

PMTS

2023

PRECISION MACHINING
TECHNOLOGY SHOW

APRIL 18-20, 2023

CLEVELAND, OH

HUNTINGTON
CONVENTION CENTER
OF CLEVELAND

Exhibitor Services

THE PREMIER PRECISION
MACHINED PARTS TRADE SHOW
AND EDUCATIONAL FORUM

PRESENTED BY



IN ASSOCIATION WITH

PRODUCTION
Machining

Modern
Machine
Shop

PF PRODUCTS
FINISHING

CO-LOCATED WITH

PC
PARTS CLEANING
CONFERENCE

Show Rules and Regulations

GARDNER BUSINESS MEDIA

PMTS
2023

Show Colors:

Back drape color: Blue/Black/White

Side drape color: White

Aisle carpet color: Blue Jay

NOTE: Carpet/Flooring is **REQUIRED** for all exhibitors in the show.

Show Hours

Tuesday April 18, 2023 10:30am - 5:00pm

Wednesday April 19, 2023 9:30am - 5:00pm

Thursday April 20, 2023 9:30am - 3:00pm

Exhibitor Move-In

Tuesday April 11, 2023 By Appointment (Targets only)

Wednesday April 12, 2023 By Appointment (Targets only)

Thursday April 13, 2023 By Appointment (Targets only)*

Friday April 14, 2023 8:00am - 5:00pm

Saturday April 15, 2023 8:00am - 2:00pm**

Sunday April 16, 2023 Hall Closed

Monday April 17, 2023 8:00am - 5:00pm***

* Targeted exhibitors will be contacted by The Expo Group for appointment time.

** Exhibitors may work until 5:00pm, however labor will only be available until 2:00pm.

*** All Exhibitors must be set by/working in their booth by Monday, April 17, 2023 at 2:00pm.

Exhibitor Move-Out

Thursday April 20, 2023 3:00pm - 10:00pm (Halls A-C)

Friday April 21, 2023 8:00am - 2:00pm (Halls B-C)

SHOW MANAGEMENT INFORMATION

Elizabeth Williamson

Exhibitors A-M

Gardner Business Media

6915 Valley Avenue

Cincinnati, OH 45244

P: 513-527-8947

Email: exhibits@pmts.com

Michelle Crider

Exhibitors N-Z

Gardner Business Media

6915 Valley Avenue

Cincinnati, OH 45244

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Marshalling Yard

A Marshalling Service has been established to help ease congestion at the facility and better utilize dock space.

For Move-In between Tuesday and Saturday, ALL Carriers and POVs must go to the Marshalling Yard PRIOR to coming to the Huntington Convention Center. On Monday, April 17, 2023, any POVs may by-pass the Marshalling Yard and go direct to the POV unloading area as indicated from 8:00am to 5:00pm.

Exhibitors: Please Inform Your Carrier

- All carriers and privately owned vehicles must check in at this location prior to loading/unloading.
- All shipments must be accompanied by certified weight tickets.
- Targeted shipments should check-in at least 2-hours prior to appointed time to insure a scheduled move-in.
- Late Driver Check-In: Drivers checking in after 2:30 pm are not guaranteed straight time rates.

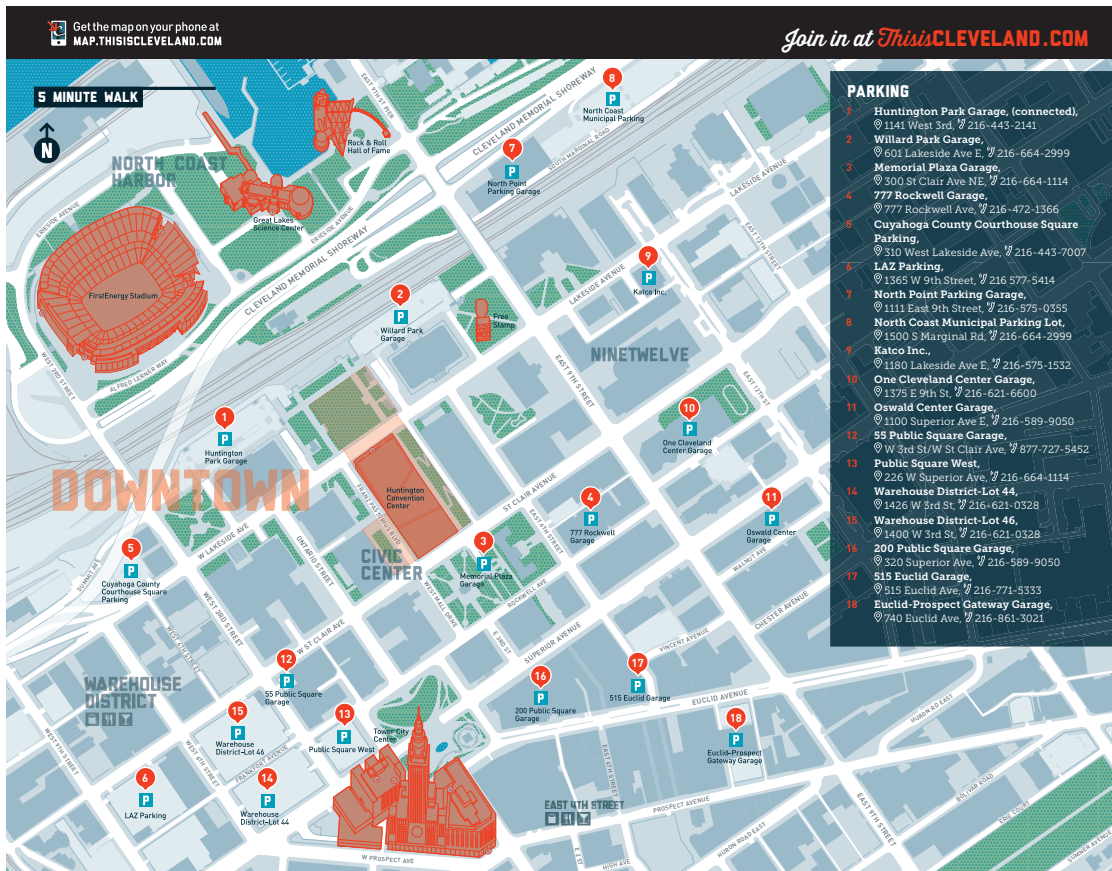
Marshalling Yard Address: 1199 E 20th St., Yard Cleveland, OH 44114

Dock Entrance Address: 1140 W 3rd St., Cleveland, OH 44114

Map to Convention Center

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From the Southeast:

Take Interstate 77 north to the East 9th Street exit. Drive north on East 9th Street to St. Clair Avenue and turn left (west). Drive three blocks west on St. Clair Avenue and turn right (north) on Ontario Street. Drive one block north on Ontario Street and turn right (east) on Lakeside Avenue.

From the South (Cleveland Hopkins International Airport):

Take Interstate 71 north to downtown Cleveland area. Interstate 71 north will merge with Interstate 90 east. Take the East 9th Street exit. Drive north on East 9th Street to St. Clair Avenue and turn left (west). Drive three blocks west on St. Clair Avenue and turn right (north) on Ontario Street. Drive one block north on Ontario Street and turn right (east) on Lakeside Avenue.

From the East (Interstate 90 And/OR Ohio Route 2):

Take Interstate 90 west to the downtown Cleveland area and merge right onto Ohio Route 2 west (Cleveland Memorial Shoreway). Take the East 9th Street exit and turn left (south) on East 9th Street. Drive south on East 9th Street to Lakeside Avenue and turn right (west). Drive three blocks west. Our Center will be on your left.

From the West:

Take Interstate 90 east to the East 9th Street exit. Drive north on East 9th Street to St. Clair Avenue and turn left (west). Drive three blocks west on St. Clair Avenue and turn right (north) on Ontario Street. Drive one block north on Ontario Street and turn right (east) on Lakeside Avenue. The entrance and pedestrian drop-off area for our Center is on the right side of Lakeside Avenue.

From the West on Ohio Route 2 (Cleveland Memorial Shoreway):

Take the Lakeside Avenue/West 6th Street exit. Continue straight (east) on Lakeside Avenue through the intersection. Our Center is located two blocks east on Lakeside Avenue.

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Eligibility:

Gardner Business Media reserves the right to refuse exhibition space to any individual or entity that proposes to display goods or services that are not likely to be compatible with the general character or objectives of the exhibition in the sole and absolute discretion of Gardner Business Media. Management's assignment of space is final. After assignment, space location may not be changed without Management's prior written approval. Request for space will be assigned after the Space Renewal on a first-come, first-served basis when a signed contract is received.

Included with Booth Space:

- 8 ft high back drape and 3 ft high side drape (in-line booths only)
- 7" x 44" identification sign
- Perimeter security
- Complimentary show floor passes for your customers
- Exhibit staff badges
- Free listing in the official show directory

Cancellation or Reduction of Space:

Invoice will be emailed upon receipt of contract with payment terms indicated. Failure to meet payment terms may be regarded as cancellation. Invoices must be paid in full to exhibit at the event.

Exhibitor may cancel or reduce contracted space by notifying show management in writing. Cancellations received by October 25, 2021, will incur a cancellation fee equal to 25% of the cost of booth space. Cancellations received between October 25, 2021, and January 5, 2022 will incur a cancellation fee equal to 50% of the cost of booth space. Cancellations received after January 5, 2022, will not be refunded and exhibitor shall be liable for 100% of the space rental fee. Once confirmed, cancellation releases space for resale or other purposes as determined by show management.

Exhibitor may request a space reduction, in which case remitted funds are applied to the cost of the reduced space. Space reductions are not eligible for a refund of monies already paid.

PMTS Ranking for Booth Selection:

First, exhibitors are divided into 4 Categories:

- **MC** = PMPA **M**ember and **C**ontinuous exhibitor since 2001
- **M** = PMPA **M**ember that has not exhibited continuously at all Shows
- **NC** = **N**on-PMPA Member and **C**ontinuous exhibitor since 2001
- **N** = **N**on-PMPA Member that has not exhibited continuously at all Shows

Then, within each Category, exhibitors are assigned points as follows:

- 1 Point for every 100 sq. ft. of booth space beginning with PMTS 2003.
- 2 Points for every year of consecutive PMPA membership

In case of ties, based on Category and Total Points, the following criteria are used to establish rank:

- **Tie-Breaker #1:** Highest Total Sq. Ft. (cumulative since 2001 Show)
- **Tie-Breaker #2:** Earliest PMPA Membership Year
- **Tie-Breaker #3:** Earliest Show Exhibited at and Deposit Received

General Rules for Space Selection:

- Please arrive at the Show Office at your designated time. You will be given no more than five minutes to make your choice.
- You must select your space by the end of the 5 minutes or forfeit your selection time.
- You will see an enlarged 2023 floor plan, and you may pick from whatever space is remaining when you arrive.
- You may pick space larger or smaller than your 2021 booth.
- Space on the floor plan may only be subdivided with approval from Show Management. Companies with common ownership may be permitted to list multiple companies in one subdivided booth with approval from PMPA.
- Exhibitors who reduced space may renew onsite for a space up to 2 times the size of the current booth size, unless approved by Show Management.

Rulings of the Management (PMPA and Gardner Management Services) shall in all instances be final with regard to use or renewal of any exhibit space.

Space Investment Protection Plan (SIPP):

Space Investment Protection Plan (SIPP) is an optional purchase equal to 10% of total booth fee that provides a full refund of exhibitor's exhibit space payments if:

1. Gardner cancels Event for any reason
2. Exhibitor cancels 60 days or more in advance of the start of Event
3. Event is rescheduled from the dates provided herein

Exhibit space and SIPP fee must be paid in full to be eligible for refund. Payments refunded will include only those for exhibit space; no other amounts paid to Gardner will be refunded.

If the SIPP is purchased but not activated, 50% of the SIPP investment will be credited towards a booth in 2023.

Use of Exhibit Space:

- Exhibitors may present only products and services they officially represent.
- No exhibitor may assign, sublet, or share all or part of its space with other Exhibitors without Show Managements approval. Companies looking to share space, must show proof of the same parent company.
- Exhibits may not project beyond allotted space or interfere with the lighting or space of others. Aisles must be kept clear of exhibits, and Exhibitors may not interfere with the free flow of traffic.

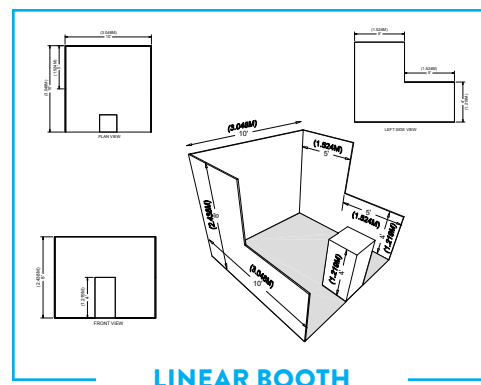
- Demonstrations or related activities must be confined to Exhibitor's assigned space, as well as distribution of circulars, catalogs, folders, promotion materials or devices. None of these may be distributed in aisles or in the registration area of the Exhibit Hall.
- Management may restrict, reject, eject, or prohibit any exhibit, in whole or part, which detracts from the exhibition due to sound, appearance, distribution of materials, personal conduct, or anything Management rules to be objectionable. In enforcing these regulations, Management is not liable for refunds of space rental or other expenses incurred by Exhibitor.
- Booth personnel must wear at all times "Exhibitor" badge identification furnished by Management. All other employees of exhibiting company shall register as attendees at the exhibition.
- Exhibitor shall not enter another exhibitor's booth that is not staffed.
- Exhibitor shall not infringe on the registered trademark, trade name or patent of another company.
- Exhibits may not contain sound systems or noise making devices that annoy or disturb adjacent Exhibitors.
- There will be no posted pricing on goods allowed.
- Exhibitor shall not schedule, foster or conduct outside activities for attendees during hours set by Management for the trade show, the conference program, or official special events.

Show Display Regulations and Booth Types:

Under the line-of-sight display rule, restrictions apply to certain areas of your booth space to allow attendees to view neighboring booths as they walk the floor. The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors. A variety of available booth options are outlined below:

LINEAR BOOTH

Linear Booths, also called "in-line" booths, are generally arranged in a straight line, and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth." When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

SPLIT ISLAND

A Split Island Booth is a Peninsula booth which shares a common back wall with another Peninsula Booth. The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

ISLAND BOOTH

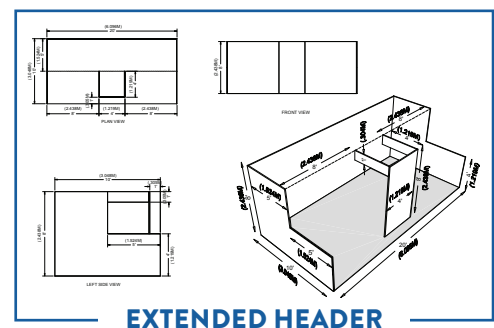
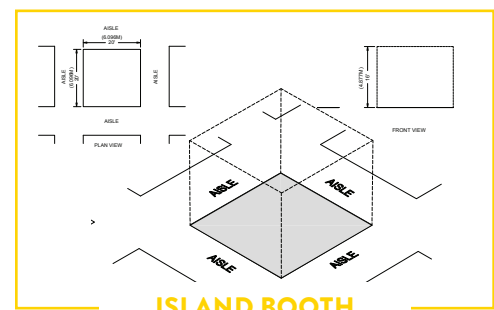
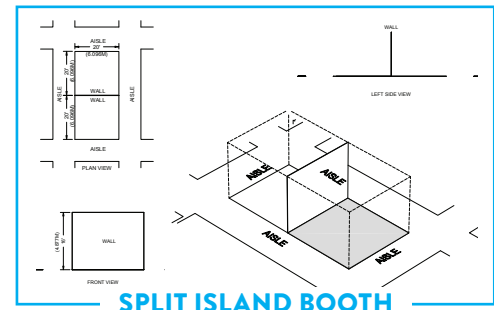
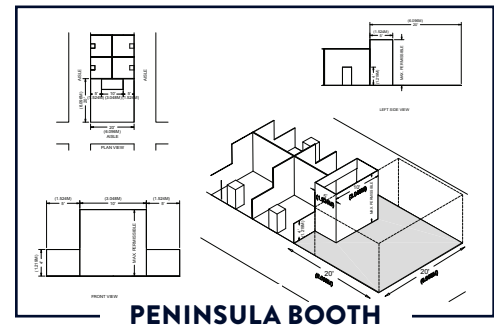
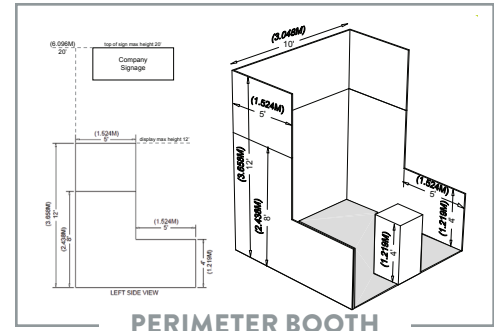
An Island Booth is any size booth exposed to aisles on all four sides. An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height including signage.

EXTENDED HEADER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header. All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

END-CAP

End-Cap booths are not permitted.



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Onsite Conduct:

It is intended that all Gardner Business Media events are to be taken as a serious and dignified offering of products and services of value to the manufacturing industry. Further, Gardner Business Media may take any action it deems appropriate (including, but not limited to, expulsion from an event and/or suspension or elimination of seniority) against an exhibitor for conduct detrimental to the event, as determined in the sole discretion of Gardner Business Media.

Any detrimental conduct including but not limited to abusive language, threats, assault, vandalism, theft, and similar acts will result in the immediate removal of the offender from the premises.

In cases of violation of the law, charges may be filed for prosecution. Misconduct may result in potential loss of current or future exhibiting opportunities.

Gardner Business Media will not be liable for any refunds, rentals, or other exhibit expenses due to eviction or misconduct of exhibitors.

Children at the Event:

Children under the age of 18 (including infants) are not permitted onto the exhibit floor at any time during move-in or move-out. Children are allowed on the exhibit floor during event days with the supervision of a responsible adult.

Installation and Removal of Exhibits:

All exhibits must be installed two hours prior to the opening of the exhibition and must remain installed until the closing hour. Exhibitor shall not dismantle or start packing prior to closing time. No exhibit will be installed or removed during exhibit hours. Exhibits must be removed at the time set forth by Management. Any removal of exhibits before the close of the show will result in a fine and/or reduction of renewal points.

Remote-Controlled Devices:

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. may only be demonstrated per event venue guidelines and with Show Managements approval.

Canopies and Ceilings:

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional and

should comply with all Line-of Sight requirements. The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). Fire and safety regulations from facility to facility strictly govern the use of canopies, ceilings and other similar coverings and may be prohibited.

Hanging Signs and Graphics:

Hanging Signs and Graphics are available to both Peninsula and Island Booths, at a maximum height of 16ft (4.88m) from the top of the sign to the floor of your exhibit space. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Linear Booths are prohibited from having a hanging sign. Drawing submissions for the use of Hanging Signs and Graphics, at any height, are required to be sent to Show Management at least 60 days prior to installation for approval.

Towers and Multi-Story Exhibits:

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as Show Management because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Submission of engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height are required to be sent to Show Management at least 60 days prior to installation for approval.

Structural Integrity:

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

U.S. Americans with Disabilities Act (ADA):

Exhibitors bear sole responsibility for ensuring their exhibit/booth complies with the Americans with Disabilities Act (ADA) and any regulations under that Act. A copy of Public Law 101.336 [S.993] American Disabilities Act of 1990 is available upon request from the Department of Justice.

Flammable and Toxic Materials:

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

Hazardous Waste:

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

Storage:

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Electrical:

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage." It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited.
- Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

Demonstrations:

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.

Lighting:

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed. Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Show Management for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

Fire Equipment:

Fire hoses, extinguishers, and audible or visual devices for fire alarms must be visible and accessible at all times.

Perimeter Openings:

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

Sound/Music:

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the

booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to ASCAP, BMI and SESAC, collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

Vehicles:

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the exhibitor.

Important Note: Always check with the local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.

Height Variances:

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

Liability:

A Certificate of Liability Insurance is required for all exhibitors. Neither Management nor the show venue, its officers, employees, or representatives are responsible for loss, damage or injury to Exhibitor or Exhibitor's employees or property from any cause, before, during or after period covered by this contract.

Exhibitor, on signing this contract, releases Management and Convention Center, its officers, employees, and representatives from, and agrees to indemnify same against, any claims for loss, damage, or injury. Exhibitor assumes responsibility for accident, injury or property damage to any person visiting their exhibit, where such accident, injury or damage is caused by negligence of Exhibitor, his employees, or agents.

Management is not liable for non-fulfillment of commitment for delivery of space due to exhibition premises being damaged, destroyed, or rendered unusable by fire, accident, act of God, War, terrorism, public enemy, strike, authority of law, or any other cause. If exhibition cannot be held or space delivered for that purpose, Management's sole liability is to reimburse Exhibitor the space rental fee, less any costs or charges paid or incurred by Management for advertising, space rental, administration, and similar purposes.

Management shall not be responsible for errors or omissions in promotional brochures, the official exhibition directory, and other literature.

Protection of Exhibit Facility Property:

Use of screws, bolts, nails, staples, tacks, pins, tape or other items that may deface or damage floors, walls, ceilings, doors or other exhibit facility property is prohibited. Exhibitors must repair damage at their own expense.

Security:

Management shall provide guard service throughout the hours of installation, exhibition and dismantling period, and exercise reasonable care for the protection of the exhibitors' materials and display. Beyond this, Management, the show facility, or any officer or staff member thereof will not be responsible for the safety of the property or the exhibitor, their agents, or employees, from theft, damage by fire, accident, or any other cause.

Handling and Storage:

Management and the show facility shall not accept or store display materials or empty crates. Exhibitors shall make their own arrangements for shipment, delivery, receipt, and storage of such materials and crates directly with their selected drayage company. The exhibitor must provide the official show drayage company with all bills of lading. All shipment and deliveries to the Event shall be prepaid.

Amendments:

Management may revise these rules and all points not covered are subject to its decision.

References:

Guidelines for Display Rules and Regulations. (2019) *International Association of Exhibitions and Events (IAEE)*.