



Power & Equipment Show Rules and Regulations

1. All space contracts are noncancellable and nontransferable. There will be no subletting of space in any show. Exhibitors must restrict their displays to the space contracted for.
2. Exhibitors must agree to set up exhibits and displays in keeping with the high standards of the other exhibitors.
3. All displays and exhibits must comply with all of the rules and regulations of the local fire department. Fire exits and lanes must be kept open at all times. No gasoline will be allowed in the inside display area.
4. All shipments of exhibitors' displays or materials must be prepaid. Shipments should be scheduled to arrive within the final two weeks prior to the show. The shipments should be labeled "Attention: Power & Equipment Show/Kyle Voecks". An ABF Freight representative will be available at the close of the show to handle outbound freight.
5. Exhibitors may not begin dismantling until the posted closing time of the show on the final day, 2 p.m. on July 26, 2007.
6. No signs or other articles are to be fastened to walls or electrical fixtures. The use of thumbtacks, Scotch tape, nails, screws, bolts, or any other tool or material that could mar the floors or walls is prohibited.
7. Neither the sponsor of the show, show decorator, Northeast Community College, officers thereof, those managing the show on their behalf, nor their employees will be responsible for any loss or damage that may arise to the exhibitors, their employees, or their goods, either while in transit to or from the building or campus, while in the building, or on campus from any cause whatsoever.
8. Northeast Community College will lock all doors of the inside display area at the end of each show day and will provide a private security guard for the outside display area.
9. For the protection of the floor of the inside display area, no food, beverages, or smoking will be allowed. Concessions will be available in the lobby. No forklift is available to move items into the indoor display area. No unusually heavy items will be allowed to be placed on the gym floor.
10. As a public agency, Northeast Community College does not allow alcoholic beverages on the campus.
11. When specific display spaces are requested, they will be assigned on a first-come first-serve basis in the order that completed contracts are received. If requested spaces are already reserved, comparable spaces will be assigned. When no specific space is required, the spaces will be assigned by a random drawing in the order that completed contracts are received.
12. All space rental charges must be submitted along with the completed contract.
13. All equipment in the outside display area must be in place by 5:00 p.m. of the Tuesday set-up day. After set up, no equipment may be moved onto or from the lot prior to the official close of the show.
14. Exhibitors should provide at least ¾-inch plywood pads for use under any outriggers in order to avoid marring the surface of the concrete lot.
15. It shall be agreed that all participants in the show shall not host other activities away from the show site during the show hours. Other such events should be conducted after the show each day.