**1. Space Usage and Allocation** – The space applied for is to be used solely for the Exhibitor whose name appears on the application, and it is agreed that the applicant will not sign, sublet, or apportion the whole or any part of the space allotted without written approval of show management. The Exhibitor agrees that Las Vegas Management has sole authority over the assignment of exhibit space and may be required to change the exhibitor’s confirmed exhibit space in order to accommodate the need of the show. In the event the exhibitor’s booth number is changed, Las Vegas Management will notify the exhibitor.

**2. Payment and Cancellation of Exhibit Space –** Failure to pay full Exhibitor fees by January 2, 2016 will result in possible forfeiture of any deposit and booth space.Any booth cancellations before January 2, 2017, will be subject to a 50% handling fee. Requests for refund must be submitted in writing. There will be no refunds after January 1, 2017.

**3. Booth Equipment** – a booth Includes a drape 8’ high along the back line with side rails 33” high, two chairs, one 8’ draped table (for 10 x 10 standard booth) or one 4’ draped table (for 6x6 artist booth) one trash can and a 9”x 44” I.D. sign showing firm name as listed on the Contract. Exhibitor name and booth number must be visible at all times. The entire show floor is carpeted. Width of all spaces shown on the official floor plan is from center of side rails and depth is overall measurement from face of the front post to back of rear post.

**4. Rules & Regulations and Display Guidelines** – Exhibitors agree to abide by and conform to the Terms and Conditions and Rules and Regulations set forth by Las Vegas Management and all applicable federal, state and local laws. The Exhibitor acknowledges these rules and guidelines are hereby made part of the exhibit space contract. The exhibitor will obey the instructions of Show Management, the Facility Staff and law enforcement officials at all times on the Facility premises.

**5. Care and Use Of** – Decorations, signs banners, etc. may NOT be taped, nailed, screwed, tacked, stapled or otherwise fastened to ceilings, walls, door, columns or floor of the Facility. Business activities must be within allotted exhibitor space. Exhibitor will leave the booth space in the same condition as when first occupied, Exhibitor shall reimburse Show Management for any stains, etchings, acid or burns, adhesive residue or other damage or debris caused or left by Exhibitor or its representatives.

**6. Licenses and Permits** – Exhibitors will, at their own expense obtain all licenses, permits and approvals required and pay all taxes, including but not limited to sales tax, which are accrued during the Event.

**7. Fire Regulations** **and Prohibited Materials** – Exhibitors agree to adhere to the Fire Regulations outlined in the Rules & Regulations. Exhibitor shall not bring or permit any weapons, flammable, explosive or volatile material or material under high pressure, including gasoline, kerosene, propane or other fuels/combustible into the Facility. The sponsor/exhibitor shall not bring or permit any illegal substances.

**8. Installation of Exhibits** – Move in is Monday, February 6, 2017 from 10:00 am to 6:30 pm.

**9. Dismantling of Exhibits** - Dismantling of exhibits will begin at 7:00pm – 10:00 pm, Wednesday, February 8th,2016, and continue Thursday February 9th at 9:00 am.All exhibits must be dismantled by 2:00 pm on Thursday. No Exhibitor shall have the right prior to the closing of the Show to pack or remove articles on exhibit without the permission and approval in writing of Show Management. The Exhibitor agrees Show Management shall, without incurring any liability for damage or loss, have the right to dismantle and pack any property of any Exhibitor who has failed to do so in the time allotted, or to order such work done at the sole expense of the Exhibitor. The Exhibitor further agrees that Las Vegas Management shall, at its sole discretion, have the right and authority to clear from the premises any exhibit material or other property of the Exhibitor for which sufficient shipping arrangements have not been made, to designate carriers for its return, to send it to public or private storage, or to otherwise dispose of it, without incurring any liability therefore, and all costs of such removal, return, storage and other disposition shall be charged to and promptly paid by the Exhibitor.

**10. Badges and Exhibit Personnel** – Admission will be by Exhibitor badge only. The Exhibitor shall have an authorized representative present at the Show throughout all exhibit periods and during the installation and dismantling of his exhibit.

**11. Union Labor and Work Agreements-**The Exhibitor hereby agrees to abide by all agreements made between the unions, Glass Vegas, its agents and the Westgate Las Vegas Resort pertaining to the use of union labor while in Ballroom. Rigging and Electrical are the only services that require Union labor.

**12. Social Functions/Suitcasing/Outboarding** – Contracted exhibitors may conduct social functions in public areas of The Westgate Las Vegas Resort, which do not conflict with scheduled programs or activities of Glass Vegas. No exhibitor shall conduct or sponsor during published Show or Seminar hours any banquet, breakfast, luncheon, party or other function for attendees, or for those who have been invited to attend the Glass Vegas without the written approval of Las Vegas Management. Non-exhibitors attempting to promote or sell products (Suitcasing/Outboarding) on the show floor will be removed by security.

**13. Age Limitation** – No child 17 years of age or under will be permitted on the Show Floor during Installation or Dismantling of Exhibits. Children under the age of 17 shall be permitted on the Show floor during show hours at the discretion of Show Management, if accompanied by an adult.

**14. HOLD HARMLESS** - Exhibitor assumes responsibility and agrees to indemnify and defend Glass Vegas, LVM and its respective subsidiaries and affiliates, owners, directors, officers, employees, agents, representatives and successors from any claims or expenses arising out of the use of the exhibition premises.  LVM shall not be liable for, and is hereby released from, any claims, liabilities, losses, damages, costs or expenses relating to or arising out of any injury to any personnel of Exhibitor or to any other person or any loss of or damage to any property of Exhibitor or any other property where such injury, loss or damage is incident to, arises out of, or is in any way connected with Exhibitor’s participation in Glass Vegas, and the Exhibitor shall be responsible for any such injury, loss or damage, or ay expenses relating thereto, and the Exhibitor hereby agrees to protect, indemnify, hold harmless and defend Glass Vegas and LVM and their respective subsidiaries and affiliates, owners, directors, officers, employees, agents, representatives and successors against all claims, liabilities, losses, damages, costs and expenses, including reasonable attorney’s fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the sole negligence of Glass Vegas, LVM), and their respective subsidiaries and affiliates, owners, directors, officers, employees, agents or representatives.  In addition to the foregoing, the Exhibitor agrees that it will make no claim of any kind against Glass Vegas, LVM and their respective subsidiaries and affiliates, owners, directors, officers, employees, agents, representatives and successors for any injury, loss, cost or damage of any nature or character whatsoever, including, without limiting the foregoing, any claim for damage to the Exhibitor’s business by reason of the failure to hold the Show due to the result of any strike, flood, fire, or Act of God; or as a result of the site and its inability to fulfill their contracted responsibilities, or any event beyond its control, or to provide space for any exhibit or the removal of the exhibit, or for any action of LVM and its  respective subsidiaries and affiliates, owners, directors, officers, employees, agents or representative in relation to the exhibit, the Exhibitor or the Show. The Exhibitor agrees to reimburse Las Vegas Management for any damages the he/she is responsible for, or has reasonably caused as a result of his/her conduct, or action by anyone representing or under the instruction of the Exhibitor. Damages include those associated with the Facility, to other Exhibitors and to Las Vegas Management.

**15. Disputes and Resolution –** The decision or opinion of Show Management in the interpretation of this contract shall be final and binding to the Exhibitor. The enforceability, validity or legality of any provision of this contract shall not render any other provision unenforceable, invalid or illegal.

**RULES AND REGULATIONS**

**ADA Compliance**

Exhibitors are expected to comply with regulations to make their booths and displays accessible to the physically challenged. The Exhibitor agrees to indemnify and hold harmless LVM for any claims arising out of or in connection with the exhibitor’s failure to make their display comply with ADA.

**Aisles**

All aisle space belongs to the Exhibition. No exhibit, lighting, truss or advertising will be allowed to extend beyond the space assigned to the exhibitor. Any demonstration or activity which results in the obstruction of aisles or prevents ready access to neighboring exhibitors’ booths shall be suspended by Show Management.

**Balloons**

The use or display of helium filled balloons smaller than 36 inches is prohibited. Large helium-filled balloons may be used only if they are securely anchored to the exhibit and do not extend over the boundaries of the booth with prior approval by Show Management.

**Damages to Exhibitors Property**

Exhibitors are responsible for any damage, loss or theft their exhibit materials. It is expressly understood that the Exhibitor will make no claim of any kind against Show Management for any loss, damage or destruction of goods, or for any damage of any nature to their business by reason of the failure to provide space for any exhibit or the removal of the exhibit.

**Electrical Regulations**

All electrical wiring on booths or display fixtures must meet applicable codes. In any power distribution system, power fluctuations and/or failures, although extremely uncommon, can occur. Show Management, the Facility, and/or the Official Electrical Service Contractor cannot be responsible for such occurrences, when they are out of the control of Show Management, the Facility, and/or the Official Electrical Service Contractor.

**Exhibit Display Rules & Regulations**

All standard booth displays will be confined to a maximum height of 8’ (except where noted 7’) and all display fixtures over 4’ in height and placed within 10 lineal feet of an adjoining exhibit must be confined to that area of the exhibitor’s space which is at least 5’ from the aisle line. **The exhibit shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors**. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent exhibits.

**Fire Marshal Regulations**

Exhibit construction and decoration material must be fire retardant and a certificate of flammability must be provided upon request of the Fire Prevention Officer. We suggest that you have a certificate of flammability on hand to prevent the need for possible on-site testing of your material. Crepe paper, corrugated paper, cardboard or other combustible materials which conflict with the Underwriter’s Fire Prevention or Fire Department rules shall not be permitted. Pyrotechnics and Hazers are not allowed.

**Food and Beverage Distribution**

Exhibitors shall not dispense or distribute any food, beverage not provided by the Westgate Las Vegas Resort without written approval of Show Management and the Westgate Las Vegas Resort. Exhibitors are responsible for the prompt removal of purchased food and containers from the Exhibit Hall.

**Good Neighbor Policy**

Exhibitors are expected to minimize the noise level of sound amplifying equipment. The use of loud speakers, sound projection equipment and any other sound augmenting devices in exhibit booths will be permitted only with the understanding that the volume is kept at a reasonable level and is not objectionable to surrounding exhibitors. Loud noises, bright lights, or other distractions are not permitted. In all cases, Show Management’s decision on any questionable noise level will be final and the Exhibitor agrees to abide by any such decision. The Exhibitor is not to enter another Exhibitor’s display without permission. Photography of another Exhibitor’s display without permission is prohibited.

**Insurance**

Show management strongly recommends that each Exhibitor maintain general public liability insurance against claims for personal injury, death or property damage incident, arising out of or in any way connected with the exhibitor’s participation in the Show, in an amount of not less than one million dollars ($1,000,000) for personal injury, death or property damage in any one occurrence. It should include coverage of the indemnification obligations of the Exhibitor under these rules and regulations, Las Vegas Management, and the Westgate Las Vegas Resort as additional insured. Each Exhibitor agrees to indemnify and hold harmless Westgate Las Vegas Resort from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits. Each Exhibitor acknowledges that it is responsible for obtaining for its protection and entirely at its expense, such property insurance for its exhibit and display materials, as the Exhibitor deems appropriate. Any policy providing such property insurance must contain an express waiver by the Exhibitor’s insurance company of any right of subrogation to any claims against Glass Vegas, Las Vegas Management, and Westgate Las Vegas Resort.

**Lighting**

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

Installation of lighting, including Gobo lights, fixtures, lighting trusses or overhead lighting must be installed within the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles

**Movement of Exhibit Materials**

Each exhibitor is responsible to move in and move out their merchandise. Rates for General Contractor assistance if needed will be provided in the Exhibitor kit, along with rates for additional furniture rental. Information and rates for optional shipping to the general contractor and delivery to exhibit booths will also be provided. Additional information on delivering material by private automobile or van will be included in the Exhibitors kit, an area for unloading is available adjacent to the showfloor.

**Responsibility for Security**

Fire, theft and liability insurance are the full and sole responsibility of each exhibitor. Proof of insurance must be available to Management prior to show. 24-hour security is provided, however neither Las Vegas Management nor the Westgate Las Vegas Resort will be responsible for damage due to theft, fire, water, accident or any other causes. Exhibitor agrees to hold harmless and make no claim for any reason including negligence against Las Vegas Management and Westgate Las Vegas Resort, their staff or agents, for loss due to theft, damage or destruction of merchandise.

**Schedule**

The exhibitor/sponsor must adhere to the published Event Schedule and to any variations in the schedule that may be updated by Show management at their sole discretion.

**Signs:**

All signs must be located within the boundaries of the assigned booths space and hung no higher than the height limitation of the space assigned. Signs may not be attached to walls outside an Exhibitor’s space, nor may they be hung from the ceiling except over the Exhibitor’s assigned space by union labor. Any signage or promotional language on equipment must be part of the original equipment.

**Smoking**

Smoking is strictly prohibited within the Westgate Las Vegas Resort Ballroom and hallways. There are nearby outdoor smoking areas.

**Storage:**

All cartons and containers used to transport merchandise and displays must be stored under display tables or removed to your sleeping room. General Contractor will also provide storage at a cost listed in Exhibitor Kit.