

## VDTA•SDTA Trade Show 2018 - Charlotte March 24-26

Reserve your exhibit space today to participate at  
The International Marketplace for the Vacuum and Sewing Industries.

Please review the attached contract for exhibit space rental for 2018. Exhibits will be in B and C.  
The trade show days are Saturday, Sunday, Monday, March 24 - 26. Exhibitor setup is on March 22 and 23.  
Specialty classes will begin on March 23.

Unfortunately, we will not hold your space without a signed contract and a deposit for that space.

There are some great sponsorship opportunities available. For information contact our office and speak to Craig.  
800-367-5651 or [craig@vdta.com](mailto:craig@vdta.com).

# Exhibit Rules & Regulations - Saturday, Sunday, Monday, March 24-26, 2018

The rules and regulations of the VDTA•SDTA hereinafter known as the Show Management, and those of the Charlotte Convention Center govern exhibits, displays and presentations to be held at the Charlotte Convention Center, Charlotte, NC.

YOUR CONTACT FOR ANY QUESTIONS WILL BE:

VDTA•SDTA, 2724 2nd., Des Moines, IA 50313,  
Phone: 515-282-9101 • 800-367-5651 • Fax: 515-282-4483

1. INDEMNITY & INSURANCE. Exhibitor agrees to protect, save and hold the Show Management and the Charlotte Convention Center and all agents and employees thereof forever harmless for any damages or charges imposed for violations of any law ordinance, to the extent occasioned by the negligence of the Exhibitor or those holding under the Exhibitor. Exhibitor shall comply with the applicable terms and conditions contained in the agreement between the Charlotte Convention Center and the Show Management regarding the exhibition premises. Exhibitor shall at all times protect, save and hold harmless the Show Management and the Charlotte Convention Center against and from any and all losses, costs (including reasonable attorney fees), damage, liability, or expense arising from, or out of or by reason of any accident or bodily injury or by reason of said Exhibitor's occupancy and the use of the Exhibition premises or part thereof.

The Show Management and the Charlotte Convention Center cannot assume responsibility for the safety of property of any Exhibitor, its officers, agents or employees from theft, damage by fire, accident, other causes, but will use all reasonable care to protect them against such loss. In all cases, occupants wishing to insure their property does so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set up or dismantled, to protect them against loss.

**2. This is a competitive product show. Please do not display in any manner, derogatory or inflammatory information about any other exhibitor. It is unnecessary, does not look professional to our attendees, and does not represent the ideals of the Association or the industry.**

3. ADMISSION POLICY - EXHIBITOR PERSONNEL. Badges may be requested only for personnel in your employ that will staff your exhibit booth. All persons attending must be registered. Should any exhibitor fraudulently register, as being a representative of their firm, any individual who is not actually connected with their firm, Show Management reserves the right to cancel the privileges extended without liability or obligation to the exhibitor. Badges are restricted to official registrants: Exhibitors, Conference Participants and invited guests of VDTA•SDTA.

4. FAILURE TO COMPLY. If the Exhibitor or Booth Occupant fails to install a product or display in the assigned space, or fails to man the space, or fails to pay the rent, or fails to comply with any other provision of this agreement, Show Management shall have the right without notice to the Occupant to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions as may reasonably mitigate its direct damages arising from such failures, and the Occupant agrees to pay any respective deficiency in payment or any other direct loss or damage suffered by the Show Management to the extent directly resulting from such failure to comply.

5. SUBLEASE OR SHARED SPACE. The Exhibit Occupant will not assign or sublet assigned space or any part thereof without prior written consent of the Show Management, and agrees that no sign, placard or names shall be placed in or about the space herein leased or upon the printed list of Occupants or Directory of the Exposition, except such as identify the Occupant or his service or products, that no products or

services other than his own will be displayed in said space without the prior written consent of the Show Management, and that all displays, shall be subject to the approval of the Show Management.

6. MANAGEMENT. Should it be deemed advisable to transfer the management of the Conference or any part of it to a separate corporation set up by the Management for that purpose, the Management reserves the right to assign this agreement to such corporation with written consent of the exhibitor.

7. RULES. The Management shall make rules and regulations and amend the same from time to time, and shall have exclusive final determination in the matter of the interpretation and enforcement of all such rules, regulations and amendments. Every agreement and representation must be in writing and signed by the Show Management to be binding, and this agreement cannot be altered, modified or cancelled by the Exhibit Occupant without the written consent of the Show Management.

8. EXHIBITS. If deemed necessary for best interest of the show, Show Management reserves the right to move exhibits at its discretion, prior to show and with or without the exhibitors' knowledge.

9. BILL OF RIGHTS FOR FELLOW EXHIBITORS. No exhibit should be set up so its arrangement or manner of presentation will obstruct or interfere with the general view or rights of any other displays. No exhibit shall extend beyond the official floor plan dimensions or into an aisle. Verbal announcements, phonograph or tape recording, radios, closed circuit or videotape TV, sound-slide presentations, motion pictures, or other attention-getting devices are prohibited if objectionable to adjacent Exhibitors. Approval from the Show Management should be obtained in advance in order to avoid disappointment.

10. INSTALLATION OF EXHIBITS.

Move-in: March 22 and 23, 2018 from 8 AM - 8 PM. Booth must be completely installed by end of day on March 23, 8 PM.

11. DISMANTLING. Exhibitors may not dismantle booths or do any packing before 12 PM (Noon), Monday, March 26.

12. SECURITY. Security guard service will be furnished continuously by the Show Management in the exhibition hall. During set up, the security guards will patrol and observe. Until the official conference opening, they will limit entry to persons possessing an Exhibitor or Staff badge. Badges will be available at the convention registration desk.

**13. RIGHT TO PRIVACY. Cameras, audio, and video recording equipment are prohibited in exhibition area, unless given permission by the Show Management.**

14. The Contract shall be construed and interpreted under, and governed and enforced according to the laws of the state of IOWA.

15. FORCE MAJEURE. Show Management shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restriction, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of the Show Management.

16. EXHIBIT PAYMENT. A minimum of 50% of the total booth rental fee (non-refundable) must accompany a signed contract to hold any space. Anyone with advertising balances overdue by 30 days or more on their account will not be allowed to exhibit until all balances are paid in full.

**Any company who cancels exhibit space for any reason after November 30, 2017 will still be liable for all contracted balances due on exhibit space.**

## Exhibit Rules & Regulations cont.

Exhibit Construction, Decoration, Signs, Etc. – Exhibitors are solely responsible for the safety of their exhibits. The Exhibitor and its display company remain solely liable for the safety of their exhibit. Exhibitors must comply with all regulations published by Show Management, laws, regulations, and ordinances in force in the exhibit facility, city of Charlotte, the state of North Carolina, and the United States.

Special Electrical, Cleaning, Catering Services, Etc. - For insurance, safety and security purposes, electrical, cleaning, catering, sign hanging, drapage, and other special services needed by individual Exhibitors are provided only when the Exhibitor orders and agrees to pay for them from the exclusive suppliers authorized to provide such services listed in the Exhibitor Manual.

Floor Plans - Show Management publishes floor plans that are provided by the exhibit facility and are believed to be correct.

Americans with Disabilities Act - Exhibitors must be in full compliance with the Americans with Disabilities Act.

Amendments - Show Management shall make or amend these rules as deemed necessary by the Association for the safety and integrity of the show.

### Height Restrictions

Standard Booth – Maximum height is 14 feet. This 14 foot height may be maintained on the side wall of your booth up to a distance of 5 feet forward from the back wall of your booth. The remaining length of the side wall may not exceed 5 feet in height.

Peninsula Booth backed by a row of standard booths – For a peninsula booth backed by a row of standard booths, the back wall can be 12-14 feet in the center of the back wall and must be no higher than 4 feet for 2 feet on either side of center.

Peninsula Booth sharing common back wall with another peninsula - Where two peninsula booths share a common back wall with no standard booths in between, the maximum height may be 14 feet in all areas of the booth, including back wall.

Island Booths – The maximum height for all island booths may be 14 feet in all areas of your booth. There are no limitations on the number of solid walls for your island booth although we do ask that you be courteous to your neighbors.

Perimeter Booths - A perimeter booth, (a linear booth found on the edges of the show), may exceed the 12 -14 foot height restriction at the back wall only with the permission of Show Management and is limited to not more than 16 feet. Requests to exceed the 12-14 foot height restriction must be received in writing by Show Management at least four weeks prior to the opening of the Show.

Hanging Signs – Hanging signs must be a minimum of 16 feet from the floor. This is measured as the minimum distance between the bottom edge of the sign and the show floor.

Show Colors - Pipe & drape must be official show colors unless permission is granted by Show Management.

**Due to Fire Marshall regulations, when specialty booths are built, we suggest you submit a proposal to VDTA SDTA for Fire Marshall approval BEFORE the booth is built.**

Third Party Contractors – Must provide a certificate of insurance to:

- 1) VDTA SDTA, Attn: Show Manager, 2724 2nd Ave., Des Moines, IA 50313 • Fax: 515-282-4483 AND
- 2) The official show contractor: Shepard Exposition, 1531 Carroll Drive NW, Atlanta, GA 30318 • Phone: 404-720-8610 • Fax: 404-720-8755  
Website: shepardes.com

**Only EXHIBITORS & VDTA • SDTA STAFF will have access to the trade show floor during setup hours. Booth staff must display badges at all times during set-up. All booths shall be fully staffed during show hours.**

#### Exhibit Move-In Hours

Thursday, March 22 8 AM - 8 PM  
Friday, March 23 8 AM - 8 PM

#### Exhibit Tear Down Hours

Monday, March 26 12 PM - 8 PM

#### Exhibit Hours --- NOTE NEW TIMES/DAYS

Saturday, March 24 10 AM - 6 PM  
Sunday, March 25 10 AM - 5:30 PM  
Monday, March 26 9 AM - 12 PM (Noon)

*\*\*All schedules subject to change*

**NOTICE:** Exhibitors MUST check in at the convention registration desk before 5 pm if they plan to set up after 5 PM.

You may not be allowed into the building if you fail to check in prior to 5 PM. Later setup must be pre-arranged with Show Management.

VDTA•SDTA RESERVES THE RIGHT TO RELOCATE ANY BOOTH FOR ANY REASON DEEMED NECESSARY.

### Freight Shipments

The convention center cannot accept advance shipments. All freight should be directed to the official show service contractor. Late freight accepted could be charged an additional fee.

### Freight Handling - for union facilities

All work involved in the loading and unloading of all trucks, trailers & common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment is under union jurisdiction. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting & assembly of machinery and equipment, as well as the reverse process.

An exhibitor may 'hand carry' material provided they do not use material handling equipment to assist them. When exhibitors choose to 'hand carry' material, they will not be permitted access to the loading dock/freight door areas.

Exhibitors are expected to comply with the union requirements and regulations in effect.

### Exhibit Labor/Union Labor

**If the facility is a union facility, you must obey the union regulations.** You MUST obey the regulations for material handling, labor, etc. All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel is under union jurisdiction. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

### Admission Policy - Exhibitor Personnel

Admittance badges may be requested only for employee personnel who are to staff your exhibit booth.

All persons attending the convention must be registered. Should any exhibitor fraudulently register someone as being a representative of their firm who are not actually connected with their firm, management reserves the right to cancel the privileges extended without liability or obligation to the exhibitor.

**There is absolutely NO SMOKING permitted on the trade show floor or in the building.**