



**RULES AND REGULATIONS FOR EXHIBITORS**

Assignment of tabletop space by Vicon Publishing, Inc. will be considered as accepted unless rejected within ten (10) days from written notification of space assignment. The contract may not be cancelled without penalty after acceptance of space assignment.

- 1. Each exhibiting company understands that the exhibit space is tabletop only. No free standing displays will be allowed on the floor, if this is violated you will be asked to adjust or remove your display. Please also note height restrictions on tabletop exhibitor agreement page 2.
- 2. Each exhibiting company shall designate an official on-site representative. False certification of individuals as exhibitors; employees/representatives or misuse of the TurnKey Conference badges to assist unauthorized persons to gain entrance to meetings or exhibit areas shall annul the right to enter or occupy space in the conference and exhibit areas. No exhibitor may assign, sublet, or apportion the whole or any portion of space allotted, or permit any firm not exhibiting to solicit business or take orders in his/her space. Canvassing or distributing advertising matter outside the exhibitor's own space is not permitted.
- 3. Exhibitor badges must be worn whenever a representative is in the exhibit area. All personnel representing the exhibitor or his or her agents on the exhibit floor during installation and dismantling must be properly identified.
- 4. Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated tabletop space, or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The show management reserves the right to inspect the quality of the appearance of each tabletop prior to show opening.
- 5. Vicon Publishing, Inc. makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment, and display at all times.
- 6. Noise producing apparatus must be muffled so that it does not interfere with other exhibitors.
- 7. Exhibitors may not display or utilize live animals in any manner.
- 8. No combustible decorations are allowed.
- 9. Exhibit must be in place prior to opening of exhibition hall.
- 10. It is expressly understood and agreed between the exhibitor and Vicon Publishing, Inc. and its agents that Vicon Publishing, Inc. shall be under no liability for loss of, or damage to, goods or property of exhibitors and each exhibitor on signing a space contract expressly releases Vicon Publishing, Inc. from such and the exhibitor will hold harmless and indemnify Vicon Publishing, Inc. against all claims of liability which may arise or accrue by reason of the exhibitor's use of the tabletop assigned.
- 11. All work in connection with the exhibits requiring hired labor must be performed by personnel skilled in the appropriate trades.
- 12. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floor or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.
- 13. Smoking is prohibited in the exhibit area.
- 14. Recording devices such as cameras and video equipment are prohibited in the exhibit area.
- 15. All exhibitors agree not to remove materials from the exhibit tabletop or exhibit area before the exhibit area is officially closed.
- 16. There are no refunds for cancelled tabletop space(s) after December 31, 2010.
- 17. Any exhibitor shall be subject to eviction without refund if this contract is violated.

**DISPLAY AGREEMENT**

This form acknowledges that all exhibitors have been made aware and agree to the following guidelines pertaining to **tabletop** display regulations.

Company name: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT:** Keep a copy of this agreement for your records. Fax the completed agreement to TurnKey Conference 603-672-3028. Or mail to: TurnKey Conference, Vicon Publishing, Inc., 4 Limbo Lane, Amherst, NH 03031. For questions about an accounting matter, contact Christine Kingsley at [ckingsley@viconpublishing.com](mailto:ckingsley@viconpublishing.com). For general exhibitor questions, contact Sharon Coddington at [scoddington@viconpublishing.com](mailto:scoddington@viconpublishing.com)