

# Terms & Conditions

These terms and conditions constitute a bona fide part of the contract for the space. The Governmental Purchasing Association of Georgia Exhibitor Fair (GPAGEF) Committee reserves the right to render all interpretations and decisions, and to establish further regulations as may be deemed necessary to the general success and well-being of the exhibit. GPAGEF Committee's decisions and interpretations shall be accepted as final in all cases.

1. **LOCATIONS, DATES & HOURS:** The 1<sup>st</sup> Annual Governmental Purchasing Association of Georgia Exhibitor Fair will be held Tuesday and Wednesday, November 2 - 3, 2010 at the Georgia National Fairgrounds & Agricenter (GNFA), Perry, Georgia. The hours during which exhibits will be open are as follows: Wednesday, November 3, 2010 from 10:00 AM to 3:00 PM.
2. **SPACE CONTRACTS:** Applicants for exhibit space are required to execute and forward to the GPAGEF the formal Exhibitor Registration Packet. To be valid, each Exhibitor Registration Packet must be accompanied by a check for the total amount due for total space reserved, and must specify products or services scheduled for exhibition. Full payment for exhibit space must be made by October 1, 2010. Any exhibitor who made payment in full for his/her exhibit space, and notifies GPAGEF Exhibitor Registration Chair later than September 10, 2010 that he/she will be unable to exhibit, shall forfeit all money paid unless GPAGEF shall have leased exhibit space in the Exhibitor Fair to another Exhibitor. In such event, exhibitor may be refunded rental paid for exhibit space.
3. **SPACE ASSIGNMENT:** All valid Exhibitor Registration Packets received by GPAGEF will be assigned space on a "first come-first served" basis. In order to guarantee exhibit space, full payment must be received with completed Exhibitor Registration Packet. **Booth space will not be confirmed or reflected as reserved either in writing or on the website until payment is received in full and or deposited.**
4. **PAYMENT FOR SPACE:** Following space assignment, each applicant will receive notice of same, and space thus assigned shall be deemed accepted unless rejected in writing within two (2) weeks from the date of the notice, and may not thereafter be rejected, nor the contract canceled, without GPAGEF approval. In the event of cancellation, following prior acceptance as herein defined, payment shall not be refundable. Acceptable forms of payment are Check, Visa, or Mastercard.
5. **DISPLAY SPACE:** GPAGEF will provide display space as indicated in this agreement and official floor plan insofar as possible, but reserves the right to make any changes necessary in case of emergency, and in the interest of any exhibitor, GPAGEF reserves the right to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the products exhibition, this reservation being all-inclusive as to persons, things, printed matter, products and conduct. Exhibitors engaging in objectionable practices shall be subject to eviction without refund.
6. **EXCLUSIVE USE OF SPACE:** No exhibitor may assign, sublet or apportion his/her space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any non exhibiting firm to solicit business or take orders in his space. GPAGEF will not permit non-exhibitors to attend, canvas, solicit, hold conferences, have hospitality suites, or distribute literature or other promotional devices at the Conference & Exhibitor Fair.
7. **EXHIBITOR SHIPPING:** Exhibitors shipping by express, railroad freight or truck freight are requested to ship direct to the designated freight contractor or express office in ample time prior to the Exhibitor Fair to insure most effective handling of materials.
8. **ARRANGEMENT OF EXHIBITS:** GPAGEF will provide standard 10' X 10' booth background drapes and side rails, carpet, one (1) 6' draped table, and two (2) folding chairs. Islands will have one (1) table and two (2) chairs with no carpet. Each booth will be furnished a standard identification sign if contract is received by October 1, 2010. GNFA provides WIFI in all buildings.
9. **HEIGHT LIMITATION FOR DISPLAYS:** Exhibitors shall not be permitted to display or place any product, sign, partition, person, apparatus, shelving or other construction which extends more than eight (8) feet above the floor or more than four (4) feet forward from the back of the booth. Exceptions will require the prior written request and written approval of the GPAGEF Co-Chair. No interference with the light or view of other exhibitors will be permitted.
10. **HOURS FOR INSTALLING, DISMANTLING, OR REMOVING DISPLAY:** Exhibitor Fair set-up and installation hours for exhibitors are Tuesday, November 2, 2010 from 7:00 AM to 4:00 PM. All exhibits must be in place by 9:00 AM on Wednesday, November 3, 2010. Dismantling of displays must not begin before 3:00 PM Wednesday, November 3, 2010. The entire building must be vacated by 6:00 PM., Wednesday, November 3, 2010. The GNFA opens at 7:00 AM and closes at 6:00 PM daily. Any unattended exhibits or materials remaining in the building after 9:00 PM, Wednesday, November 3, 2010 are the responsibility of the exhibitor. Neither the GNFA nor the Exhibitor Fair Committee shall be responsible for these items. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during exhibit hours without the permission of the GPAGEF Co-Chair

11. **SPECIAL SERVICES:** All empty crates and containers will be removed to a storage area, stored and returned at the close of the exhibition for a nominal service charge. Special needs are available at additional expense by separate arrangement with the GNFA and/or Freeman Decorating Company.

12. **EXHIBITOR'S ADMISSION CREDENTIALS:** Exhibitors shall furnish the Exhibitor Fair Co-Chair in this Registration Packet completed Exhibitor registration information for each representative/spouse of the Exhibitor. Representatives not registered in advance must register upon arrival at the exhibit area, and at all times wear identification badges which will be furnished and which will entitle wearers to attend exhibitor conference sessions. Exhibitors will be admitted to hall at the times stated in paragraph 10 and power and lights will be turned on at that time. Any special arrangements must be made with the Exhibitor Fair Chairman.

13. **SALE OR DISTRIBUTION OF MERCHANDISE:** Exhibitors may show, display, discuss, explain, or demonstrate items or services in their exhibit space during the Exhibitor Fair. However, no sales (cash or credit card) or orders may be taken.

14. **PROHIBITED ACTIVITIES:** No interviews or demonstrations will be permitted except in exhibitor's space. Samples or souvenirs may not be sold and only those which relate directly to merchandise in the exhibitors booth may be distributed. No sideshows, raffles, or lotteries which detract from the dignity of the Exhibitor Fair may be held. Exhibitors engaging in objectionable practices may be evicted without refund of any monies deposited or paid to GPAGEF.

15. **GENERAL REGULATIONS:** No part of the GNFA shall be defaced in any manner, nor shall signs, decals, stickers, or other articles be posted, nailed or otherwise affixed to any pillars, walls, doors, or other parts of the building. Combustible materials, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden. Aisles must be kept clear. Exhibit materials and debris must be disposed of in building trash containers. Gasoline powered units displayed must meet local fire prevention regulations. Cloth and other decorating materials must meet flame-proofing and fire codes and ordinances prevailing in the area. All packing containers, wadding, wrappings and such materials must be removed from immediate exhibit area and not stored under tables or behind displays.

16. **NOISE AND SOUND:** Musical Instruments, radios, sound, motion picture equipment, record players or any noise creating devices or amplifying systems shall be operated only at a level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience and their operation must conform to GPAGEF requirements.

17. **NON-LIABILITY:** It is expressly understood by each and every contracting exhibitor and his/her agents that neither the GPAGEF nor its members, nor its contractors, shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody, of each exhibitor. The exhibitor agrees to indemnify GPAGEF, the GNFA and the exhibit contractors, its managers, officers, members, sponsors, employees, and agents and hold them harmless from all claims, demands, actions, complaints, suits, or liability for any property damage, personal injury or other damages that may be sustained by an individual or entity, including the exhibitor and its agents and employees, on or about the exhibitor's display space or otherwise arising out of exhibitor's participation in the Exhibitor Fair, including such injury or damage of any nature which may result, in whole or in part, from the negligence of any of the employees or agents of the exhibitor.

18. **INSURANCE:** Exhibitor will furnish certificate of comprehensive general liability insurance coverage with contract, including protective and contractual liability minimum coverage of \$1,000,000.00 for bodily injury per person, \$1,000,000.00 property damage, and workman's compensation statutory limits.

19. **RIGHTS RESERVED:** GPAGEF reserves the right to make such additional conditions, rules, and regulations as GPAGEF Committee deems necessary to enhance the success of the Exhibitor Fair and to decline or prohibit any exhibit which in it's judgment is out of keeping with the character of the Exhibitor Fair, these reservations being all-inclusive as to persons, things, printed matter, products and conduct. In addition to these terms and conditions, each exhibitor agrees to abide by terms and conditions issued separately by the GNFA.

By signing below I agree that I have read, understand, and accept the terms and conditions as stated above.

**COMPANY ACCEPTANCE**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_