

## Rules & Regulations

1. This Contract is made and entered into by and between the Indiana Park & Recreation Association, and Indiana non-profit corporation, hereinafter called IPRA, and \_\_\_\_\_, hereinafter called exhibitor. (Company or Organization name)

This contract shall not be binding until it is signed by the Exhibitor (or authorized agent) and accepted by an IPRA representative.

2. It is understood that space will not be assigned to an Exhibitor unless both the booth fee and the signed Display Space Contract are received by IPRA. Membership must be current through 2017 show dates to receive member discount. Nonmembers shall receive a 1-year IPRA corporate membership included in their booth fee.

Final payment for the booth is due on or before January 8, 2018. After January 8, 2018, IPRA shall have the right to cancel and re-sell the booth, or change the booth number if fee is not fully paid.

### 3. Exhibitor Benefits:

- Included with each booth purchased – (2) Name Badges and (2) meal & drink tickets at TBD events
- Pre and Post attendee list
- Participation in Expo Hall activities
- Recognition on IPRA website
- Vendors may request Guest Passes to the Exhibit Hall

4. Standard booth equipment includes divider drapes, table, 2 chairs and 1 identification sign.

5. IPRA has contracted National Expo to provide Exhibitor Support Services. Each Exhibitor will receive information including order forms for booth furnishing, carpet, shipping instructions, production information and order forms for all services needed during installation, exhibition and removal. Freight service can be provided by National Expo, not IPRA or tradeshow / conference facility.

Exhibit Service Center: An Exhibitor's Service Center will be maintained during setup, move-in, exhibit hours and during dismantling to handle exhibitor service requests.

### 7. 2018 Exhibitor dates & times (Tentative as of 3.27.17)

#### Move In:

Tuesday, January 30, 2018

Time TBD

#### Move Out:

Thursday, February 1, 2018

Time TBD

Expo Hall set up will begin on Tuesday, January 30, 2018, at a TBD time. All exhibits will begin tear down on Thursday, February 1, 2018, at a TBD time.

8. Care of Buildings and Equipment: Exhibitors are cautioned that they are directly responsible for any damage to the Convention Center. Nothing may be affixed to any wall, ceiling or floor without express written permission from the Convention Center.

9. Each exhibitor will be responsible for their exhibit at all times. The conference, the Convention Center and the official general services contractor shall not be liable for any loss, damage or displacement of any exhibitor's property due to any cause. Exhibitors are cautioned that small portable articles of value should be properly secured for safe keeping after exhibit hours or whenever the booth is unattended.

10. Cancellation Policy: Space will be considered cancelled by exhibitor upon the date that written notice of cancellation is received by IPRA and refunds for cancelled space will be given as follows: Full refund if IPRA receives written notification on or before November 1, 2017, a \$300 administration fee PER BOOTH if IPRA receives written notification November 1-15, 2017; no refund if IPRA received written notification after November 15, 2017.

11. Special Regulations: It is imperative that each exhibitor understands and agrees to the following:

A. That the IPRA show is an opportunity to network and build relationships so future sales opportunities develop.

B. That the purpose of the Show is that promotion and stimulation of interest in, and demand for, the industry's products and services in general, and is conducted in a manner reasonably calculated in this matter is solicited.

C. That the Show is presented as a service to the industry and for the information and education of members and visitors through contact with exhibit personnel and products. Your cooperation in this matter is solicited.

D. The exposition is limited to those persons, firms, and corporations which have contracted and paid for exhibit space in exposition facility. No other persons, firms, or corporations will be permitted to demonstrate products, solicit orders, or distribute advertising matter on the floor of the convention or exposition facility. All violators will be promptly ejected from the facility.

12. Liability/Hold Harmless/Insurance: Neither IPRA, the Convention Center, nor the city of Indianapolis will be responsible for the personal injury to an exhibitor or exhibitor's agent, or for financial loss due to robbery, fire, accident or other causes. Exhibitors agree to save, keep and hold harmless IPRA and its suffered, or which may be occasioned by a negligent act or omission to act, which may amount to negligence on the part of the exhibitor, or defective condition of property, or the maintenance of a defective or dangerous condition of property.

Signature of Exhibitor Representative: \_\_\_\_\_

Date: \_\_\_\_\_