

BAAA TRADE SHOW RULES & REGULATIONS

Date: Thursday, May 9, 2019

Show Hours: 4:00 p.m. – 8:00 p.m.

Florida State Fairgrounds **Entertainment Hall (NEW for 2019)**

4800 US Highway 301 North Tampa, FL 33610

THEME: STAR WARS: Awaken Your Force Within (black, silver, yellow)

ASSIGNMENT OF SPACE: BAAA will attempt to make assignments of space guided by Exhibitor's priorities based on requirements of individual Exhibitors, and by their choice of locations. BAAA reserves the right to rearrange the floor plan and/or any exhibit in a fashion which is, in the sole discretion of BAAA, in the best interests of the Trade Show.

PAYMENT: Online credit card and check payment is accepted. Please mail checks to 19031 N. Dale Mabry Hwy. Lutz, FL 33548. **Final payment of all booths is due by April 26, 2019.**

RENTAL OF SPACE: Includes the following exhibit equipment: 6-foot high drape backwall; 38-inch drape side rails; plus a sign featuring the Exhibitor's name. Providing security service is not to be interpreted by Exhibitors as guaranteeing them against loss or theft of any kind. With the contract for a Super Booth, Double Booth or Regular Booth Exhibitors will be provided with the draped space selected, one (1) 6-foot table, two (2) chairs and a wastebasket. See Exhibit Layout for booth sizes. With the contract for a Table Top, Exhibitors will be provided with one (1) 4-foot table, one (1) chair and a wastebasket. When contracting for a Table Top these qualifications must be met: Products displayed must be placed on table top only (i.e., brochures, small items, small samples). No products may be placed in area around Table Top.

THE DECORATOR: The Trade Show decorator is Gulf Coast Expo. They will send out Trade Show packages that include a list of services they will provide for the Trade Show. If you have any questions about decor, contact them at 813-915-8066.

ELECTRICITY/WIFI: If you wish to have electrical service please call Gulf Coast Expo at 813-915-8066 in advance of the Show.

USE OF EXHIBIT SPACE: Exhibitors agree not to assign or sublet any space allotted to them without prior consent of BAAA, not to display equipment other than those manufactured or carried by them in the regular course of business, not to place any name signs or courtesy card on any equipment loaned to them for demonstration purposes unless the supplier of such equipment is also an exhibitor in the Trade Show. Exhibitors agree that there shall be no more than 6 exhibitor representatives present in a regular booth, 8 in an oversize booth and 12 in a super booth at any time, and no more than two representatives for one tabletop. **Additional exhibitor badges can be purchased for \$10 each by emailing tradeshow@baaahq.org.**

NO DEMONSTRATIONS OR PROMOTING IS PERMITTED OUTSIDE OF THE EXHIBITOR'S

ASSIGNED PLACE: No person, firm or organization not having regularly contracted with Trade Show Management for the occupancy of space in the exposition will be permitted to display or demonstrate its products, processes, or services, distribute advertising materials in the hall or corridors, or in any other way occupy or use the facilities for any purpose inconsistent with the Rules and Regulations.

INSURANCE: BAAA shall not be responsible for any loss, theft or damage to the property of the Exhibitor's employees or representatives. Further, BAAA will not be liable for damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of the use or occupancy of the exhibit space by the Exhibitor or his assigns and the Exhibitor shall indemnify and hold harmless the Trade Show Management from all liability which might ensue from any cause whatsoever. If the Exhibitor's material fails to arrive, the Exhibitor is nevertheless responsible for his space rental. Shielding from chips, sparks, strong light, smoke or any toxic substance must be complete. Safety markings, masking, flagging or railings must be placed on any projection or other objects where attendees could not injure themselves. No storing of flammable material is allowed behind any backwall or between two backwalls.

MOVE IN AND MOVE OUT: Move in time is 9:00 a.m. – 2:30 p.m. Any company whose booth is not set up by 2:30 p.m. will not be allowed to show in the Trade Show. Move out time is 8:05 p.m. – 12:00 Midnight. Please do not break down your booth before 8:05 p.m. Everything must be removed from the facility by 12:00 midnight.

CANCELLATION: If the Management should be prevented from holding the Trade Show by reason of any cause beyond its control (such as, but not limited to, damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the Exhibitor to occupy his space due to cause or causes beyond its control, then the Management has the right to cancel the Trade Show or the Exhibit with no further liability to the Exhibitors other than a refund of the space rental. Booth cancellations after April 19, 2019 will not be refunded.

ARRANGEMENT OF EXHIBITS: Exhibits shall be arranged to not obstruct the general view nor hide the exhibits of others. Plans for specially-built displays not in accordance with the terms and conditions of this agreement shall be submitted to the Trade Show Management before construction is ordered. No display material exposing an unfinished surface to neighboring exhibits or an aisle will be permitted. All exhibits must face forward.

REGISTRATION: Each Exhibitor is required to submit Exhibitor names for special name badges. Exhibitor name badges must be worn at all times prior to the Trade Show and during Trade Show hours. Registration policies and procedures shall be under the exclusive control of the Trade Show Management at all times.

RESTRICTIONS: The Management reserves the right to restrict exhibits which, in the opinion of the Management, because of noise, vibration, glaring or flashing lights, method of operation, or any other reason, become objectionable, and also prohibit or evict any exhibit which may detract from the general character of the Trade Show. This reservation includes persons, things, conduct, printed matter, or anything the Management judges to be objectionable.

COMPLIANCE: The Exhibitor assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized Local, State and Federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Trade Show is held. Exhibitors are solely responsible for complying with all copyright /trademark regulations.

FOOD AND BEVERAGES: No food or beverages may be served or distributed in the exhibit area without written approval of Trade Show Management. No alcohol of any type may be served. Concessions for food and drink will be available for purchase.

HANDLING, SHIPPING AND STORAGE: You may handle your own exhibit at most sites. If you arrange special rigging, you must coordinate this with Gulf Coast Expo. If you must have your display shipped to the site, please try to coordinate it to arrive one day prior to the show. Ship to: For BAAA Trade Show Florida State Fairgrounds Entertainment Hall 4800 US Highway 301 North Tampa, FL 33610 Please do not ship your displays to the BAAA offices.

MISCELLANEOUS: Helium may be allowed in the Trade Show Hall for the inflation of balloons with Trade Show Management approval. Helium tanks must be secured in the manner regulated by law. No smoking will be allowed in the Trade Show Hall at any time. There will be designated smoking areas outside the Trade Show Hall.

THE MANAGEMENT: The Exhibitor agrees that the Rules and Regulations of the Trade Show are made part of this agreement and that said Exhibitors agree to be bound by each and all of these Rules and Regulations. Management shall have the full power to interpret and enforce all terms, conditions and Rules and Regulations in the manner which is in the best interest of the Show.