



FPDA/ISD Supplier Showcase Exhibitor Rules & Regulations

Afternoon Table Top Program, available for Manufacturer, Associate & Affiliate Members

1. **Assignment of Space:** Assignment of exhibit table tops will be made on a first-come, first-served basis by FPDA and ISD. Space is limited. Exhibitors are limited to one (1) table top. FPDA and ISD reserve the right of final decision and the right to amend floor plans to relocate table tops as necessary.
2. **Payment for Space:** Total payment for the Supplier Showcase must be paid prior to the program date and cannot be processed without the individual Convention attendee registration form for at least one person responsible for monitoring the table top. In the event of withdrawal by July 26, 2019, all fees paid for exhibit space will be returned to the Exhibitor. Exhibitors who withdraw after July 26, 2019 will not receive a refund.
3. **Liability:** Neither FPDA/ISD nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will FPDA/ISD be liable for lost profits or other incidental or consequential damages. FPDA/ISD shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God or any other cause beyond its control. The rights of FPDA/ISD under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of FPDA/ISD.
4. **Security and Insurance:** Exhibitor is solely responsible for its own materials and those wishing to insure their goods must do so at their own expense.
5. **Responsibility of the Exhibitors:** The Exhibitor is responsible for damage to hotel property. No signs or other articles may be attached to walls, doors, etc. in such a manner as to deface or damage them. Exhibitors must be self-contained within the table top areas assigned, and no chairs, furniture or exhibit materials are to be placed outside the table top area, or set up in such a manner as to block other table tops or any fire exits.
6. **Exhibit Table Tops & Displays:** Exhibitors will be provided with a standard 6'x 30" skirted table and a table top identification sign. Exhibits are restricted to a maximum height of twelve (12) feet. Exhibitors may use their table top area to display whatever company literature, signage, products, samples, giveaways or information that is not in violation of local fire or safety ordinances and that can fit within the confines of the exhibit table top, including space for exhibiting employees. Electrical services may be ordered by each exhibitor directly from the Hotel. Exhibits may not contain any hazardous materials and may not produce noise levels that would be intrusive to other table tops.
7. **Table Top Staff:** Exhibit table tops may be staffed by any number of full-time company employees (one minimum required), and/or manufacturer representatives or agents retained by the member company, who have each registered as paying delegates to the Annual Summit. Attending manufacturer reps or agents must be solely attendant to the company which registered their attendance and may not work the convention or the exhibit floor independently. Exhibitors must limit the number of staff working the table top at any one time, to avoid congestion in the exhibit hall aisles. No exhibit staff may block passage within the aisles or take space outside the designated table top area.
8. **Move-in, Move-out:** Exhibitors may move materials into their tabletops beginning at 2:00 pm on Monday, October 7th. All exhibitors must be out of the room at 4:00 pm to allow staff to clean the room. Exhibitors may begin entering again at 4:15 pm. All exhibit materials must be removed from the exhibit area no later than 9:00 pm on the same date.
9. **Shipping Services and Exhibit Support:** Exhibitors are encouraged to use hotel for assistance with in-bound and out-bound materials shipping. FPDA/ISD will not accept direct inbound shipments from exhibitors. No materials will be handled for packing or outbound shipping by any FPDA/ISD representative or by the hotel or conference center. All materials remaining in the exhibit area after the conclusion of the Supplier Showcase program will be considered trash, and will be disposed of appropriately.
10. **Agreement on Conditions:** Each Exhibitor, for himself/herself and his/her employees, agrees to abide by these conditions and by subsequent amendments and additions thereto; it being understood and agreed that the sole control of the Supplier Showcase program and exhibit area rests with The FPDA Motion and Control Network and The International Sealing Distribution Association.