

1. A 50% deposit is required to reserve booth space. After December 31st your balance must be paid in full to keep your reserved booth space. Full payment is required to reserve a booth after December 31st.
2. No refunds will be made if spaces engaged are not used, nor will any refund be made for space used only part of the time. If I or any representative of my group do not meet and abide by the regulations at the show I will be asked to stop operations and not be eligible for a refund.
3. All charges for exhibit space must be paid in full prior to occupancy by exhibitor unless you have a house account with the Times Union with pre-approval by Show Management.
4. Booth choices and competitor placement is not guaranteed, although best efforts will be made to accommodate requests.
5. Exhibit booths must be staffed at all times throughout the show by qualified representatives of the exhibitor. Exhibitors are also expected to keep their booths attractive and clean throughout the course of the show.
6. If you plan to make retail sales at the show you are required by the New York State Tax Department to have a New York State Sales Tax Certificate. To obtain an application for a New York State Sales Tax Certificate, call 1-800-225-5829. Please note it takes approximately 20 business days to process requests.
7. Liability for loss, theft, property damage or destruction and personal injury:
 - A. Exhibitor hereby waives any and all claims against the show management, their agents or representatives resulting from loss, theft, damage, or destruction to its property, or from personal injuries to it, its agents, and/or employees.
 - B. Exhibitor assumes full and complete responsibility for any damage that may occur when moving exhibit material in or out of facility, or destruction of property of others, or exhibitors participating in the consumer show, Exhibitor hereby waives any right of indemnification which it may have against the show management, their agents or representatives for any and all claims arising from exhibiting.
8. Insurance: It is expressly acknowledged that the show management has not purchased insurance of any kind for the benefit of the exhibitor, nor is it under any obligation to do so.
9. No part of any exhibit or any signs relating theretofore, shall be pasted, nailed or otherwise attached to the walls, doors, etc., without the written approval of show management and in any way as to deface same, damage arising by failure to observe these rules shall be paid by the exhibitor. PLEASE NOTE: Exhibitors must use measures to protect the exhibit hall, exhibit booth partitions, tables, chairs, wall columns, and floors from all damages. The exhibitor will be held responsible and charges by the facility for any damage to their equipment, building, ground, or for clean-up caused by paint, grease, oil abrasives, or excess debris left in exhibitor's space. Show management has the right to dismantle and pack any property exhibitor has failed to pack by move-out deadline, or may order such work to be done, at the sole expense of the exhibitor. The Show Management shall have the right and the authority to clear such property from the exhibit premises, designate carriers for its return, send it to public or private storage, or

otherwise dispose of it, without incurring liability therefore. All cost of such removal, return, storage and other disposition shall be charged to and paid by the exhibitor.

10. All exhibitors must conform to the size of their space and must not be of such character or arrangement to obstruct the view, or interfere with, the exhibits of others. Nothing shall be displayed at the height above the back wall of the booth, which is 8'. This does apply to the display of lighting fixtures or equipment on demonstration. Exhibitors having displays requiring greater height than the 8' limit for their background display may arrange with management for space on the perimeter. Where additional depth is required the prorated rate per square foot will apply. All exposed parts of display partitions must be finished or covered so they do not present an unsightly appearance when viewed from adjoining booths or aisles.
11. The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc., must be made inside the exhibitor's booth. If shows of demonstrations are planned within the exhibit space, the space must be able to contain a reasonably sized audience. Aisles cannot be blocked and canvassing outside of booth is forbidden.
12. Motion picture projectors, and other apparatus must conform to the state and/or city fire regulations. All draperies or other fabrics must be fireproofed before entering into the decoration of any exhibit. Paper decorations, distribution of any adhesive slogan material, and use of propane are NOT PERMITTED. Electrical wiring must conform with the national Electrical Code Safety Rules.
13. Advertising material, or signs of firms other than those who have engaged space are prohibited. CANVASSING, SOLICITATION OR ANY BUSINESS IN THE INTEREST OF ANY FIRMS OTHER THAN THOSE EXHIBITING, IS PROHIBITED, THE SHOW MANAGEMENT WILL APPRECIATE BEING INFORMED OF ANY INFRACTION OF THIS RULE.
14. Unethical conduct or infraction of rules, on the part of an exhibitor or their representatives, or both, will subject the exhibitor or the representatives to dismissal from the exhibit hall, in which event, it is agreed no refund shall be made by the exhibit manager and further that no demand for redress will be made by the exhibitor or their representatives.
15. The Show Management will not be liable for the fulfillment of this lease as to delivery of space if nondelivery is due to any of the following causes by reason of; the building being destroyed by fire, acts of God, strikes, the authority of the law, or for any other causes beyond the Show Management's control.
16. Playing of any music by an exhibitor is expressly forbidden and/or anyone doing so will be responsible for payment of the licensing fee required. Show management, their agents or representatives will not be responsible for any music used that doesn't conform to these standards.
17. Only registered exhibitors will be admitted to the exhibit areas. All other attendees must purchase admission tickets to enter.

18. Your company representatives, or your agents shall be help jointly, collectively and individually responsible for any and all debts incurred, for all exhibit costs, fees or changes.
19. Exhibits and Public Policy: Exhibitor is charged with knowledge of all laws, ordinance and regulations pertaining to health, fire prevention and public safety, while participating in this showing. Compliance with such laws is mandatory for all exhibitors and sole responsibility is that of the exhibitor.
20. Loud speakers, radios, television sets, or the operation of any machinery or equipment which is of sufficient volume as to be annoying to neighboring exhibitors will not be permitted.
21. Subletting of space: The exhibitor shall not assign, sublet, or share space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of the Show Management.
22. Soliciting for exhibits or any other reason by registered or unregistered persons, firms, or associations is strictly forbidden. Violation of this regulation will result in removal from the show premises immediately and is subject to any and all remedies available by the law.
23. The Show Management has the right to refuse an exhibitor on the grounds of non-compatibility with the event. Management reserves the right to approve the character and contents, including signs and placement of sign, in all exhibits. Any exhibit which does not meet Management's approval may be removed from the show.
24. Exhibitor's exhibit must be set up and "ready for business" prior to opening of show. Exhibitor agrees to keep their exhibits open and staffed during show hours and not dismantle prior to show closing. If an exhibitor breaks down prior to the showing ending without approval from Show Management; they will not be able to attend future shows and will have to pay an additional fee to be allowed to exhibit at future shows.
25. Sale or sampling of food or beverages is prohibited during the show. However, exhibitors may request written approval from show management in instances where exhibitor wishes to distribute bite size specialty food samples that are relative and pertinent to the exhibitor's business.
26. Raffles, contests, or drawings appropriately relating to an exhibit are allowed when no money changes hands. Under laws governing games of chance, every exhibitor operating games of chance, lotteries, etc., is charged with the knowledge of national, state, and local legal restrictions on such operations.
27. Show management reserves the right to modify the floor plan at any time.
28. Change of time or place: The show management shall have the right to change the location and the time of the show provided that it shall give exhibitor immediate mailed notice of such a change.
29. All points covered herein are subject to settlement by Show Management.