

DFW Family Expo Contract Regulations

BASIC TERMS and CONDITIONS

All exhibits and exhibitors are subject to the following rules & regulations.

This contract for exhibit space, when properly executed by the exhibitor and management, shall be considered a binding agreement between the two parties.

PAYMENT FOR SPACE

Full payment is due with contract. No refunds will be made except for a booth canceled more than 45 days prior to the day of the show; cancellations prior to that date entitle Exhibitor to 50% refund. Exhibitors with outstanding payments due before DFW Family Expo opening will not be permitted to move into the Show. All exhibit space money shall be retained by the Show in the event Exhibitor fails to fulfill or violates contract or withdraws from the Show, and the parties hereto shall have no further liability to one another. All uncollectible checks will be subject to a \$35.00 service charge.

EXHIBIT SPACE OCCUPANCY

Hours and dates for installing, occupying and dismantling exhibits shall be those specified by Show Organizer. Any space not claimed and occupied by two hours prior to the opening hour of the exhibit hall may be reassigned without refund. All exhibits must be "manned" during the Event hours. The exhibitor expressly agrees not to dismantle its exhibit or do any packing before 5pm on April 7, 2018. Goods must be crated and packed for shipment by the exhibitor immediately following the close of doors.

SUBLETTING OF SPACE

Exhibitors shall not assign, sublet, or apportion any exhibit space to another Exhibitor in whole or in part. Any successor or assignee of Exhibitor shall have no right to exhibit without the express written consent of Show Management.

USE OF SPACE

Products may be demonstrated within the confines of the booth. Displays shall not be placed in such a manner as to block, shield, or interfere in any way with other exhibits or aisle ways. Booth decorations must be non-flammable.

SOUND CONTROL

Loud speakers, radios, television sets, or the operation of any machinery or equipment which, in the opinion of Show Management, is of sufficient volume as to be annoying to neighboring exhibitors, will not be permitted. Exhibitor must obtain all necessary licenses for music, movies, shows it plays.

SIGNS

All signs shall remain within the Exhibitor's space, and must be designed and constructed so as not to detract from adjacent exhibits. Signs in bulk spaces cannot exceed 20' to the top of the sign. Booth exhibit signs cannot exceed 10' high to the top of the sign. No flashing signs.

HEIGHT OF DISPLAY

Exhibitors may install, or have installed at their expense, special signs, display counters, shelving, or similar items, not to exceed 8 ft. in height at booth rear, plus, with Show Management permission, a maximum of 2 ft. for sign.

USE OF AISLES AND COMMON AREAS

The aisles, passageways, and overhead spaces remain strictly under control of Show Management and no signs, decorations, banners, advertising matter or special exhibits will be permitted in the aisles except by special written permission of Show Management. Uniformed attendants, models and other employees must remain within the booths occupied by their employers.

DISTRIBUTION OF LITERATURE AND SOUVENIRS

Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such materials or other approved DFW Family Expo locations. Exhibitor may not distribute third party materials.

CARE OF EXHIBITS

After the opening of the show, each exhibitor must clean his/her own booth and is responsible for the removal of all rubbish from its booth. The aisles are cleaned at Show Management's expense during the show.

FOOD AND REFRESHMENTS

All concessions are licensed, therefore no food or refreshments may be sold. Complimentary samples may be distributed within Health & Safety Guidelines.

CHARACTER OF EXHIBITS

The Exhibitor agrees to display only new products or services sold in the regular course of business and as described in the contract. Each exhibit must comply with all applicable laws, codes and ordinances. Exhibits shall be dignified in character and, in the judgment of Show Management, not offensive to the general public. The Show Management reserves the right in its sole discretion to reject and/or remove any exhibit or portion of exhibit not in keeping with this rule or purpose of the show.

EXHIBIT DESIGN AND INCLUSIONS

One 6' skirted table, two chairs and basic signage are included in the booth cost. Electrical outlet is NOT included in booth rental. All electric must be ordered separately through Dallas Market Hall's provider. (An Electricity Order Form will be sent to all in January 2018.) Optionally, carpet, furniture or other services may be ordered through the Show Decorator.

BOOTH LOCATION

Booths will be assigned in early March. Booth placement requests must be made in writing, are considered on a first to register and pay basis, and cannot be guaranteed. Reasonable consideration will be given to careful placement of competitive services.

DECORATOR RULES AND REGULATIONS

The official supplier of DFW Family Expo exhibit and booth materials, will send detailed exhibitor materials to each exhibitor in January 2018.

SAFETY AND INDEMNITY

DFW Family Expo views workplace safety as a primary concern in the staging of an event. As such, DFW Family Expo requires that all cosponsors, exhibitors, and/or suppliers adhere to the highest standards of safety when setting up and tearing down exhibits and take every reasonable precaution to protect the health and safety of visitors, other exhibitors, workers, and facility properties. On behalf of (the co-sponsor, exhibitor, and/or supplier) I, the undersigned, hereby acknowledge that I have read and understood the foregoing and agree that the safety of workers, the public on the Event premises, and all properties are of prime concern to DFW Family Expo. Accordingly, the Cosponsor/ Exhibitor hereby agrees to comply with and abide by the statutes and regulations that establish safety requirements, including but not limited to OSHA regulations, and will cooperate with the Dallas Market Center, DFW Family Expo, Cosponsors, and fellow Exhibitor, and or Supplier's negligence .

I hereby declare that I have read, understood, and agree to be bound by the foregoing.

Signed by: _____
(Name)

Dated this _____ day of _____, 201__
(Month) (Year)

**THIS FORM MUST BE SIGNED
AND RETURNED WITH YOUR
DFW FAMILY EXPO
REGISTRATION.**