

# Exhibit Rules and Regulations

**ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of SVM and shall be operated in a way that will not detract from other exhibits or from the exhibition. Exhibit management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to the purpose of the Association. In the event of such restriction or eviction, SVM is not liable for any refund of exhibit fees, or any other exhibit-related expense.

**APPLICATION FOR SPACE:** Application for space shall be made in writing on the official application form.

**ASSIGNMENT OF SPACE:** Exhibit space is assigned on a first-come, first-served basis. SVM reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

**\$1,000 U.S. PER 8' x 10' FEE INCLUDES:**

- One 6'x10' tabletop exhibit
- One full meeting registration
- Annual Meeting final program acknowledgement
- SVM Web site listing with link
- 50% discount on one-time use of membership mailing list
- 50% discount on one-time use of meeting registration mailing

**PAYMENT:** Full payment is required with the contract.

**CANCELLATION:** SVM must be notified in writing in the event of cancellation. If cancellation of exhibit space occurs prior to April 29, 2008, the exhibitor will be refunded 50% of the payment received. After April 29, 2008, no refunds will be made.

**CANCELLATION OF MEETING AND EXHIBITION:** If SVM should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then SVM has the right to cancel the exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of exhibition expenses.

**FAILURE TO OCCUPY SPACE:** The exhibitor will forfeit space not occupied by the close of the exhibit installation period and this space may be resold, reassigned, or used by exhibit management. Exhibit management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

**INSTALLATION AND REMOVAL:** SVM and the Hyatt Regency Minneapolis reserve the right to establish the time for the installation of a display and for its removal at the conclusion of the scheduled SVM meeting.

**CARE OF EXHIBITS:** Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

**CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit.

**RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign or share any part of the space allocated without the written consent of SVM. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the exhibition.

**SOCIAL ACTIVITIES:** Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official meeting activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by SVM.

**STORAGE:** Packing boxes and crates cannot be visible in the exhibit space. If storage is necessary, then exhibitor will arrange independently with the hotel and pay to move and store crates or boxes. SVM accepts no responsibility for marked or unmarked crates or boxes or damage to them. Crates, boxes or other exhibit materials unclaimed by the exhibitor at the end of the meeting will be removed at the exhibitor's expense.

**SECURITY:** Neither the SVM nor the Hyatt Regency Minneapolis accept responsibility for the security of any equipment or materials while in use or stored on the premises. Hyatt Regency can provide security personnel at the Exhibitor's request. There is a charge for this service and advance notice is required.

**FIRE REGULATIONS:** All fabrics and other materials used for decorative purposes must be flameproof. Each exhibitor must have a certificate showing that display material has been treated by a fireproofing compound approved by the appropriate city agency. All packing and decorating material must not be packed in paper, straw or excelsior. Any merchandise packed in flammable material cannot be brought into the meeting. All electrical equipment must be U.L.-approved and must be wired in accordance with the rules of the local Board of Fire Underwriters. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

**COMPLIANCE:** The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that exhibit management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duty authorized local, state and federal governing bodies concerning fire, safety and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

**RESPONSIBILITY:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

**UNIONS AND CONTRACTORS:** Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by exhibit management. Only the official contractors designated by exhibit management will be permitted in exhibit areas unless authorized by exhibit managers.