

EXHIBITOR MANUAL

Suburban Collection Showplace



November 30-December 2, 2018

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Detroit Holiday Boutique Show.

Enclosed you will find helpful information to make your participation in our show successful.

We strongly urge that you give this manual to those having responsibility for your participation in the show.

DetroitHolidayBoutique.com

MARKETPLACE | **EVENTS**
Largest Home Show Producer in North America

SHOW MANAGEMENT

The Detroit Holiday Boutique Show is produced and managed by:

Marketplace Events

31105 Bainbridge Road, Suite 3 | Solon, OH 44139

Jean Sukys Show Manager

P: 888-248-9751 Ext. 114

jeans@mpeshows.com

Christie Elig, Exhibit Sales Consultant

P: 888-248-9751 Ext. 121

christiee@mpeshows.com

Kelsey Christopher, Show | Office Administrator

P: 703-775-0074

kelseyc@mpeshows.com

SHOW FACILITY

Suburban Collection Showplace

46100 Grand River Avenue | Novi, MI 488374

P: 248-248-5600

www.suburbancollectionshowplace.com

SHOW DECORATOR

Booth Furnishings: rental of tables, chairs, booth carpeting, signs, & labor

Art Craft Display

47220 Cartier Drive Suite B | Wixom, MI

P: (248) 380-0843

detr@artcraftdisplay.com

www.artcraftdisplay.com

ADVANCE ORDER DISCOUNT DEADLINE: Friday, November 21, 2018

UTILITIES

Electric, Telephone & Internet

BOCO Enterprises, Inc. 46100 Grand River Ave. Novi, MI 48374

P: 248-348-5600

F: 248-380-3005

OTHER CONTACT INFO

Any exhibitor sampling food or selling food must have the proper food service license. The license can be found here, <https://www.oakgov.com/health/services/Pages/Food.aspx>

QUESTIONS?

Contact Jean Sukys, Show Manager at Marketplace Events

Prior to Show: 888-248-9751 ext. 114 | On-Site 248-348-0012 | Email: jeans@mpeshows.com

MOVE-IN | MOVE-OUT DAYS AND HOURS

MOVE-IN DAYS AND HOURS

Wednesday	November 28, 2018	8:00am – 8:00pm
Thursday	November 29, 2018	8:00am – 8:00pm

Due to installations of carpet in the aisles, all large items must be placed inside your booth space by 4:00pm on Thursday, November 29th. YOU WILL NOT BE ABLE TO DRIVE ON TO THE SHOW FLOOR AFTER 4 PM on THURSDAY, NOVEMBER 29th.

Exhibitors can drive into Hall B during move in times on Wednesday and Thursday.

Exhibitors requiring forklift or drayage service should make arrangements with the Show Decorator prior to move in. Call Art Craft Display at (248) 380-0843 for verification of the rate for your particular needs or any other questions.

Move-in must be completed by 8:00pm on Thursday, November 28, 2018. **NO Friday AM setups allowed.**

MOVE-OUT DAYS AND HOURS

Sunday	December 2, 2018	5:00 pm – 10:00 pm
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NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL IT IS ANNOUNCED OVER THE PUBLIC-ADDRESS SYSTEM THAT IT IS PERMISSIBLE, LISTEN FOR THE ANNOUNCEMENT - IT WILL BE LOUD AND CLEAR!

Aisle carpet will be removed on Sunday night immediately after closing. After aisles are clear of carpet, vehicles may enter the building for loading of heavy items.

During Move-Out everything that your company brought to the Show must be removed or disposed of after the Show. If not, there will be a charge to your company for cleanup.

SHOW HOURS

Friday	November 30, 2018	10:00am - 9:00pm
Saturday	December 1, 2018	10:00am - 9:00pm
Sunday	December 2, 2018	10:00am - 5:00pm

***Exhibitors are welcome to enter the building (1) hour prior to show opening at 9:00am EST. If there is a need to come in before that time, please stop in the show office for approval.**

ACCOUNT BALANCES

Final payment for exhibit space must be made by November 27, 2018. *Show management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.*

EXHIBITOR BADGES

Exhibitor badges will be distributed by the exhibitor picking them up during move-in at the Exhibitor Registration Desk. Exhibitor badges are required to identify yourself as an authorized exhibitor. Exhibitors will not be allowed access during show days without a badge. All personnel working the show must be registered and supply credential/badges provided by Show Management for daily admittance to the show. Exhibitor badges are not required during move-in. Exhibitor badges are only for principals and employees actually working in the exhibit.

- Five (5) exhibitor badges are provided for each 100 square feet of space purchased, with a maximum allotment of 20 badges per company.

There will be a \$10.00 charge for each additional exhibitor badge ordered.

You are encouraged to drop off your badge each night at the Exhibitor Registration desk, so that your company does not run out of badges. Badges can be used one time per day.

Exhibitor badges MUST BE PRESENTED TO DOOR GUARDS STARTING AT 9:00AM November 30th, 2018 AND THROUGHOUT THE DURATION OF THE SHOW.

SHOW OFFICE

Our show office will open on Wednesday, November 28th at 8:00am EST. The Show Office will remain open through the end of the Show, on Sunday, December 2. The office is located next to concessions at the front of Hall B.

COMPLIMENTARY TICKETS

Ten (10) complimentary tickets per 100 square feet will be issued for each company. These will be mailed prior to the show. Maximum of 25 tickets.

If you need additional tickets, discounted tickets are \$6.00 each compared to the regular adult admission price of \$12.00 per ticket. **THEY ARE NOT FOR RESALE.**

COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW. *If complimentary or discounted tickets are given to visitors in these areas the exhibitor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.*

Use your tickets to invite potential customers to the show, as a thank you to good customers and for friends and family.

EXHIBITOR PARKING

There is sufficient parking space at the Exhibit Hall for exhibitors- however, **exhibitors MUST PARK ONLY AT THE BACK OF THE BUILDING (NORTH END).**

Exhibitors may purchase a **THREE DAY PARKING PASS** for only **\$7.00**. This represents a **50% savings over the regular daily parking fees**. This parking pass will permit your vehicle to enter and leave the Suburban

Collection Showplace lots, at will, during the three days of the show. (There is no charge for parking at the Suburban Collection Showplace during Move-In & Move-Out).

Faxed and **mailed** orders will not be accepted after Move-In begins on Nov. 29, 2017. They will have to be purchased on-site at the Service Desk. However, the discounted price will still apply up to the opening of the show on November 30, 2018. Regular rates will apply once the show has opened.

Parking Pass Request Form can be found on our website,

https://marketplaceevents.azureedge.net/sitefinity/docs/librariesprovider67/default-document-library/detroit-holiday-boutique-show-parking-passes-2017029f3e0da9a06e0abe1eff0000415d3a.pdf?sfvrsn=543f503d_0

WILL CALL

Will Call will be located at the Box Office.

Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST & LAST NAME for your guests.

EXHIBITOR BADGES ARE FOR EXHIBITORS, THEY ARE NOT TICKETS TO THE SHOW. THEY SHOULD NOT BE LEFT AT WILL CALL TO BE PICKED UP BY ATTENDEES OR PEOPLE WORKING IN YOUR BOOTH.

DECORATOR SERVICES

Art Craft Display is the show decorator and provides carpet, tables, chairs, cleaning, signage etc. Please order directly with them. These forms are available on our website, <https://detroitholidayboutique.com/exhibitor-kit>

FLOORING

Flooring is not included in the cost of your exhibit booth. **It is mandatory that all exhibit booths are carpeted or have some type of clean, professional-looking floor covering that covers 100% of the booth's square footage.** Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used. Visqueen must be placed on the floor before laying bricks, patios, mulch, etc. **Do not** drill holes, nail glue or affix flooring to the concrete floor. Any damage to the Indiana State Fairgrounds floor will be repaired at the exhibitor's expense.

TABLE COVERINGS

It is mandatory that all utility and folding tables are properly skirted. Skirting must go from the edge of the table to the floor on all VISIBLE sides. All skirting must be pressed and neat. **Use of plastic table cloths, sheets, shower curtains or any type of "makeshift" table cloths is not permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.



VEHICLES IN EXHIBITS

If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions.

- All vehicles must have a locking gas cap or gas cap sealed with tape and no more than 1/4 tank of gas in the vehicle.
- A set of keys must be left with Show Management for the duration of the show.
- All vehicle batteries must be disconnected and cables taped.

BOOTH INFORMATION, RULES & REGULATIONS

Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 8'. The drape color is Black. Aisle Carpet color is Red. Tables, chairs, etc. **are not included** with the cost of your exhibit booth.

The standard drape equipment is the property of the official show decorator. Their permission must be obtained to attach any materials to the drape or use it for any other purpose than a backdrop.

Staffing Your Booth

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

Demonstrations and Handouts

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management.

Booth Guidelines

Exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes back wall and sidewalls. If your display includes a sign attached to the back wall, you must get approval from show management and the following rules apply:

- TOTAL HEIGHT OF SIGN MUST NOT EXCEED 2 FEET FROM TOP OF DRAPE LINE

- Sign must be single sided, professionally finished on the back side and no PVC pipe allowed.

If you are using side walls as part of your display they must be completely finished on BOTH sides. No exposed wires or frames must be visible to your neighbor. Unfinished sides will be covered at the exhibitor's expense.

Signage

One 7" x 44" identification sign will be issued to each exhibitor. Your sign will read exactly as your booth was contracted. **NO UNPROFESSIONAL HAND DRAWN SIGNS ALLOWED.** These distract from your booth and the show.

If you should need assistance hanging a sign or banner, the show's official decorator, Art Craft Display, will be the exclusive sign hanging service for signs hung over 8' tall if approved by show management. Written permission from Show Management must be obtained or the show decorator will not hang your sign.

Christmas Decorations

Christmas Decorations are mandatory, add flair, increase sales, and add to the quality of the show. So, plan to decorate in the spirit of the holiday show. **Exhibits not properly decorated may not be invited back to future shows.**

Soliciting, Samples and Souvenirs

ALL FOOD SAMPLING MUST BE APPROVED BY SHOW MANAGEMENT

IT IS NECESSARY FOR FOOD VENDORS TO HAVE THE PROPER LICENSING NEEDED IN THE STATE OF MICHIGAN TO HAVE A TEMPORARY FOOD ESTABLISHMENT AT THE SHOW. FOR MORE INFORMATION, PLEASE CLICK HERE <https://www.oakgov.com/health/services/Pages/Food.aspx> OR VISIT OUR WEBSITE, www.detroitholidayboutique.com and click on Exhibitor Kit at the bottom of the home page.

Displays, demonstrations or distribution of samples, souvenirs, promotional material and soliciting of business **MUST BE CONFINED TO THE EXHIBITOR'S BOOTH SPACE, SUCH ACTIVITIES ARE NOT PERMITTED IN THE AISLES, RESTAURANTS, ENTRANCE AREAS, HALLWAYS OR OTHER EXHIBITS**

No calling, pulling, grabbing, etc. of visitors to booths will be tolerated and may lead to the immediate dismissal from the show. It is against show policy for any exhibitor or their mascots to sit, stand, hand out samples, literature, obtain leads, etc. in the aisles of the show, in restrooms, in concession areas, or outside the doors of the venue. This activity must be done inside the booth. **This is also meant to prohibit the handing out of literature from within your booth in such a way as to block or divert the flow of traffic.**

Noise Generated in Booth

If you plan to use items in your booth which produce sound you must keep the volume low enough, so your neighbors may freely talk with attendees. Any music used in your booth must be licensed or approved for public usage. **The use of voice amplifying device/microphones is allowed with prior approval from show management.**

Pricing Policy

To maintain the integrity and reputation of Detroit Holiday Boutique Show **we find it necessary to state out policy regarding "flea market" pricing tactics. Last day advertised "BLOWOUT" sales will not be tolerated.**

Shoppers on the first day of the show should expect to pay the same amount for an item as visitors on the last day. Also, if exhibitors sell the same or similar products it is not the responsibility of the show producer to mediate price wars. **This show is not a venue for wholesales or a Flea Market!!**

Sales Tax

Local Michigan Sales tax is 6%.

DEPARTMENT OF TREASURY STATE TREASURER GENERAL SALES AND USE TAX RULES SPECIFIC SALES AND USE TAX RULES (By authority conferred on the Department of Treasury by section 3 of 1941 PA 122, MCL 205.3) GENERAL SALES AND USE TAX RULES R 205.1 Sales tax licenses. Rule 1. (1) A Michigan sales tax license shall be obtained by every person selling tangible personal property at retail. A person shall not engage or continue in a business taxable under the sales tax law without securing a license, regardless of the amount of sales or the manner of obtaining goods for sale. An application for a license, before or at the time of beginning business, shall be made to the Michigan department of treasury on a form prescribed by the Michigan department of treasury. All licenses shall be displayed on the licensed premises.

Telephone & Internet Services

Telephone services are available at the Suburban Collection Showplace through BOCO Enterprises, Inc. (248) 348-5600. Wireless Internet is paid directly to the Suburban Collection Show with Service through BOCO Enterprises. To order prior to the show please contact (248) 348-5600 or tfreytag@suburbanshowplace.com. The link to order services is also available on our website, https://marketplaceevents.azureedge.net/sitefinity/docs/librariesprovider67/default-document-library/boco-enterprises-internet-and-connectivity-packetbd9e3e0da9a06e0abe1eff0000415d3a.pdf?sfvrsn=eb3e503d_0

Electric

The official show electrician is **BOCO Enterprises, Inc.** Their phone number is (248)348-5600. There will be an electrician on duty during limited show hours.

Order forms can be found on our website, https://marketplaceevents.azureedge.net/sitefinity/docs/librariesprovider67/default-document-library/boco-electrical-form-2016aa9e3e0da9a06e0abe1eff0000415d3a.pdf?sfvrsn=fc3e503d_0. You may also order all services online at www.SuburbanCollectionShowplace.com. Ample general illumination is provided in the hall; however, spotlights add special distinction to your booth.

All wiring must be installed by BOCO Enterprises, Inc. as they are the electric contractor and hold the contract for the Suburban Collection Showplace.

Cleaning

Exhibitors are responsible for the upkeep and cleaning of their own booths. You may order carpet-cleaning service from Art Craft Display.

During Move-Out everything that your company brings to the show must be moved or disposed of after the show. If not, there will be a charge to your company for cleanup.

SECURITY

Show Management provides 24 hour security with a reputable security provider, for the show floor during move-in, move-out, show hours and overnight. However, neither Show Management nor the Suburban Collection Showplace is responsible for lost, damaged or stolen articles. We encourage you to take all valuables with you when the show closes each evening. A tarp/sheet covering your booth after show hours goes a long way in securing your belongings.

Most thefts happen during move-in, move-out and within 30 minutes of show closing. Staff your booth accordingly and when the show does close, wait for the attendees to clear out.

Report anything of a suspicious nature to Show Management and/or Security. Leads can be followed up to avoid incidents of theft.

Ensure you are adequately insured.

INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Every reasonable precaution will be taken to protect exhibitors' properties, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes. Please refer to items #4 and 5 on your exhibitor contract/application or contact Show Management if you have questions.

EXHIBITORS MUST PROVIDE ADEQUATE INSURANCE FOR THEIR OWN PERSONNEL, EXHIBITS AND MATERIALS AGAINST ALL SUCH HAZARDS.

SHIPPING INFORMATION

Advanced Warehouse shipments will be accepted from October 29th through November 27th. Warehouse receiving hours are from 8:00 am – 4:30 pm., Monday – Friday. If required, provide your carrier with this phone number (248) 380-0843.

ADVANCED WAREHOUSE SHIPPING ADDRESS:

Exhibiting Company Name/ Booth #

Detroit Holiday Boutique

c/o Art Craft Display, Inc.

46100 Grand River Ave., Ste B

Novi, MI 48374

Onsite shipments will be accepted during move-in hours only. If any shipments are received before this date, you will be charged the Advanced Warehouse rates.

ON-SITE SHIPPING ADDRESS:

Exhibiting Company Name/ Booth #

Detroit Holiday Boutique

c/o Art Craft Display, Inc.
46100 Grand River Ave., Ste B
Novi, MI 48374

Post Show Shipping Documents

All outbound Bill of Lading paperwork must be turned into the Service Desk prior to your departure from the venue. If you do not have an outbound Bill of Lading, you may complete this document at the service desk after the show. Be sure that your carrier knows the **company name and booth number** when making arrangements for shipping your freight at the close of the show. Anything that is left behind in your booth that is not labeled for outbound shipment will be considered abandoned and deemed as trash.

If you have any questions, please contact detroit@artcraftdisplay.com. Please make arrangements to dispose of or store shipping crates with the show decorator.

Show Management is not responsible for your packages; please do not send packages before your arrival as you MUST be present to sign for them.

BUILDING REGULATIONS

PROMULGATION. BoCo Enterprises, Inc., the exclusive manager and operator ("Licensor") of the Facility has promulgated these Rules and Regulations ("Rules and Regulations"), pursuant to Section 9.2 of the BoCo Enterprises License Agreement ("Agreement") under which the Licensor has agreed to allow the Licensee to use certain areas ("Authorized Area") in the Facility during those times ("License Period") and for those purposes set forth in the Agreement. If there is at any time a conflict between the provisions of these Rules and Regulations and the provisions of the Agreement, the provisions of the Agreement shall control.

ADVANCE OR "CASH ON DELIVERY" SHIPMENTS. Licensor shall not accept any goods shipped to the Facility for the Licensee or any person claiming under the Licensee prior to the beginning of the License Period or during the License Period if any sum is to be paid to the carrier of such goods upon his delivery thereof. Notwithstanding the foregoing, the Licensor shall not be obligated to accept any goods shipped to the Licensee during the License Period except upon prior written consent to the Licensor. Licensor shall not be liable for any damage to said property, and the Licensee shall indemnify and hold harmless the Licensor for and against any claim of loss or of damage to said property and to any damage to other persons or property caused by said property.

RIGHT OF INSPECTION. Licensor reserves the right to inspect all cartons, packages, and containers brought into or out of the Facility.

PROPERTY OF LICENSOR. Licensee may not use or operate any equipment, furnishings, or other property of the Licensor without the prior written consent of the Licensor, and under no circumstances may Licensee remove said equipment, furnishings, or other property from the Facility.

DESIGNATED ENTRANCES. All persons, articles, exhibits, fixtures, displays, and property of any kind and description shall be brought into and out of the Facility only at and through those entrances and exits as the Licensor may designate from time to time.

RESTRICTED AREAS. Restricted areas of the Facility are labeled "Authorized Personnel Only", and only the Licensor shall have access to those areas.

IDENTIFICATION. All persons acting for or on behalf of the acting for or on behalf of the Licensee must wear an identification badge provided by the Licensee,

PUBLIC SAFETY. The Licensee shall not bring, or allow to be brought, into the Facility any material, substances, equipment, or object which may endanger the life of, or cause bodily injury to, any person in the Facility or which is likely to constitute a hazard to any other property therein. Licensor adheres to Section 28.4250 under Act 372 of the Firearms Laws of Michigan and therefore prohibits any concealed weapon on the premises. These restrictions apply to all Open Carry Firearms, as well.

PROHIBITION AGAINST FLAMMABLE MATERIALS. No flammable materials, such as bunting, tissue paper, crepe paper, etc., shall be used for decorations or advertising in the Facility. All such materials to be used for decorative or advertising purposes must first be treated with a flame-retardant, and such use shall be in accordance with all applicable federal, state, and municipal fire and safety rules and regulations.

PROHIBITION AGAINST FLAMMABLE LIQUIDS AND GASES. Licensee shall not, without prior written consent of the Licensor, put up or operate any engine or motor or machinery in the Facility or use oils, burning fluids, camphene, liquid oxygen, ethylene, propane, kerosene, naphtha, gasoline, or other flammable gases for either mechanical or other purposes or any other agent other than gas or electricity for illuminating the Facility. Said prohibition against the use of oils, gases, and gasoline will not apply to the use of fork lifts, motor drive vehicles, cranes, etc., necessary for the installation and removal of exhibits in the Facility but shall apply to the operation of any exhibit in the Authorized Area. Where any automobiles, trucks, or gasoline engines are to remain in the Facility during any portion of the License Period, the Licensee shall take the following precautions:

(a)All battery cables are to be disconnected and taped so as to avoid any possibility of emission of sparks therefrom;

(b)All gasoline tanks are to register in the Empty or E range on their gauges by order of the City of Novi Fire Marshall;

(c)In the event draining of tanks and refueling must be completed outside of the Facility. Fuel is to be removed or dispensed only with safety equipment approved by the Licensor;

(d)All gasoline tanks must be sealed with a locking type gasoline cap. If such a cap is not available, the tank must be sealed in accordance with all federal, state, and municipal fire and safety regulations;

(e)All liquid propane tanks are to be removed from the Facility during any portion of the License Period.

NOTE: Added to these Rules and Regulations and made a part hereof, is the Novi Fire Marshall requirements. All occupants will need to follow the B.O.C.A. fire protection code.

SMOKING. Smoking is prohibited in the Facility at all times.

EMERGENCY EQUIPMENT. Fire-fighting and emergency equipment shall not be blocked or obstructed under any circumstances. This includes fire hose and fire extinguisher cabinets, fire pull and alarm boxes, and all entrances and exits to first aid facilities within the Facility.

MOTORIZED VEHICLES. No motorized vehicle shall be operated on any carpeted or tiled areas in the Facility under any circumstances,

USE OF CARTS. Carts or dollies with steel wheels are not permitted in any carpeted or tiled area in the Facility. In motion, all crates moved in and out of the Facility must be handled in a manner to maximize the protection of and minimize the risk of damage to all carpeting, painted surfaces, door fixtures, etc.,

USE OF TAPE. Licensee and all its exhibitors, is strictly prohibited from using any unauthorized style of tape or adhesive substance on any surface within the facility, including the "show floor". Duct tape, plastic double-sided tape, or masking tape is specifically prohibited! Only cloth-backed carpet tape is allowed - the acceptable type of tape is available for purchase from the Service Desk during move in hours.

CRATE STORAGE. The Licensee shall remove all crates, packaging and related materials from the Authorized Area prior to the beginning of the Show Period set forth in the Agreement.

ADVERTISING. All advertising of the exhibition or performance to be given in the Authorized Area for which the license set forth in the Agreement was given shall be accurate and true in all respects, and the content of all such advertising must first be supplied to the Licensor for its review and comment before it is, by any means, published.

BROADCAST RIGHTS. The Licensor reserves all rights and privileges for outgoing radio and television broadcasts originating from the Facility during the License Period.

RECORDING. No visual or audio recording of any type or kind, including photographic imaging, shall be made in the Facility without the prior written approval of the Licensor. The Licensor reserves the right to charge the Licensee an additional charge to be paid in accordance with the provisions of Article ID of the Agreement for that privilege.

FIRE DEPARTMENT. The Fire Department may exercise its right to assign a fire detail to the premises during open show hours. The financial responsibility shall be with the Licensee.

ATTENDANCE CAPACITY. The Licensee shall not admit into the Facility a larger number of persons than the Facility can accommodate, as determined by federal, state, and municipal fire and safety rules and regulations. Furthermore, the Licensee shall not admit into any Authorized Area a larger number of persons than can freely and safely move about therein. The decision of the Licensor, in its sole discretion, shall be final in this respect.

LIVE ANIMALS. The Licensee shall not permit any live animal, reptile, fish, or bird to enter, nor suffer the same to remain in the Facility unless it is a properly and safely muzzled "seeing eye" dog accompanying a blind person or is an animal, reptile, fish, or bird which the Licensor has in writing expressly consented to allow in the Facility. All such animals so admitted must at all times remain on a leash, within a pen, or under similar control.

EXHIBITOR'S CONTRACTS. The Licensee shall have valid, properly executed and compatible written contracts with all performers and exhibitors who are to use the Authorized Area under the Licensee's right to use such, and the Licensee shall submit the same upon demand to the Licensor.

PERFORMANCE AND EXHIBIT APPROVAL. The Licensor retains the final right to approve every performance and exhibit offered in the Facility and in no event shall any such performance or exhibit take place if the Licensor objects to such.

REFUND OF TICKET REVENUE. Licensor retains the right to determine whether the price of tickets will be refunded for cause, in keeping with the Licensor's policy of retaining the public's goodwill.

ANNOUNCEMENTS. Licensor reserves the right to make announcements during all intermission periods relating to advertisement Facility attractions, and at any time such other announcements as the Licensor deems necessary in the interest of public safety.

TOURS. Licensor reserves the right to conduct public tours of the Facility and Authorized Area therein during the License Period in such a manner as to minimize any interference with the Licensee's use thereof.

SOLICITATIONS. No collections or donations, whether for charity or otherwise, shall be made, attempted, or announced in the Facility without the prior written approval of the Licensor,

LOST ARTICLES. Licensor shall have the sole right to collect and have the custody of all articles left, lost, or checked in the Facility by persons attending any performance, exhibition, or entertainment given or held in the Facility, and the Licensee shall not collect or interfere with the collection or custody of such articles.

KEYS. All Facility keys required by the Licensee during its use of the Authorized Area under the terms of the Agreement may be obtained from the Licensor, must be returned to the Licensor at the end of the License Period, and are subject to a ten-dollar (\$10.00) deposit per key.

PARKING. Licensor reserves the right to change the per vehicle parking fee to notice to the Licensee.

Exhibitor Parking: All exhibitors must park in the designated exhibitor parking area only, which may be by way of an off-site shuttle program at a location to be determined by Licensor. All exhibitors will be allowed free access in and out of the parking lot during move-in and move-out periods only. No vehicles will be allowed in the lot overnight. Violators will be towed at owner's expense. Licensee agrees that this Exhibitor Parking Areas may be designated at an off-site location by Licensor and accommodated via a shuttle system.

Exhibitor Parking Permits: Exhibitor Parking Permits allowing unlimited access in and out of the parking lot are available through the Licensor at a reduced rate, Fees paid for parking prior to the purchase of an Exhibitor Parking Permit will not be credited toward the purchase price of an Exhibitor Parking Permit All Exhibitor Parking Permits must be purchased no later than the close of the first day of an event. Exhibitor Parking Permits must be prominently displayed on the dashboard of the vehicle.

Parking Areas: Licensor shall attempt to provide as many parking spaces on-site as possible. In the event that the amount of on-site parking spaces will not be sufficient for Licensee's projected attendance, the Licensor shall attempt to coordinate additional parking areas off-site, the use of which may require the implementation of an off-site shuttle program which will be utilized in the event that the on-site parking falls short of the

required amount. The acceptability and determination of whether or not to proceed with arrangements with the adjacent property owner's parking area or the development of the on-site temporary parking area would remain solely with the Licensor, but, in any event, the Licensor and Licensee shall coordinate a mutually acceptable off-site shuttle program.

MEETING ROOMS. Meeting Rooms, unless licensed as part of the Authorized Area, may be rented at an additional charge.

LOADING DOORS. Licensee shall provide, at the Licensee's expense, a door operator designated and approved by the Licensor for the operation of loading doors within the Authorized Areas. Licensee shall be financially responsible to replace or repair doors if damage occurs, during the License Period.

CLEARANCE REQUIREMENTS. Clearance requirements for combustible materials from hanging gas-fired heating units within exposition area: Five feet (51 from any side of the heating unit; Six feet (61 from the bottom of the heating unit.

HANGING SIGNS, BANNERS AND STREAMERS. No hanging signs, banners, streamers or other types of materials will be allowed directly under the heating units and the same shall maintain the appropriate distances as identified in #34 above.

HELIUM BALLOONS. Helium balloons are specifically banned from use in the areas of the exposition center serviced by these hanging gas-fired heating units.

MOVE IN /MOVE OUT HVAC CONTROL. For move in and move out days the HVAC system for the exposition halls will be set in UNOCCUPIED MODE which is the minimum temperature needed to sustain the facility. If you wish to have the HVAC system moved to OCCUPIED MODE, there will be additional fees incurred.

MOVE IN/MOVE OUT LIGHT LEVELS. For move in and move out days the Lights in the Expo Halls will be set at half strength which is the minimum needed. If you wish to have the lights moved to full strength on move in and move out days, there will be additional fees incurred.

COMPLIANCE. Exposition manager in cooperation with local officials, reserve the absolute right to take whatever steps are necessary to insure the strict adherence to these provisions, and if any costs are incurred to provide compliance, these costs shall be the responsibility of show management

- **If you have any additional questions regarding the show, please contact us at 888-248-9751 ext. 114.**

