

Exhibitor Regulations

Assignment of Space

Assignment of space will be made on a first-come first-serve basis. The American Society of Military Comptrollers (ASMC) reserves the right of final decision and the right to amend floor plans or relocate exhibits as necessary. If a company does not occupy purchased space by the opening of the hall, ASMC reserves the right to use the space in any manner deemed in the PDI's best interest. This use does not relieve the company's responsibility for space fee.

Liability

A) Neither ASMC nor its agents will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees, guest of, or property from any cause. Under no circumstance will ASMC be liable for failure to perform its obligations under this contract as a result of strikes, riots, war, Government regulation, acts of God or any other cause beyond its control. Anyone visiting, viewing or otherwise participating in the Exhibitor's exhibit is deemed to be the invitee or licensee of the Sponsor. The rights of the ASMC under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of the sponsor. This contract shall be governed by Denver law.

B) The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save ASMC and the Colorado Convention Center (CCC) and its employees and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installations, removal, maintenance, occupancy or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the CCC and its employees and agents.

C) In addition, the Exhibitor acknowledges that neither ASMC nor the CCC maintains insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

Responsibilities of ASMC

- A) ASMC will provide security during the hours that the exhibit area is closed.
- B) ASMC will provide space and recognition as outlined in the PDI Sponsorship Guide.

Responsibilities of the Exhibitors

- A) The Exhibitor is responsible for damage to property. No signs or other articles may be attached to walls, floors, etc., in such a manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws, or any other device which would damage or mar them.
- B) Exhibits must be self-contained within the booth area assigned; and no chairs, furniture or exhibit materials are to be placed outside the booth area, nor set up in such a manner as to block any aisles or exits.
- C) Exhibitors displaying equipment where there is a possibility of oil dripping or other foreign matter must provide a tarpaulin, or other adequate protection to the floor.
- D) Exhibitors must set up and dismantle at the designated times.

- E) Exhibitors must abide by union jurisdictions.
- F) Exhibitors must maintain presence during all exhibit hours, and only during exhibit hours.
- G) Exhibitors may not pack or dismantle their booths before 3:45pm on Thursday, May 31, 2018. Violators will be subject to a penalty fee.
- H) Exhibitor may not use copyrighted music in the exhibit hall without obtaining the appropriate licensing.

Booths

Back and sidewall draping, one six-foot skirted table, two chairs, and identification sign are provided as part of your booth package. Booths are 10' x 10' units or multiples thereof and are arranged in a straight line. The back wall of any construction in a linear booth shall not exceed 8' in height including signage. All display material is restricted to a maximum height of 4' in the front half or the front 5' of the booth and a maximum of 8' in the rear half or the rear 5' of the booth. Side dividers will be 36" high. Additional booth furnishings may be obtained, at the Exhibitor's expense, from the official decorator. Labor to help Exhibitors erect and dismantle their exhibits must also be obtained through the official decorator. A complete Exhibitor's kit (instructions for paperwork, furniture, freight handling, labor, electrical and other services) will be provided to each Exhibitor approximately 60 days prior to the event by the official decorator.

Objectionable Displays

Displays shall not be obtrusive, noisy, or otherwise objectionable, nor shall they violate municipal, state or federal laws, rules or regulations, including safety codes.

Use of Exhibit

Exhibitor shall not assign, sublet or share the allotted space without the knowledge and written consent of ASMC. Exhibitors must display only the goods manufactured or dealt in by them in their regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area. The ASMC reserves the right to restrict exhibits which become objectionable, and also to prohibit or to move any exhibit which, in the opinion of the ASMC, may detract from the general character of the Institute. The reservation includes persons, things, conduct matter, and anything of a character which the ASMC determines is objectionable. In the event of such restriction or removal, the ASMC shall not be liable for any refund or other exhibit expenses.

Cancellation Policy

All cancellations must be received in writing by March 31, 2018 and are subject to forfeit of 20% deposit. Sponsorships of promotional items may not be cancelled after such time as the promotional item has been ordered.

Agreement on Conditions

Each Exhibitor, for himself and his employees, agrees to abide by these conditions and by subsequent amendments and additions thereto; it being understood and agreed that the sole control of the Exhibit Hall rests with the ASMC.