

# APCO Atlantic Chapter Conference

Leading forward, into a bright future



Sea Crest Beach Hotel  
350 Quaker Road  
North Falmouth, MA 02556  
November 11, 2019 - November 13, 2019

## Exhibitor Contract and Exposition Rules and Regulations

### **Booths:**

Booths are 8' x 10' each with 8' back-drop and 3' high side rails. Rental fee includes one 6' draped table, 2 folding chairs, 1 electrical outlet, wastebasket and an exhibitor sign. No deductions are given for unused items.

Two full registrations are included with each booth space rental. Additional passes may be purchased.

The entire exhibit hall is carpeted.

The maximum crate size that will fit into the exhibit hall is 6'6" wide x 7' high.

We are limited to a maximum of 57 booths for this conference.

### **Sponsorships:**

Sponsorships are available and encouraged for the events held within the exhibit area as well as other promotional opportunities.

Contact the Conference Chairperson for more information.

### **Conference Chairperson:**

Charlene Fisk  
cafisk@nortonmaus.com  
508.216.4717

### **Host Facility:**

Sea Crest Beach Hotel  
350 Quaker Road  
North Falmouth, MA 02556  
Danielle Barber  
508.737.5674

### **Terms:**

All payments for this conference are due in full by September 27, 2019 and **Early Payment discount payments must be received by May 31, 2019.** . APCO-Atlantic Chapter will not be responsible for delivery delays or loss.

No contract will be in force until signed by the exhibitor, paid in full and acceptance confirmed by 2019-Chapter Conference Committee.

### **Preliminary Exhibit Hours and Activities:**

|             |                                 |                      |
|-------------|---------------------------------|----------------------|
| Sun Nov 10  | Set-up                          | 1 PM to 6 PM         |
| Mon Nov 11  | Set-up                          | 7AM to 10 AM         |
|             | Booth Inspection:               | 9:45 AM              |
|             | <b>GRAND OPENING</b>            |                      |
|             | <b>Exhibits Open</b>            | <b>10 AM to 5 PM</b> |
|             | <b>Non-competing hours:</b>     |                      |
|             |                                 | <b>10 AM to 1 PM</b> |
|             |                                 | <b>4 PM to 5 PM</b>  |
| Tues Nov 12 | <b>Exhibits Open:</b>           | <b>9 AM to 2 PM</b>  |
|             | <b>Non-competing hours:</b>     |                      |
|             |                                 | <b>11 AM to 2 PM</b> |
|             | <b>Exhibit tear-down</b>        |                      |
|             |                                 | <b>2 PM to 8 PM</b>  |
|             | <b>THE EXHIBIT AREA MUST BE</b> |                      |
|             | <b>100% VACATED BY 8 PM</b>     |                      |

**Cancellation:**

Exhibitor space may be cancelled up to 35 days prior to the opening date of the conference. Refunds of previous payments cannot be made for cancellations on or after September 27, 2019. In case the exhibition is not held for any reason whatsoever, the rental and lease of space to exhibitor shall be terminated, in which case the claim limit shall be the pro rata amount paid.

Cancellation refund requests must be made in writing to the Conference Chairperson.

**Payment or Set-Up Failure:**

In the event the exhibitor fails to install their display within the time limit set for the opening of the exhibition, or fails to pay the space rental at the time specified, the Conference Chairperson shall have the right to take possession of said space and resell same or any part thereof.

**Rules and Regulations:****Assignment of Space:**

Assignment of booth space will be held on a first come first served basis.

The Conference Chairperson reserves the right to relocate exhibit areas for the benefit of the exhibitor, or the betterment of the association.

**Agreement:**

By submitting payment for booth space, the exhibitor agrees to abide by the rules and regulations and all amendments thereto and the decisions of the Conference Chairperson. Exhibitors agree that if they fail to meet the specified timetable for payment of booth space, their reserved space may be cancelled or moved as the Conference chairperson deems best.

**Policy Administration:**

These Exhibition Rules are part of the contract between the exhibiting firm and APCO-Atlantic Chapter. The Conference Chairperson shall have the sole authority to interpret and enforce these rules. All matters not covered by these regulations are subject to the decision of the Conference Chairperson. All decisions so made shall be as binding in all parties. The exhibiting firm or its representative who fails to observe these conditions or contract may be excluded from the exposition without refund.

**Compliance:**

Each exhibiting firm agrees to comply with all federal, state and local laws and ordinances applicable to the space leased, and also such rules and regulations as may be deemed necessary by the Conference chairperson and/or the exposition facility.

**Enforcement:**

Enforcement of all exhibition rules is the responsibility of the Conference Chairperson.

**Access to Exhibit Areas:**

At all times, every person, including temporary workers must wear an identifiable and acceptable 2018 Atlantic Chapter Conference badge. After-hours work will not be allowed for any reason. No admittance into the exhibit hall will be allowed outside of the designated hours, unless specifically granted by the Conference Chairperson. Except when special permission is granted by the Conference Chairperson, everyone must vacate the exhibit area within one-half hour after the official closing time of the exhibit.

In no case will anyone, other than the exhibitor using a space or Conference staff, be permitted to enter a booth space without the permission of the booth exhibitor or Conference staff. Exhibitors violating this rule may be immediately expelled from the remainder of the conference at the sole discretion of the Conference Chair and without refunds.

Photography by anyone, other than exhibitors taking pictures of their own booths, must be limited to show periods and taken from the aisle. In no case shall pictures be taken inside another vendor's booth.

**Attendance:**

Exhibit space must be staffed by exhibiting firms' representatives during all times when the exhibition is officially open. The firms' representatives are required to wear exhibitor badges at all times.

**Change of Venue:**

If for any reason the Conference Chairperson deems it necessary to change the location of the conference/exhibits, APCO-Atlantic Chapter reserves the right to reassign all booth space as the Association deems best.

**Extenuating Circumstances:**

APCO-Atlantic and APCO-International will not be responsible for delays, damage, loss, increased costs or other unfavorable conditions caused by labor disputes, work stoppages, government order, emergency, or other circumstances beyond their control.

**Violations:**

The Conference Chairperson reserves the right to limit or terminate any hospitality function if it violates exhibition rules.

**Display Restrictions:**

The Conference Chairperson reserves the right to restrict displays which because of noise, methods of operation, or materials, become objectionable, and to prohibit or remove any displays which, in the opinion of the aforementioned, detract from the general character of, or the appearance of, the exhibition. Exhibits which include the operation of noise making apparatus must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors and their visitors, and must be approved by the Conference Chairperson. Demonstrations found to be objectionable because of noise levels, or blocking traffic flow, may be shut down.

The Conference Chairperson may require an exhibitor to make changes in its exhibit if, in the Conference Chairperson's opinion, the exhibit does not conform with prevailing standards of good taste or interferes with the rights of other exhibitors. If a demonstration results in spectators in the aisle or in neighboring booths, the Conference Chairperson may request modification or elimination of the presentation.

No exhibitor shall assign, sublet, or share the space without the consent of the Conference Chairperson. Exhibitors must display goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by the Conference Chairperson.

**Announcements and Signs:**

Exhibiting firms' signs identifying activities not part of the overall conference or exhibition shall be permitted only within the exhibitor's booth or a location approved for this purpose by the Conference Chairperson.

**Hospitality Suites, Conflicting Activities and Solicitations of Contributions:**

Exhibiting firms' hospitality suites or other activities that would attract attendees may not be open during any official conference event. Solicitations for contributions by exhibitors must be pre-approved.

**Public Policy:**

Each exhibitor is charged with full knowledge and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety as related to the exhibition facility.

**IRS Restriction on Sales in Exhibits:**

In accordance with IRS Revenue Rulings 75.516, 75.517, 75.519 and 75.520, no firm or organization is permitted to engage in direct sales or order taking within the exhibit areas.

**Fire Safety:**

All existing fire codes must be complied with. If there are any questions, contact the Conference Chairperson or facility representative.

**Indemnification:**

The exhibiting firm shall indemnify APCO-Atlantic Chapter, APCO-International, the official contractors, and facility management against, and hold them harmless from, any complaints, suits or liability from negligence of the exhibiting firm in connection with exhibiting firm's use of exhibit space.

**Installation and Removal of Exhibits:**

All displays must be erected and open for viewing by the date and hour of the official inspection by the Conference Chairperson. Goods received after the opening on the exhibition must be delivered to the booth at pre-arranged times other than official exhibit hours. Goods and materials used in any display (except bona fide samples), may not be removed from the exhibit hall or any area before the exhibition has been officially closed without the prior approval of, and with an official pass issued by, the Conference Chairperson. The deadline for removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment at such time. The Conference Chairperson reserves the right, with no liability whatsoever for damage, spoilage or loss, to dismantle, dispose of, store and clear from the premises any display material, goods, property or merchandise of any exhibitor who has failed to comply with the above requirement, or in order for such work to be done at the sole expense of the exhibitor.

**Liability and Insurance:**

Every reasonable precaution will be taken by the Conference Chairperson to protect property during installation, show period, and removal. However, APCO-Atlantic Chapter, APCO-International, nor the Conference Chairperson will be responsible for or guarantee to the exhibitor the safety of exhibit material or other personal property against fire, accident, theft or loss, or destruction from any cause whatsoever. The Conference Chairperson has taken all reasonable precautions against loss and will provide security service throughout the duration of the conference. However, the exhibitor assumes all responsibility for damage or loss to his/her exhibits and for damage caused by his/her exhibit to the property or rights of other parties, including injury to the Sea Crest. Small and valuable material is to be packed away each night. If insurance is desired, it is the responsibility of the exhibitor. All property of the exhibitor will remain in his/her custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the exhibition. Exhibitors are advised to carry appropriate liability insurance against the personal injury and property of others. The furnishing of watchmen by the conference is deemed to be a courtesy to the exhibitor and shall not be understood or interpreted by exhibitors as a guarantee against loss or damage to exhibits during this event.

**Variations:**

All requests for variations in the APCO-Atlantic Exhibition Rules and Regulations must be received in writing by the Conference Chairperson at least 30 days prior to the first move-in date. No variation of any kind will be permitted without the prior written approval of the Conference Chairperson. This approval or disapproval will generally be responded to within 30 days of its receipt, but in no case later than 30 days prior to the exhibit opening. Sketches and/or engineering drawings illustrating the variation should accompany such requests when appropriate.

# Booth Rental Application:

8' x 10' Booth Space, as described in contract..... \$ 750.00 per booth

Early Payment Discount: **PAID IN FULL** by May 31, 2019..... -\$ 50.00 per booth

Subtotal: Cost per booth..... \$ \_\_\_\_\_

Times total Number of Booths..... x \_\_\_\_\_

**TOTAL BOOTH RENTAL..... \$ \_\_\_\_\_**

Additional Exhibitor Registrations at \$159 for APCO Members  
& \$189 for non-members..... \$ \_\_\_\_\_  
(Note: 2 Full registrations are included with each booth rented)  
(Please: For security purposes, these badges can only be used by exhibitors, not attendees)  
(Complete attached Exhibitor Badge Registration form also)

**Deposit:** A minimum 25% deposit is required to hold your booth location selection...\$ \_\_\_\_\_

**BALANCE DUE by September 30, 2019.....\$ \_\_\_\_\_**

**Make Checks Payable to: 2019-APCO Atlantic Chapter Conference**

**Note: Exhibit Booth Fees may be made by Credit Card! Click link to make Credit Card Payment:**

**Mail Contract & Checks to: 2019-APCO Atlantic Chapter Conference**  
C/O David J. Diamond  
526 Thousand Oaks Drive  
Brewster, MA 02631

Company: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_

|  |
|--|
| <p><b>Booth Selection.</b><br/>Please list 1st, 2nd and 3rd choices below:<br/>1st _____ 2nd _____ 3rd _____<br/><br/>(Subject to revision as per attached contract)</p> |
|--|

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signed by: \_\_\_\_\_ (Printed Name) \_\_\_\_\_  
Signature

**AGREEMENT:** By submitting this application for booth space, the exhibitor agrees to abide by the rules and regulations and all amendments thereto and the decisions of the Conference Chairperson. Applicant agrees that if they fail to meet the specified timetable for deposits or payment of desired booth space, their unreserved space may be cancelled or moved as the Conference Chairperson deems best.

# 2019 APCO Atlantic Chapter Conference

## EXHIBITOR BADGE REGISTRATION FORM

Please use this form to pre-register your company's attendees.  
Exhibitors receive 2 "Full Conference" Badges per booth paid in full.  
Additional "Exhibitor Badges" may be purchased at \$159 for APCO Members & \$189 for non-members.

Passes are not assignable to anyone than employees or agents of the exhibiting company.  
These passes may not be used by non-exhibiting attendees under any circumstance.  
You may duplicate this form for each additional booth space you have reserved.

**Exhibitor Name:** (Must match booth registration name):

**FULL Conference Badge:** APCO No.: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**FULL Conference Badge:** APCO No.: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_