimentary exhibitor badges per 10-foot by 10-foot booth, and four (4) complimentary exhibitor badges per 10-foot by 20-foot booth, for legitimate company employees. Exhibitors are entitled to six (6) badges per 20-foot by 20-foot or larger booths. Exhibitor badges provide access to workshop sessions, exhibit hall during set up and breakdown, as well as during the trade show. Badges are required for admittance to the trade show, social events, and all workshop sessions. Additional exhibitor badges may be purchased at \$199 each.

SHOW DECORATOR

Exhibitor shall arrange all decorator services with GES, including, without limitation, set-up/tear-down labor service and supervision, standard and custom furnishings, signs and graphics, cleaning, custom carpets, material handling, event freight, and will control the handling of all demo vehicles and loading docks on-site. See GES's electronic exhibitor kit for complete details.

DEMO VEHICLES

Exhibitors bringing a demo vehicle for their booths must have their vehicles conform to local fire marshal restrictions and must be scheduled with GES to get a specific time for placement. SPACE IS LIMITED. There is no additional charge for a vehicle(s) in an exhibitor's booth.

HOURS, SETUP & DISMANTLING

Trade show times are subject to change without notice. Please refer to our website for the most up-to-date schedule. All exhibitor buses shall be driven onto the trade show floor between 2:00 P.M. and 6:00 P.M. the Saturday (June 6) before the trade show. Exhibitors shall drive their own bus on and off the trade show floor. Exhibitor shall use a spotter provided by GES to accompany drive-in and drive-out of all buses. All other setup arrangements shall be completed between 8:00 A.M. and 5:00 P.M. the day before the trade show (Sunday, June 7). Requests for extended set up must be submitted in writing in advance and approved by STN. During any extended set up, exhibitor shall bring only hand-carried materials into the exhibit hall and shall not remove any materials. No exhibit shall be dismantled or removed until the trade show is officially closed. Exhibitor shall begin dismantling its exhibit immediately after the trade show officially closes and all exhibit material shall be removed from the hall no later than 5:00 P.M. that evening (Monday, June 8).

USE OF SPACE

Exhibitor shall confine all sales and advertising activities, including distribution of promotional material, to exhibitor's booth or immediate area. Exhibitor shall show, discuss, explain, and demonstrate only those goods or services that exhibitor sells in the ordinary course of business. Exhibitor shall comply with all applicable federal, state and local laws and regulations including, without limitation, those relating to advertising and merchandising. Exhibitor shall not engage in an illegal lottery. STN is not responsible for exhibitor's activities.

ASSIGNMENT & SUBLETTING

Exhibitor shall not assign or sublet its exhibit space or share it with another exhibitor without prior written consent from STN.

EXHIBIT SPACE

The accompanying exhibit space diagram is merely an intended layout and may not be to scale. STN does not warrant the amount of exposure exhibitor will experience in any particular exhibit space. See conference website for the most updated floor plan. STN reserves the right to reconfigure any exhibit space and reassign booth spaces as needed.

STORAGE

Exhibitor shall not store packing boxes or cases in its booth during the trade show. If properly marked for identification, these items may be stored at owner's risk and expense in a Fire Marshal-approved area of the exhibit hall.

CONTRACTORS

Exhibitor shall employ the contractors officially approved by STN, some of which may be subject to local union jurisdiction.

UNUSUAL DISPLAYS

At the earliest practical time after this contract is executed, in no case less than thirty (30) days before the trade show, exhibitor shall submit a written proposal to GES for any unusual display including, without limitation, one that is oversized and may negatively impact neighboring exhibitors, requires special hookup, installation, or other technical assistance, or involves any video projection or any noise-producing equipment sufficiently loud that it may reasonably disturb adjacent exhibitors. STN will endeavor to accommodate the proposal but reserves the right to deny it. STN reserves the right to evict any exhibitor whose exhibit STN deems to be offensive to conference attendees due to bad taste, questionable morals, or controversial content. STN shall not be liable to exhibitor for a refund of exhibit fees for any such denial or eviction.

FOOD SAMPLES

Due to health codes and liability issues, only food and beverage provided by the venue may be served. Exhibitor shall not offer any food samples without the prior written consent of STN. Exhibitor shall distribute food samples from exhibitor's own booth only and shall not cause an unsightly or annoying condition. Exhibitor shall provide ample waste containers within exhibitor's own booth, not in aisles. Exhibitor shall indemnify and defend STN from and against any and all claims, damages, or liabilities arising from exhibitor's distribution of alcoholic beverages at the trade show.

FIRE PREVENTION

Electrical wiring must conform to National Electrical Code Safety Rules. All booth decorations must be flame-proof, and all hangings must clear the floor. Exhibitor shall not erect a ceiling over any exhibit space without the prior written consent of STN and fire prevention authorities, which consent may be denied at sole discretion of fire prevention authorities. STN reserves the right to demand removal of all or any part of an exhibit that does not conform to this paragraph or is deemed hazardous.

LIABILITY

Exhibitor assumes responsibility and agrees to indemnify and defend STN and the Indiana Convention Center and its respective employees and agents against any claims or expenses arising out of the use of the exhibition premises, except for acts or omissions on the part of the Indiana Convention Center or its employees. The Exhibitor understands that neither STN nor the Indiana Convention Center maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance. Further, STN does not assume any liability by providing overnight security.

EVENT CANCELLATION

If the trade show is canceled for reasons beyond STN's control, STN will refund exhibitor's payment less a \$150 processing fee and any other debt exhibitor owes STN, and STN shall have no liability to exhibitor for any damage, injury, or loss.

EXHIBITOR CANCELLATION

STN will refund exhibitor's payment less a \$150 processing fee and any other debt exhibitor owes STN, if exhibitor notifies STN of cancellation in writing via email no later than the first day of the third month (March 1, 2020) before the trade show.

TRADE SHOW DRAWING POLICY

STN shall announce over the public address system any STN Official Cash Drawings or drawings by exhibitors that are sponsors. Exhibitor sponsors MUST confirm with STN via email on their drawings in order to be included in the official mic announcement schedule. Booth drawing prizes must meet the prize value minimum of \$250.00 to be considered. Exhibitors shall provide their own drawing coupons and promotional materials. NO private drawings are allowed. NO exceptions.

ATTORNEY'S FEES

If a dispute arises out of this agreement, the prevailing party shall be entitled to recover its attorney's fees against the non-prevailing party, in addition to any other relief.

GOVERNING LAW & JURISDICTION

This agreement shall be interpreted under California law. Jurisdiction and venue for any dispute shall be Los Angeles County, Calif., Torrance Judicial District.

CONSTRUCTION

No ambiguity in this agreement shall be interpreted against the drafter. STN shall have final authority to interpret all rules and regulations governing the trade show.