

# Exhibitor Rules and Regulations

## Contract for Space

The exhibit contract and booth space request, the formal notice of space assignment, and the full payment of rental charges together constitute a contract between PARMA and the exhibitor for the right to use the assigned booth space in compliance with these rules and regulations. Exhibitors shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations which may be established by PARMA.

## Space Assignment

Space assignment is made on a first-come basis for exhibitors, and is confirmed when the firm sends in their contract and booth space payment. PARMA will make every effort to place exhibitors in the areas of their choice and, once a space is paid for, confirm that space to that exhibitor. However, PARMA does reserve the right to place, move or relocate any exhibitor in cases of necessity for the total benefit and operation of the conference.

## Cancellation

If an exhibitor cancels a booth space contract prior to December 1, 2016, all fees paid with the exception of 25% will be returned. If an exhibitor rents a booth, pays in full, but does not attend the conference, no refund of the booth rental will be allowed. In addition, cancellation of a booth after December 1, 2016, will result in a full forfeiture of monies collected as of that date.

## Exhibitor Admission

Admission shall be by badge. Identification badges shall not be transferable. Rights of an exhibitor shall not be assignable to any other firm or person. Security will be monitoring the door for badges.

## Care of Exhibit Space

The exhibit floor, and each booth space occupied by exhibitors, will be cleaned daily. Exhibitors, however, must cooperate by not throwing refuse on the floor, or any other material which will endanger public safety or inconvenience other exhibitors during exhibition hours. Exhibits must be put in proper shape and in order before the opening hours of the show day. Booths not in order before the opening hour may be straightened by PARMA at the expense of the exhibitor.

## Booth Decoration

PARMA will supply standard booth equipment consisting of a rear background of curtains on a frame not to exceed eight feet in height, two side dividers of curtains on frames not to exceed three feet and one one-line name sign, with booth number, unless exhibitor has more than one booth and requests to have additional signs. Also included is a draped table, two chairs and a waste basket. All other booth equipment and decorations will either be supplied by the individual exhibitor or may be rented from the official PARMA decorator.

## Exhibitor Solicitations

Exhibitors must limit their activities to within the confines of their booth space. Exhibitor activities must be conducted in a manner consistent with non-interference of activities legitimately exercised by other exhibitors. The distribution of exhibitor's products, catalogues, pamphlets, printed materials, souvenirs, etc., must remain within the confined area of the booth space and at no time should protrude into the exhibit hall aisles. No exhibitor's promotional activities will be permitted outside the confines of the exhibitor's booth space. Any firm or organization without an assigned booth space will not be permitted to solicit business within the trade show area.

## Installation/Dismantling of Exhibits

Installation of exhibits may begin at 1:00 pm, Sunday, February 12, 2017, and all exhibits must be erected and completely arranged by 6:00 pm, Sunday, February 12, 2017. PARMA will not allow any installation of exhibits after the opening of the show unless permission is received from PARMA management. Dismantling and removal of material by exhibitors may begin after 2:00 pm, Tuesday, February 14, 2017. All exhibit material must be removed by 5:00 pm, Tuesday, February 14, 2017.

## Electrical, Drayage & Transportation -

PARMA has contracted with TriCord Tradeshow Services to provide electrical and drayage needs for the 2017 PARMA Conference. Exhibitors are responsible for their own electrical, drayage, and the transportation of materials to and from the exhibit hall.

## Hold Harmless & Indemnity

The exhibitor assumes all responsibility for any loss, theft, or damage to exhibitor's displays, equipment, and all other property while on Disneyland® Resort premises for the PARMA 2017 Conference and hereby waives any and all claims and/or demands it may have against the Public Agency Risk Management Association, its Officers, Board Members and Consultants and the Disneyland® Resort. In addition, the Exhibitor agrees to defend, indemnify and Hold Harmless the Public Agency Risk Management Association, its Officers, Board Members and Consultants and the Disneyland® Resort from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation all attorney fees and costs, arising from directly or indirectly and/or in connection with the exhibitor's occupancy and/or use of the exhibition premises or any part thereof and/or any act, error and/or omission of the exhibitor or its employees, subcontractors and/or agents. Exhibitor shall provide to Public Agency Risk Management Association (PARMA) a certificate of Insurance with General Liability, Auto, Workers Compensation (if there are employees) and an Additional Insured Endorsement by **December 31, 2016**. The certificate and endorsement should be issued to: Public Agency Risk Managers Association, c/o PARMA Executive Director, 1 Capitol Mall, Suite 800, Sacramento, CA 95814 and must name PARMA, its Officers, Directors and Consultants as additional insureds. Coverage limits shall be \$1,000,000 per occurrence/\$1,000,000 aggregate for GL, \$1,000,000 for Auto and Statutory limits for Workers' Compensation. All coverage limits and insurers must be acceptable to PARMA.

## Labor

Exhibitors are required to comply with the labor regulations as determined between PARMA, the local unions, and the Disneyland® Resort.

## Security

PARMA will provide security service for the exhibit area of the Disneyland® Resort during non-show hours. As further protection, PARMA management encourages each exhibitor to have at least one employee in their booth during the hours of move-in and particularly during the hours of move-out, so that each exhibitor will assist in the security of their individual materials. PARMA management also encourages that the exhibit booth should be staffed at all times during the regular show hours by qualified regular employees of the exhibitor. However, in all cases, the ultimate responsibility of security lies with the exhibitor at all times, and PARMA will not be held liable for the loss or theft of any or all items from an exhibit booth.

## Hospitality Suites

It is strictly forbidden for any exhibitor or non-exhibitor to establish a hospitality suite for promotional purposes or for direct sales. Any exhibitor observing a non-exhibitor promoting products or a hospitality suite should notify PARMA management immediately.

## Non-Compliance to Rules & Regulations

Each exhibitor, and all employees, agree to abide by the rules and regulations given herein and by subsequent amendments and additions, considered by PARMA management to be in the best interest of all exhibitors. Upon non-compliance with the rules formulated, PARMA management reserves the right to prohibit, reject, or eject an exhibitor, exhibitor's representatives, or exhibit in whole or part, with or without giving cause. If cause is not given, PARMA's liability shall not exceed the return to the exhibiting company of the rental unearned at the time of ejection. If an exhibitor is ejected for violation of these rules, or for any other reason, no return of rental money shall be made. The first exhibitor to phone the PARMA office and mention that they read these rules and regulations will receive a complimentary 1/4 page ad in the 2017 conference advertisement supplement.

## Amendment to Rules

These rules, regulations and conditions have been drawn for the purpose and intention of providing a well-balanced, well-regulated, attractive and successful exposition. Any and all matters, or questions, not specifically covered by the preceding rules and regulations shall be subject solely to the decision of PARMA management. In an effort to provide the greatest good to the greatest number, PARMA management shall have full power to so interpret the rules and regulations or make such rulings as may appear to be for the best interest of the entire exposition and all amendments of the foregoing rules shall bind the exhibitors.