



Vermont Business & Industry EXPO May 26 & 27

Vermont Business & Industry EXPO 2010 Exhibitor Policies

General Policies Regarding Exhibitors

EXPO Management reserves the right to refuse organizations and businesses as exhibitors for any reason or as it deems necessary.

An organization or business may share its booth display space with one other organization or business with prior EXPO Management approval, plus a 10% surcharge. Both organizations and/or businesses will receive exhibitor benefits.

A not-for-profit association may share its booth space with its members so long as the membership is present solely to promote the association's mission and not its own businesses or organizations. Only the not-for-profit organization will receive exhibitor benefits.

Exhibitor shall not assign, sublet or share the space rented without the prior knowledge and prior written consent of EXPO Management. Exhibitor must show only goods or services manufactured or dealt in by it in the regular course of business.

Discounts offered to Vermont Chamber members may be revoked if the exhibitor cancels its membership between the time of registration and the close of the show.

EXPO Management reserves the right to restrict or prohibit exhibits that are determined in its sole discretion, to be objectionable because of noise, method of operation, safety, materials, or for any reasons which may relate to, among other things, persons, things, conduct, or printed matter. EXPO Management may also restrict or prohibit, with or without giving cause, any exhibit that in its opinion may detract from the general character of the exhibition as a whole. In the event of such restriction or prohibition, EXPO and its Management shall not be liable for any refunds or other exhibit expenses.

No person under 16 years of age will be admitted unless accompanied by an adult.

Exhibition Rules & Regulations

Exhibitor agrees to appoint a duly authorized representative to have responsibility for its exhibit, and agrees that said representative, or someone authorized by Exhibitor, shall be in attendance at its exhibit during the hours EXPO is open. Exhibitor Identification Badges must be worn at all times.

Only firms or organizations assigned exhibit space may solicit business within the exhibit area and hand out promotional material.

Exhibitors may not solicit business or hand out promotional material outside of their assigned exhibit space (including, but not limited to, aisles and parking lots).

No items may be kept in the aisles, entrances and exits in the Conference Center.

No industrial machinery will be allowed on the second floor. Industrial machinery must be approved by EXPO Management and meet Sheraton Conference Center specifications.

Carpeting for booths/table-top display spaces will be provided by show management. No heavy adhesive tape may be used on the carpet.

Contests and drawings are permitted; however, it is the responsibility of Exhibitors to notify winners.

Order taking is permitted; goods, however, may not be delivered at the exposition, other than premium item giveaways.

The Show Hours are Wednesday, May 26, from 10:00 a.m. to 5:00 p.m. and Thursday, May 27, from 9:00 a.m. to 4:00 p.m. Your booth must be staffed at all times during the show.

Exhibits and materials shall not be disassembled before 4:00 PM on Thursday, May 27, 2010. If a booth is disassembled prior to this time, the Exhibitor may not participate the next year. All exhibits must be removed from the Sheraton Burlington Hotel & Conference Center by 7:00 p.m. on May 27, 2010.

Exhibitors must leave booth/table-top display space in the same condition in which it was found. All boxes, crates, pallets, brochures, etc., must be removed. A fee will be assessed if trash is left in the booth/table-top display space.

Exhibitors must abide by the rules and regulations set forth by the chosen venue (including, but not limited to, fire codes).

Exhibitors that do not comply with the above rules and regulations are subject to omission from any future Vermont Business & Industry EXPO at the discretion of EXPO Management.

Exhibition Display Requirements

No display shall exceed the dimensions of the space in which it is located. Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit booth. Exhibitors with exhibit booths encompassing more than one booth space should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitations outlined in the following configurations are intended to accomplish the above goals.

STANDARD IN-LINE BOOTHS: The back wall of a standard in-line booth display is limited to 8' in height and a depth of 4'. All display fixtures and accessories (including but not limited to book racks, instruments and foliage) over 4' in height, not to exceed 8' maximum, must be confined to that area of the exhibitor's space which is within 4' of the backline. Display material in the remaining booth display space must not exceed 4' in height. This applies to single and double booths.

MULTIPLE STANDARD BOOTHS: In an exhibit that contains three or more linear booths, the interior booths are permitted to contain display material over 4' in height -- with a maximum of 6' in height -- which must be confined to that area of the exhibitor's space which is within 6' of the backline of the booth. The end booths of such an exhibit must conform to the standard booth restrictions (listed above) of 4' display area from the backline of the booth.

TABLE-TOP DISPLAY AREAS: The table-top size booth is limited to a 6' x 2' display space. A 6' table will be provided for your use; or you may use a floor model display unit, but you cannot exceed the dimensions of the allowable space. Tables are not available for use with floor model display units and you must notify EXPO Management in advance should you plan to use a floor display. Do not plan on hanging banners, etc. behind your display. To avoid problems during exhibit set-up, notify EXPO Management with any questions.

EXPO Management reserves the right to make exceptions to the above requirements at its discretion, so long as those exceptions do not interfere with the sightline of any other exhibition spaces.

Cancellations & Refunds

Cancellation of a contract for space by exhibitor at any time may result in loss of monies paid and does not relieve exhibitor of its obligations to make payment in full in accordance with Exhibitor Application & Contract. EXPO may use cancelled space as it sees fit.

If an exhibitor's written notice of cancellation is received 90 or more days prior to the opening of EXPO, and if EXPO is completely sold out, and if the cancelled space is re-rented, then, and only then, shall EXPO provide a refund to the exhibitor, less 50% of the full value of the cancelled space. All monies received or receivable, and not subject to refund, shall be retained as liquidated damages.

Under no circumstances will a refund be made if cancellation is made less than 60 days prior to EXPO. Should EXPO be cancelled or postponed by reason of an act of god, war, terrorism, catastrophe or other occurrence or event beyond the control of EXPO Management, exhibitor will be refunded only that portion of its payment which remains after payment by EXPO of all expenses and losses caused by such cancellation or postponement, at the discretion of EXPO Management.

Management Liability

Neither EXPO, EXPO Management, or the Vermont Chamber of Commerce, or its agents or employees, shall be liable for any damage to the property of or loss of business to Exhibitor or any person using its allocated space, or for any loss by theft or other means. Exhibitor, on behalf of itself, its employees, agents, servants, customers or guests, any person using Exhibitor's allocated space, or his or its employees, agents, servants, subcontractors, customers or guests, expressly releases and discharges EXPO, its officers, employees, agents, and servants, from any liability whatsoever, on account of any matter or thing arising out of, incident to, or connected with the said EXPO. In any event, EXPO's liability arising out of any kind of legal claim (whether in tort, contract, or otherwise) in connection with the exhibition will not exceed the price paid by exhibitor to rent the space.