

# FLOOR TEK

E X P O

September 22-24, 2009

## RULES & GUIDELINES FOR EXHIBITORS

FloorTek Expo will provide the following in your booth cost:

A sign with company name  
8' high back drape/3' side drapes  
Exceptions: Island booths no drapes  
(1) One 6' draped table

### SHOW HOURS:

*Set-up:	
Friday, September 18	8:00 a.m. until 8:00 p.m.
Saturday, September 19	8:00 a.m. until 8:00 p.m.
Sunday, September 20	1:00 p.m. until 6:00 p.m.(carry in only)
Monday, September 21	8:00 a.m. until 11:00 p.m.
*Exhibit Hours:	
Tuesday, September 22	10:00 a.m. until 6:30 p.m.
Wednesday, September 23	9:00 a.m. until 6:00 p.m.
Thursday, September 24	9:00 a.m. until 2:00 p.m.
*Dismantle:	
Thursday, September 24	2:00 p.m. until 11:00 p.m.
Friday, September 25	8:00 a.m. until 11:00 p.m.
Saturday, September 26	8:00 a.m. until 1:00 p.m.

\* After 5:00 p.m. Mon.-Fri., OVERTIME material handling charges will apply ONLY if you use NorthWest GA Trade Center equipment or personnel. The NorthWest Georgia Trade & Convention Center will charge exhibitor for removal of any items left on the premises after official closing of the show.

The following are additional terms and conditions:

1. Exhibitor's risk. All exhibit materials, samples, and collateral materials brought to, and into the convention center, at the sole risk of the exhibitor.
2. Exhibitor is strongly advised to obtain its' own insurance and any other insurance Exhibitor may deem appropriate. Note: If you are have running machinery in your booth, you must submit proof of liability insurance no later than September 8, 2009.
3. Exhibitor is to take protective actions to protect its' belongings. Such actions can include, but are not limited to, the hiring of security guards, covering the display when stand is unoccupied, erecting protection barrier and placing valuables in a lockable cage. Management and its' agents bear no responsibility for damage or loss to Exhibitor's property and / or related expense.
4. The resale of exhibit space is strictly prohibited. Booth holder agrees not to assign, sublet or apportion space, or any part thereof allotted to him, nor exhibit, advertise or offer for sale, goods other than those manufactured or sold by him in the regular course of business unless prior written approval is received from AFA. AFA reserves the right at any time to refuse the rental of space to any company whose displayed goods or services is not, in the opinion of AFA, compatible with the objectives of the exhibit or to remove or change any exhibit it finds offensive.
5. Activities limited to stand. No exhibits, advertising, or promotional activity will be allowed to extend beyond the Exhibit space allotted to Exhibitor unless otherwise agreed in writing.
6. Conduct and dress code. The Exhibitor shall conduct and operate its exhibits so as not to annoy, endanger or interfere with the rights or activities of other Exhibitors and visitors. Any

practice resulting in complaints from any other Exhibitor who, in the determination of the Management in its sole discretion, interferes with the rights of others or exposes them to annoyance or danger, is prohibited. All exhibitors, and any of their representatives, are expected to conduct themselves in an orderly and professional manner at all times during the FloorTek Expo and meetings, including the wearing of appropriate business attire in show spaces and official functions of FloorTek Expo.

7. Facsimile as originals. In addition to certified mail and courier delivery, the parties to this Contract agree to accept facsimile transmissions as legal and binding documents regarding communications pertaining to this contract. Proof of delivery is agreed evidenced by transmission confirmations generated by the senders' facsimile.
8. Indemnification. Exhibitor agrees to indemnify and hold harmless the Management, Sponsors, Affiliates, and the Facility, in which the Exhibition is being held, as well as their respective officers, directors and employees; against all claims, judgments, expenses and charges of any kind, including, all attorneys' fees and settlements, resulting from (i) Exhibitor's occupancy and (ii) the actions of Exhibitor, its agents or employees, by reason of personal injuries, death or property damages.
9. Resolution of disputes. Because time is of the essence, all disputes or disagreements between the Exhibitor, an Official or Exhibitor appointed contractor, another Exhibitor, a Labor Union and / or Show Management, as well as all interpretations of the Rules, shall be resolved by Management whose decision shall be binding as final.
10. Governing Law; Severability; Venue and Jurisdiction. This Contract shall be governed by Georgia law. In the event that any provision of this Contract is held to be invalid or unenforceable, that provision shall be severed and the rest of the Contract shall remain in full force and effect.
11. Please refer to Display Rules & Regulations in your Exhibitor kit for detailed information on maximum display booth heights and other requirements.
12. Food, beverages or alcoholic beverages are not allowed to be brought into the Trade Center. NorthWest Georgia Trade & Convention Center is a smoke free environment building.
13. Admission to FloorTek Expo will be by badge only. Exhibitors badges will be available for pickup at the registration desk on Monday, September 21st during setup.
14. In the event the show is delayed, canceled, interrupted or discontinued, or should access to the premises be prohibited or interfered with by reason of strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by AFA. In the event of such a termination, the booth holder waives any or all damages and claims for damages and agrees that the sole liability of AFA shall be to return to booth holder his pre-paid rent less his pro-rate share of all costs and expenses incurred and committed by AFA.
15. Cancellation of booth space. The Exhibitor will not be permitted to withdraw from, cancel, alter or reduce in any way their booking of the exhibition. However, the Organizer may consider special cases and in their sole discretion grant partial refunds according to how many months/weeks prior to the start of the exhibition that the proposed withdrawal or charge is made know to the Organizer in writing.

<u>Months prior to start of Exhibition</u>	<u>Cancellation Fee</u>
a) More than 2 months	30%
b) Within 2 months	100%

16. The booth holder must comply with safety, fire and health ordinances regarding installation and operation of equipment, and all other rules and regulations of governmental authorities, as well as those of the NorthWest Georgia Trade & Convention Center.
17. No booth holder may allow an article to be brought into, nor permit any act to be done, in the show premises which will increase the premiums or void policies of insurance held by AFA. No booth holder may permit any act by its employees, or persons representing booth holder, by which the premises shall in any manner be defaced or marred. Booth holder must surrender the space occupied by him in the same condition as at the commencement of occupation. Any damage done to the premises by the booth holder shall be made good to AFA or the NorthWest Georgia Trade & Convention Center, as their interest may appear.

18. Official service contractor for FloorTek is NorthWest GA Trade center. AFA will send each exhibitor a kit approximately 90 days prior to the show. All exhibitors must use the NWGTCC as the official contractor for FloorTek unless notified in writing otherwise.
19. Aisle Carpeting: All Aisles in the exhibit area will be carpeted. NWGTCC will begin laying aisle carpet as soon as possible after the freight operation has been completed on Monday, September 21. All empty crates and cartons should be tagged for storage so they can be cleared from the exhibit area as soon as possible. Once the process of laying aisle carpet has begun, only items capable of being carried or hand trucked into the exhibit hall will be allowed to enter.
20. FloorTek Expo abides by IAEM display guidelines. See enclosed information.
21. Moving of Exhibits: No exhibits will be allowed to be moved in or out of the exhibition during the official show hours.
22. Any materials or equipment too heavy to hand carry, must come through the dock doors and be delivered between 8:00 a.m. and 5:00 p.m., otherwise, after 5:00 p.m. material handling charges are on overtime for NWGTCC services, equipment, and personnel.
23. Non-Residual Carpet Tape ONLY. Cleanup or damage resulting from tape residue will be your responsibility and you will be charged for damages.
24. Dismantle: Breakdown may start after 2:00 p.m. closing of the show on September 24, 2009. Please allow NWGTCC approximately 1 hour after closing to remove the aisle carpet before exhibitors start moving out. Any exhibitor moving out before 2:00 p.m. may be banned from future FloorTek Expos.
25. Sunday, Sep. 20 : Move-in from 1 p.m. to 6:00 p.m. Only items which can be hand carried. The items requiring NWGTCC services to unload cannot be moved in on Sunday. Lending of hand trucks or dollies is strictly prohibited.
26. Exhibitor accepts all terms and conditions in this Contract, the Exhibitor Manual and any and all other regulations as Management may, at its' sole discretion, determine are in the best interest of the Exhibition.
27. HALL III and IV have carpeting. If you have equipment that might leak or drip, please make provisions to cover your booth flooring with plastic or other suitable product.

If the Space is not occupied by 5:00 p.m. of the last day of Move-In, such Space may be possessed and utilized by Management for such purposes, as it may seem fit. In the event the Exhibitor fails to remove its exhibit in the allotted time during Move-Out, Management may, at Exhibitor's expense, dispose of this property at its sole discretion.