



## GENERAL INFORMATION, RULES AND REGULATIONS

**MANAGEMENT** - This show is sponsored and managed by the Contractors Association of West Virginia, The West Virginia Society of Professional Engineers, The West Virginia Utility Contractors Association and The American Institute of Architects-WV. The word "Management" used herein shall mean the sponsors.

**RULES** - Each prospective exhibitor is required to sign the official application and contract for space in the Exhibition. By doing so, he subscribes to the General Information, Rules and Regulations. A copy of Expo display rules and regulations is available upon request.

**PAYMENT** - Space is priced at \$650 per Booth for one to five Booths; and \$550 per Booth for six or more Booths. You may deduct \$50 per Booth if payment is received before January 15, 2008. **Full payment must be included with contract for it to be considered valid or to receive the discount.** Booth space cancelled after confirmation will cost exhibitor one-half of the total amount up to February 15, at which time the fees are non-refundable and all such space will be unconditionally released for reassignment to others. Subletting of exhibit space is prohibited without the written consent of EXPO Management.

**ASSIGNMENT OF SPACE** - Will be made by Management in keeping with exhibitor's preferences insofar as it is possible.

**LIABILITY OF EXHIBITOR** - Exhibitors shall accept all liability (damage, loss or accident) which might ensue from any cause in connection with transfer, installation, maintenance, display or removal of exhibits. Although uniformed guards will be utilized, neither Management nor the Charleston Civic Center will accept responsibility for theft or damage. Exhibitors are encouraged to insure themselves against all losses and claims.

**INSTALLATION AND DISMANTLING** - Exhibitors will begin installing their exhibits at 8:00 a.m. on March 18, 2008 and all exhibits must be removed by 11:00 a.m. on March 21, 2008. **The exhibitor agrees to not start dismantling the exhibit until after 2:00 p.m., March 20, 2008.** Violators are subject to discipline by the Expo Committee. Some heavy equipment exhibits will require move-in on Monday, March 17, 2008.

**DAMAGE TO EXHIBIT HALL** - Exhibitor will be held financially responsible for damage to Civic Center caused by exhibitor representatives. No signs or materials may be fastened to building walls, floor, ceiling, doors, windows, etc. and no equipment should be painted inside without the expressed consent of Management and exhibitors shall be responsible for any resulting damage.

**SAFETY PRECAUTIONS** - All materials and installations must conform with the requirements of building and inspection authorities having local jurisdiction. All flammable materials must be flameproofed before being taken into the Hall. Weight restrictions on exhibits may apply. All exhibit materials must be located within the booth and protected by safety guards where necessary.

**EXHIBIT DESIGN** - Standard drape background and side partitions will be furnished by Management. So that aisles are unobstructed, exhibits must be arranged so that they are completely within the allotted booth space. Ample space must be provided within the booth for all exhibit personnel. The exhibit must conform to the size of the space and must not be of such a character or arrangement to obstruct the view or interfere with the other exhibits. Management reserves the right to reject any display which, in its opinion, may detract from the overall appearance and marketability of the Expo, or which interferes with other exhibits, or which is not in keeping with the general theme of the Expo. Expo display rules and regulations are available upon request.

**LABOR** - Rules and regulations for union labor are made by local unions and these regulations may be changed at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with the regulations. All reasonable attempts will be made by Show Management for exhibitors to use their own personnel in constructing or dismantling displays, except electrical wiring before it reaches the booth outlets, and plumbing before it reaches final connection in exhibitor's booth. Any drayage or shipping fees are the responsibility of the exhibitor.

**FOOD SERVICE** - The serving of food and/or beverages in exhibitor booths is forbidden without written consent of the Show Management. When food and/or beverage is served, its purchase and distribution must be made in accordance with contractual agreements of Management, the Charleston Civic Center and Distinctive Gourmet.

**CONTEST, GAMES, PRIZES OR LOTTERIES** - Contest, games, prizes, or lotteries are absolutely prohibited unless fully explained in writing and submitted to Management for approval at least two weeks prior to the show. Management reserves the right to make final judgment in the best interest of the show.

**LIABILITY** - The Management will employ reputable, competent guards and will take every precaution to safeguard the exhibitor's property. However, the Management will not be liable for loss or damage to the property of the exhibitor or his representative or employees from theft, fire, accident, or other cause. The Management will not be liable for injury to exhibitors, their employees, or third persons, or for damage to property in their custody, owned or controlled by them, or for property owned or controlled by third persons, which claims for damages, injuries, etc., may be incident to or arise from, or be in any way connected with their use of occupation of display space and the exhibitor shall indemnify, save, and hold the Management harmless against any such claim, or damage, and shall pay and indemnify the Management for any cost or expense, inclusive of counsel fees, arising from any such claim.

**REGISTRATION AND ADMISSION** - The Expo is designed for personnel actively involved in engineering, architecture and construction. Exhibitors will be furnished with invitations for their customers. No one will be permitted in the Exhibit Areas without a badge. Advance registration will be available for both exhibitors and visitors, and is encouraged. Registration will also be available at the door.

**GENERAL** - All matters and questions not covered by the General Information, Rules and Regulations are subject to the decision of Management, and any amendments or additions shall upon reasonable notice be as equally binding on all parties affected.