



EXHIBITOR'S RULES AND REGULATIONS
FOR CONTRACTED EXHIBIT SPACE
(PLEASE READ CAREFULLY AND SAVE FOR REFERENCE)

Rules and regulations governing the show have been briefly written to advise exhibitors of their rights, restrictions and requirements. Any changes to the rules and regulations must be made in written form prior to the opening of the show.

1. No special signs, partitions, apparatus, shelving, etc. may extend more than 8' above the floor in a booth without the permission of the MEC show management. No similar material should extend above a side rail on a booth over 36", except to the point half way in the booth to the back wall line. No pins or tacks in drapes, walls, post, etc. are permitted. Exhibitor must not obstruct the view of an adjoining exhibitor's space, nor permit such exhibit to be placed or operated in any manner offensive or objectionable, in the reasonable opinion of the MEC, to the adjacent or surrounding exhibitors or the Show as a whole.
2. No nails or screws may be driven into the floor. (Only double-face cloth tape is permitted on building floor.) NO damage of any nature may be done to the booth structures or to any part of the building. Exhibitors will be held responsible for damages.
3. **All aisles must be kept clear of exhibits.** Interviews, demonstrations, distributions of literature, etc. must be made inside of the exhibitor's space. No canvassing, solicitation of business or conference in the interest of business, except exhibiting firms, is allowed.
4. All structural work, such as shelving, standards, display racks, etc. must meet the approval of show management. All materials used must be fireproof and, if necessary, tested by the fire department. All flammable materials such as bunting, trees, drapes, etc., must be fireproofed. **Crepe paper is absolutely forbidden, even if fireproofed.** All cloth over one-yard square must be fireproofed by order of the fire department.
5. **Subletting of space is prohibited.** Two or more firms may not exhibit in a single space unless approved by show management.
6. Use of sound equipment, such as microphones, televisions, DVD's, will be permitted where appropriate to the display, provided sound is maintained at not more than "conversation" level: MEC reserves the right to restrict Exhibitor's use of sound and other devices which may interfere with the best interest of the show as a whole.
7. Exhibitor sales of food and beverages for consumption in the building shall be made only with the permission of the building concessionaire.
8. Many promotional items may be used in your display area - key chains, rulers, etc., - **however, no helium balloons, noise makers or food (including popcorn and peanuts)** may be given out without permission.
9. The show management reserves the right to refuse space which would in any way detract from the dignity of the show.
10. Exhibitor, at his own expense, must drape back of unsightly structures if exposed to view.
11. All labor necessary in setting-up, removing exhibits must be supplied by exhibitor and must comply with building labor regulations.
12. Exhibitors are to have booth set up and ready by show opening unless prior approval is given by show management.
13. The decision of the show management must be accepted as final in any disagreement between exhibitors or in the decision to remove from the show any exhibitor or his representatives performing any act or practice which, in the opinion of the management is objectionable.
14. Any exhibitor conducting a FREE DRAWING in the show must prior to the show's opening notify show management about the drawing and prize's to be awarded and after the show's closing notify show management to whom the prizes are being awarded.
15. Exhibitors may not solicit names for drawings where a cash purchase is required to win.
16. All video and still photography of any show exhibit and/or exhibit staff taken by an agent of MEC will remain the property of MEC for use in promoting current and future events or for use for any other purpose.
17. All matters not covered in these conditions are subject to the decision of the show management and all exhibitors are to recognize that the show management is to be held harmless for any act of abnormality and for all activities within the actual exhibitor's booth and acts performed by exhibitor and/or his representative.
18. **NO** Smoking in building or twenty (25) ft. from all entrances, Only designated areas.



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19. Exhibition Hours. Exhibitor shall maintain a responsible individual or individuals in the Leased Space at all times during designated exhibition hours. Exhibitor shall be responsible for the conduct of any employees, agents, visitors, or guests of Exhibitor on or about the Leased Space. Exhibitor shall cause all such employees, agents, visitors or guests of Exhibitor to be familiar with all Rules and Regulations of the Show.

any person or persons, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof, except for those matters directly caused by the negligence of the foregoing indemnified person or entities.

Name _____ Date _____

20. Electrical extension cords must be 3-wire with ground.

21. Proof of Liability Insurance is required for all exhibitors to include:

A Certificate of Insurance naming Mountain View Event Center, Grace Evangelical Lutheran Congregation of Pocatello, Idaho, Inc. as the certificate holder and additional insured with a 30 day notice of cancellation is required to be on file at MEC no later than 30 days prior to the event. Bodily injury and property damage liability shall be in the following amounts:

- _____ \$1,000,000
- _____ \$2,000,000
- _____ \$5,000,000

22. LIABILITY:

MEC, nor the Facility in which the exhibits are held can or will be responsible for damage to lose, or theft or property belonging to any exhibitor, his agents, employees, business invitees, visitors or guests. Each exhibitor is expected to carry his own appropriate insurance. Small and valuable exhibit materials should be packed away each night. Exhibitor agrees to protect, save and hold harmless the MEC, Pocatello-Chubbuck Auditorium District, Grace Evangelical Lutheran Congregation of Pocatello, Inc., their officers, officials, employees, and volunteers, or for whom MEC contracts to serve as show management and/or the facility forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, except for any damages for charges directly caused by the negligence of any for the foregoing indemnified persons or entities, as well as to strictly comply with the applicable terms and conditions contained in the contract agreement between the facility and MEC regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and hold MEC and/or any losses, costs (including attorney's fees), damage, liability, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrence to