

# Exhibitor Rules and Regulations

## IVMA Exhibit Hall

<p><b>Contract for Space:</b> The application for space and the formal notice of assignment constitutes a contract for the right to use the space allotted. In the event of fire, strikes of other uncontrollable circumstances, the contract will not be binding.</p>	<p><b>Who May Register:</b> All exhibitors <i>must</i> be employees of the company exhibiting at the IVMA Annual Meeting. A company may <i>not</i> register another company's representatives with their exhibit booth.</p>
<p><b>Exhibit Space:</b> Exhibit space shall be an 8' x 10' or 8' x 8' booth. The Exhibit Hall lends itself to excellent flow for exhibitors and customers. The IVMA will provide exhibit booth decoration, including draped backdrops, side rails and identification sign (company name). Additional display equipment (i.e. chairs, tables, etc.) may be rented from the official decorator. – Geo E. Fern Co.</p>	<p><b>Hours of Exhibit:</b> Move-in may begin on Thursday, February 3, 2011, from 3:00 p.m. until 7:00 p.m. and on Friday morning from 7 – 8 a.m. Exhibit hours will be from 8:45 a.m.- 5:30 p.m. on Friday, February 4, 2011 and 8:45 a.m.- 5:00 p.m. on Saturday, February 5, 2011. <b>There will be no exhibit hours on Sunday.</b> Hours are subject to change.</p>
<p><b>Use of Space:</b> (1) No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of the IVMA Executive Director. Aisles must be kept clear. Exhibitor must comply with all safety, fire and health requirements during move-in, operation, and move-out. (2) IVMA does not endorse the products or services of the companies who exhibit during the Annual Meeting. (3) The IVMA reserves the right to refuse or revoke acceptance of applications for exhibits in its sole and absolute discretion. The IVMA shall have the right to require the dismantling of any exhibit or part of exhibit which, in their opinion, is not suitable to or in keeping with the character or purpose of the Annual Meeting.</p>	<p><b>Dismantling:</b> Exhibitor expressly agrees not to dismantle his/her exhibit or do any packing before the closing hour of exhibit which is 5:00 p.m. on Saturday, February 5, 2011. Prior tear down of exhibits will not be permitted.</p> <p><b>Liability:</b> The IVMA, any officers or staff members of the same, will not be responsible for the safety or the property of the exhibitors, their agents or employees, from theft, damage of fire, accident or other cause, but will use reasonable care to protect the exhibitor from such loss. Exhibitors wishing to insure their goods must do so at their own expense.</p>
<p><b>Exhibit Contractor:</b> Geo E. Fern Co. is the official decorator for the meeting. An exhibitor kit will be mailed to each exhibitor from Geo E. Fern Co. Information about ordering electrical, shipping, extra furnishings, etc. will be supplied in the exhibitor kit.</p>	<p><b>Responsibility:</b> It is the responsibility of the exhibitor to be fully familiar with these rules and regulations and to see that each member of the firm attending the IVMA Annual Meeting, whether as exhibitor personnel or registrant or both, is familiar with these rules and regulations.</p>
<p><b>Assignment of Space:</b> All dimensions and locations of the booths on the enclosed floor plan are believed, but not warranted, to be accurate. IVMA reserves the right to make modifications to the floor plan as deemed appropriate. Space is assigned on a first-come-first-served basis. <i>No space is assigned without the official contract and full payment of the exhibit fees.</i></p>	<p><b>Exhibit Fee:</b> Fees are set based on booth location. The fee is due when the contract for exhibit space is submitted. <b><i>In order to be included in conference materials, contract and fee are due no later than <u>September 1, 2010.</u></i></b></p>
<p><b>Conduct of Business:</b> Cash sales are permitted in the Exhibit Hall. Orders for future delivery of products are permitted and encouraged.</p>	<p><b>Assistance:</b> If exhibitor requires a reasonable accommodation or auxiliary aid to participate in this meeting, please contact the IVMA office.</p>
<p><b>Exhibitors without Exhibits:</b> After paying the minimum booth rental fee, a company may register one or two representatives without having an exhibit.</p>	