

METROCON12 EXPO & CONFERENCE EXHIBITOR TERMS & CONDITIONS

ADDITIONAL RULES: Also refer to the Rules listed on the Exhibitor page of the official METROCON website: <http://www.metrocon.info/index.php/exhibitors/>

ADDITIONAL FUNCTIONS: No Exhibitor or group of Exhibitors may sponsor a meeting or present information as part of a planned attendee program any time prior or during exhibit hours of the event without prior written approval of the METROCON Committee. Exhibitors may not host cocktail parties or similar functions in the exhibit space without prior written approval from the METROCON Committee.

ADMITTANCE DURING NON-SHOW HOURS: Booth representatives are not permitted to enter the exhibit hall until one (1) hour before the scheduled opening time of the event and will not be permitted to remain in the hall after show hours with the exception of move-in and move-out activities.

AUXILIARY EXHIBIT SPACE / TRAILERS: No vendor – whether officially exhibiting at METROCON or not – will be allowed to set up an exhibit space that is auxiliary to their designated booth space without prior written approval from METROCON Committee. This restriction applies to mobile / walk-in exhibit trailers, pop-up / pre-fabricated units, etc. anywhere on the event premises, whether on the interior and exterior.

ATTORNEY FEES: The exhibitor agrees to pay any fees, including attorney fees associate with any dispute with METROCON Committee or Market Hall/Dallas Market Center.

BOOTH CONSTRUCTION: Booths will comply with METROCON standards or be removed prior to the opening of the show. Booths are sold as single 10' x 10' spaces. Exhibitors can purchase up to a maximum of six (6) booths – for a total of 600 square feet of adjoining space – per manufacturer's brand. Each booth will include an 8' high back drape, 3' high side dividing drapes, option of two folding chairs, one wastebasket, and an identification sign. If multiple booths are consecutive, the side dividing drapes will not be included. Exhibitors may not affix any item to the wall, floor or ceiling in or outside the building or outside of the rented booth space. If an exhibitor wants to deviate from these specifications, they must get a waiver to do so. Deviation requests should be emailed to exhibitor@metrocon.info by July 31, 2012.

BOOTH REPRESENTATIVE: Exhibitor booth representatives must be a minimum of 18-years-old and shall be restricted to a total of three exhibiting company employees per booth space. They must wear badges provided by the event staff at all times and booths must be staffed during the show hours. All Exhibitors' staff other than those working in the booth must register as attendees to attend the event. Representatives will at all times conduct themselves in a businesslike, professional manner.

CANCELLATION: Cancellations and refunds on both sales will be honored only when presented in writing on or before June 8, 2012. After that date, the exhibitor is responsible for payment of all fees. All payments made to METROCON are not refundable. METROCON Committee reserves the right to cancel this agreement at any time, if it learns that the exhibitor has made any material false or misleading statements, has omitted any material information in obtaining this contract, or has violated any of the terms and conditions of this agreement. No refunds will be made in the event of cancellation by METROCON Committee.

COSTUMES, PROMOTIONS: Booth representatives wearing distinctive costumes, carrying banners or signs separately, or as part of their apparel, must remain in their booth. Demonstrations and discussions are limited to the booth space only. Booth representatives found to be wearing inappropriate clothing will be asked to change or leave.

DAMAGE TO PROPERTY: Exhibitors are liable for any damage caused by them or their agents to the building or property of other Exhibitors. Exhibitors may not apply paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment. Exhibitors may not affix any item to walls, floors or ceilings.

ELIGIBLE EXHIBITS: Exhibits are limited to companies whose products and services are of specific interest to the attendees. METROCON Committee has the right to determine eligibility of a company or product for inclusion and may reject any or all applications. METROCON Committee may prohibit, close, correct, remove or eliminate an exhibit or any part of an exhibit that it determines is not suitable to, or in keeping with, the event's character.

EXHIBITOR APPOINTED CONTRACTORS: Exhibitors may hire outside contractors for installation and dismantling of booths. Exhibitors must employ members of appropriate trade unions where required for all installation and dismantling work.

MEMBERSHIP PRICING: To qualify as a Member and receive discounted booth pricing, Exhibitors must have been in good standing - i.e., not suspended for non-payment - in the official ASID database [as either a Texas Chapter Industry Partner Representative, a National Industry Partner Representative or a Practitioner Member] or in the official IIDA database [as either a Texas / Oklahoma Chapter Sponsor, an Industry Member or a Practitioner Member] ON MARCH 1, 2012. If not in either one of these official databases on this date, then the Exhibitor will not qualify as a Member and will need to pay the Non-Member booth price.

SHOW CLOSING: Exhibits must be removed from the building at the end of the event no later than the time indicated by METROCON. Exhibitors will be liable for storage and handling charges resulting from failure to remove materials at the end of installation and dismantling periods. In addition, there will be a \$100 charge for every half-hour past the deadline. The invoice with penalty fees will be mailed to the exhibitor home office. Any exhibitor that attempts to disassemble their exhibit during published show hours 1) (on Thursday) will be removed by security and not allowed to reenter until the exhibit space has closed on the final day of the show; and 2) (on Friday) will be fined \$100 for every half-hour before and of show time. The penalties will be strictly enforced. The invoice with penalty fees will be mailed to the exhibitor's home office.

SHOW RULES: Any matters not specifically addressed shall be subject solely to the decision of METROCON Committee.

SPECIAL NEEDS: Exhibitors shall notify METROCON Committee of any special requirements pertaining to their booth.

UNION LABOR: Exhibitors must employ members of appropriate trade unions where required for all installation and dismantling work.

VENUE: If any legal action is brought to enforce this agreement, venue will be in Dallas County, Texas, USA.