

## Rules, Regulations and Requirements for Exhibitors

- A. No Exhibitor shall exhibit or permit to be exhibited in the space allotted to him/her any goods other than those specified during exhibit registration.
- B. Space Assignments. The Pennsylvania Library Association (PaLA) shall use its best efforts to assign spaces according to the preferences specified by the exhibitor. Notwithstanding the above, PaLA reserves the right to change the location assignments at any time, as it may in its sole discretion deem necessary. PaLA makes space assignments based on the date the application is received, exhibitor seniority and commercial membership status. **Notification of space assignments will be sent at least 60 days prior to exhibits opening day.**
- C. All exhibits shall conform in all respects to the dimensional and height requirements as indicated. Displays may not block visibility of another exhibitor. Any open or unfinished sides of the exhibit must be draped at exhibitor's expense, so as not to appear objectionable.
- D. The rights and privileges of an exhibitor shall not be infringed by another exhibitor. Exhibitor agrees not to install any spot or flood light fixtures that results in the light shining into other exhibits or in the aisles or that is objectionable to other exhibitors. Management reserves the right to remove such objectionable fixtures.
- E. Space rental includes a 30" high skirted table in an appropriate size to fit the space and 2 chairs. Additional furniture may be rented from the Decorator at an additional fee. Management will provide sweeping and cleaning of the hall once daily, but exhibitors must, at their own expense, keep their exhibit space neatly arranged and in good order at all times. All coverings of exhibits must be removed before show opening each day. Exhibitors will be responsible for making arrangements with the host property for electrical and phone installation at an additional cost to the exhibitor. Information regarding the purchase of additional furnishings, electrical and phone installation will be included in the Exhibit Service Kit.
- F. The deadline for inclusion in the listing of exhibitors in the official PaLA Conference Program is **30 days from show date**. Exhibitors who purchase space after this date will be listed in the program addendum.
- G. Admittance to the exhibits will be by badge or exhibit passes only. Identification badges are not transferable.
- H. Security. PaLA shall secure the Exhibit Hall throughout the closed hours of installation and show, and exercise reasonable care for the protection of the Exhibitor's materials and display. Beyond this, PaLA, the exposition facility, or any officer or staff member thereof will not be responsible for the safety of the property of the Exhibitor, his agents, or employees from theft, damage by fire, accident, or any other cause. No items may be removed from the exhibit area before the close of the exposition each day.
- I. Show Schedule. Hours and dates for installing, showing and dismantling exhibits shall be those specified in the Exhibitors Prospectus.
- J. Staffing. Complimentary admittance to conference sessions will be available for up to two (2) representatives per booth. Exhibits-Only badges for additional representatives will be provided by Show Management at an additional fee. Exhibits must be staffed at all times when exhibits are open.
- K. Exhibitors acknowledge and accept full and total responsibility for any and all business, privilege, amusement or other taxes which may be due under state, federal or local law as a result of their participation in the PaLA exhibition.
- L. No Exhibitor shall have the right prior to the closing of the Show to pack or remove articles on exhibit without permission by Show Management. Violators may be subject to the loss of priority placement at future PaLA exhibits.
- M. The interpretation of these rules by PaLA is final and controlling.
- N. PaLA, nor its agents, officers and/or employees shall not be financially obligated or otherwise committed in the event of the Show being cancelled or deferred on account of strikes, fires, casualties, acts of God, acts of war or terrorism or causes beyond their control.
- O. Hold Harmless Clause. The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to the Exhibitor's displays, equipment and other property brought upon the exposition premises and shall indemnify and hold harmless the exposition site and PaLA, their agents, servants and employees from any and all such losses, damages and claims.
- P. If insurance is desired, it must be purchased by the exhibitor at his/her own expense and no Exhibitor may allow any article to be brought into or any act done upon the premises that will void or increase the premiums on the policies of insurance held by the owner of the building, nor injure any part of the building, nor permit anything to be done by employees by which the premises may in any manner be injured, marred or defaced. Violations of this rule will annul the rental agreement and the Exhibitor will forfeit to PaLA any monies which may have been paid for rental of exhibit space, and hereby agree to reimburse the convention site for the cost of repairing such damage.
- Q. PaLA is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race or religion. We do not tolerate harassment of conference participants in any form. Conference participants violating these rules may be sanctioned or expelled from the conference (without a refund) at the discretion of the conference organizers.
- R. No firm or organization that has not been assigned space in the exhibit hall will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by PaLA during the course of the conference, unless such demonstration or solicitation is expressly approved as part of the conference program activities.
- S. Exhibitor registrations shall be a legally binding contract between the Exhibitor and PaLA; provided that either party may cancel with written notice of cancellation to be received by the remaining party at least 60 days prior to the scheduled opening day of the Show as provided herein; and further provided that the amount of rental paid will be refunded only on the condition that such cancellation is made under these provisions, subject to a \$150.00 service charge per space. Purchase of 3<sup>rd</sup> party event insurance during the registration process may allow for a full refund upon filing of a claim through *ViCoverage, powered by Veritcal Insure*, as per claim instructions.
- T. If any term or provision of this agreement or the application thereof to any person or circumstances shall, to any extent be invalid or unenforceable, the remainder of this agreement to the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this agreement shall be valid and enforceable to the fullest extent permitted by law. It is hereby agreed that this writing constitutes the entire agreement between the parties and the same may not be changed, limited, enlarged upon, terminated, other than by written agreement between the parties, except as otherwise agreed.