

# General Information , Rules and Regulations

## **Contract Rules and Regulations:**

The 2017 Great Lakes Fruit, Vegetable and Farm Market Expo is sponsored by the Michigan State Horticultural Society and Great Lakes Vegetable Council hereinafter referred to as "GL Expo".

1. All charges for exhibit space must be paid in full by the dates set on the application. **Exhibitors who are not "Paid in Full" by the convention date will not be allowed to move-in.**
2. No refunds given for space not occupied. Requests for cancellation must be in writing & received by date stated on the contract.
3. Should the Trade Show be canceled, postponed or abandoned, the limit of claim for damages and / or compensation to the exhibitor shall be the return of the amount already paid for the space only. Should the Trade Show be curtailed or abandoned in part, the limit of claim for damages and / or compensation to the exhibitor shall be the return of the prorated amount the exhibitor already paid for space for the cancelled portion of this specific event.
4. If an exhibitor does not follow the rules and regulations set by GL Expo, then this contract will be terminated. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit the amount paid for space rental, regardless of whether or not GL Expo enters into a further lease of the space involved.
5. GL Expo reserves the right to refuse rental of display space to any company whose display of goods or services is not likely to be, in the opinion of GL Expo, compatible with the general character and objectives of the exhibition.
6. Whenever possible, space assignments will be made by GL Expo in keeping with the preferences as to location requested by the exhibitor. GL Expo, however, reserves the right to make the final determination of all space assignments.
7. Move-In will start for Equipment booths on Sunday from 8 AM - 5 PM and resume on Monday from 8 AM - 6 PM for everyone.
8. No exhibitor shall assign, sublet or share the space allotted with another business unless approval has been obtained in writing from GL Expo.
9. The general rule of the exhibit floor is: **Be a Good Neighbor.** No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has contracted with GL Expo, no part of DeVos Place and its grounds may be used by any organization other than GL Expo, for display purposes of any kind or nature. Sound presentations, slides or movies will be permitted if turned to conversational level and if not objectionable to neighboring exhibitors.
10. All exhibitors must conform to the size of their space and not be arranged as to obstruct the view or interfere with exhibits of others or shall any portion of an exhibitors display extend into the aisle. All non-equipment booths will be confined to a maximum height of 8'. All displays over 4' in height must be confined to the area of the space that is no more than 4' out from the back drape line. Displays requiring greater depth or height may arrange with management for space on the perimeter. **Displays can't block the view of the other booths in that aisle.**
11. GL Expo reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by the GL Expo. GL Expo reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any such changes.
12. The exhibitor is solely responsible to receive verbal or written authorization to hand out samples of their products or to sell or distribute food products and provide refreshments and snacks in their booth.
13. Exhibitors must agree to conform to the rules & regulations of the DeVos Place. These rules are on file in the general office of the Building and in your Exhibitor packet.  
No exhibit or signs may be pasted, nailed, or otherwise attached to the doors, walls, etc. Cost for repairing any damages to the convention center will be billed to the responsible exhibitor.
14. Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exhibition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.
15. GL Expo will not be responsible for any injury, loss or damage that may occur to the exhibitor's, employees or property from any cause whatsoever unless such injury, loss or damage is caused by the active negligence or willful act of GL Expo. The GL Expo will not be liable for any injury, loss or damage which may be sustained by any person who may be on the premises leased to the exhibitor, or watching, observing or participating in any demonstration or exhibit or exhibitor, unless such injury, loss or damage is caused by the active negligence or willful act of GL Expo. If the GL Expo is held liable for any event resulting from exhibitor's action or failure to act in any matter whatsoever, exhibitor shall reimburse GL Expo and hold it harmless from any resulting liability.
16. Exhibitor should, at its sole cost and expense, procure and maintain during the term of this contract, the following insurance:
  - A. Public liability insurance against claims occurring in or upon or resulting from the premises leased. Such insurance should include contractual liability and product liability coverage, with combined single limits of liability for bodily injury and property damage of not less than \$1,000,000 per claim. Such insurance should also include the GL Expo as additional insured. Be prepared to furnish a certificate of insurance if requested.
17. We will make reasonable efforts to provide adequate protection for exhibitors' merchandise and displays. Be aware that the building cannot be made totally secure when the facility is being used for an exposition. Each exhibitor must take responsibility for the security of all items in his/her display. We can provide safe over-night storage for small items delivered to us at the time of daily closing of the Trade Show. Make arrangements in advance. If you have a loss, please let us know at the time the loss is discovered, not afterwards.
- 18.\* The official closing time of the Trade Show is 1:00 p.m., Thursday, December 7, 2017. **No displays may be removed prior to the official closing. Every exhibit must be operational during the entire Trade Show.** Tear down can begin at 1:10 pm through 8 pm. on Thursday.  
\* **Deadline for removal of all display materials in Main Hall is Friday, December 8, 2017 by 12:00 noon.**  
\* **Deadline for removal of all display materials in Farm Market & More Hall is Thursday Dec. 7<sup>th</sup> by 5pm.**  
Any fees charged for non-removal by DeVos Place are the sole responsibility of the exhibitor.
19. Art Craft Display is the official exposition (decorator) company for the GL Expo. Any additional furnishings, accessories, tables, draperies, signs or lighting needs are to be ordered through them. These are, in addition to what is already provided with your booth. Their form is in your packet to place additional orders. Internet, phones & special electrical needs are ordered through SMG/DeVos Place. Your standard (1) outlet is included for you through the booth rental, but must show as needed or not, on the "Booth Items" form that will be included in the exhibitor packet.
20. The Exhibiting Company and / or its representatives are responsible for any and all debts incurred for all exhibit costs, fees, charges and any violations of these Rules and Regulations.
21. All points not covered herein are subject to settlement by the Show Management.