

2019 SE Regional Fruit and Vegetable Trade Show

Sponsored by the:

Georgia Fruit & Vegetable Growers Association and Georgia Peach Council

Exhibit General Terms and Conditions

- 1. LOCATION** - The Trade Show will be held at the Savannah International Trade Center in Savannah, Georgia,
- 2. SPACE ASSIGNMENT** - **Deadline for receipt of contract and payment for returning exhibitors is Tuesday, July 31.**

Booths will be assigned in the following order:

A) 2018 SE Regional Fruit and Vegetable Exhibitors who have submitted a booth contract and payment by July 31 and wish to maintain their same booth location may do so.

B) Exhibitors at the 2018 SE Regional Fruit and Vegetable Convention who have submitted a booth contract and payment by July 31 but wish to relocate will be allowed to select a new location as space becomes available using the priority point lottery system.

Exhibitors receive one (1) point for each year they have exhibited since the 1999 GFVGA Winter Conference (or the 1998-99 SE Peach Convention). Exhibitors will also receive one-half (1/2) point for each year they were a Trade Show Sponsor and/or a Silent Auction Donor. Maximum Priority Points available for the 2019 Convention is twenty-nine (29) points.

All companies with the maximum Priority Points (29) will be entered into a lottery. Companies requesting three or more booths will be placed first, based on number of priority points earned. As the companies are selected by lottery drawing, they will be contacted via email with a floor plan map of available booth locations. Three exhibitors will be emailed the map at the same time, and given at least 24 hours to select a location. After all companies with 29 points are placed the lottery will be held for companies with 28.5 points. This will be followed by a lottery for companies with 27 points, etc.

C) After all returning 2018 exhibitors are placed, organizations that were listed on the 2018 SE Regional Fruit & Vegetable Conference Waiting List will be given the opportunity to register, pay & select booth space based on availability, using the priority points system described above with the booth selection based on position on the waiting list.

D) Companies that did not exhibit at the 2018 SE Regional Fruit and Vegetable Conference and are not on the 2018 Waiting List should contact the SE Regional office for instructions on completing a contract. Once a contract is completed and fees paid, exhibitors will be allowed to select a booth location based on booth availability.

E) Exhibitors at the 2018 SE Regional Fruit and Vegetable Convention that do not submit a booth contract and payment by July 31 will forfeit their booth space and will select a booth

based on the date of receipt of **the contract and the payment** after (A), (B), and (C) above have been satisfied.

3. BOOTH PRICES

\$795 for each 10 x 10 foot

\$845 for corner booths (booths with two sides open to an aisle)

\$7.30 per sq. foot for bulk floor space (minimum 400 square feet required)

ISLAND Booths (4 or more 10x10's) are calculated based on the number of standard and/or corner booths that form the island booth.

4. **PAYMENTS** - Full payment of booth fees must be submitted with the contract. No applications will be processed without proper payment. Payments drawn off non-U.S. Banks under \$795, must be paid by credit card.
5. **CANCELLATION** - Exhibitors are eligible to receive a full refund (minus a \$100 processing fee per booth) for booth cancellation prior to December 1, 2018. There will be no refund of booth fees after December 1, 2018. Request for refund **must** be made in writing.
6. **BOOTH RENTAL INCLUDES** - Standard booths are 10' wide and 10' deep, with a 10' high back drape and 3" side rail drapes. Each booth will include an exhibitor name sign, one six-foot draped table, two chairs and a wastebasket.

Carpet and Electricity are NOT INCLUDED in the booth package. Additional equipment can be secured at the exhibitor's expense from the official decorating firm designated by GFVGA. A complete Exhibitor Service Kit will be emailed to the booth contact identified during booth registration. An exhibitor kit can also be mailed if requested.

7. BOOTH STRUCTURE GUIDELINES:

- a) **Single In-Line 10 x 10** – booths have neighboring exhibitors on the left and right, leaving only one side exposed to the aisle. Booth includes 8' back wall and 3' draped side rails. A maximum height of 8 ft. is allowed only in the rear half of the booth space with a 4 ft. restriction imposed on all materials in the remaining space forward to the aisle.
- b) **Corner 10 x 10** – booth at the end of a series of single booths with exposure to intersecting aisles on two sides. Booth includes 8' back wall and 3' draped side rails. A maximum height of 8 ft. is allowed only in the rear half of the booth space with a 4 ft. restriction imposed on all materials in the remaining space forward to the aisle.
- c) **Endcap 10x20** - booth has exposure on 3 sides and contains two booths. The maximum back wall height of 8 ft. is allowed only in the rear half of the booth and within 5 ft. of the two side aisles. The remaining back wall is 3' high.
- d) **Peninsula 20x20 that backs up to two (2) single booths** – the maximum back wall height is 12 ft. and width is 20ft. Any booth structure or framing that is visible from neighboring, adjacent booth must be dressed so that logos or signage are not visible from adjoining booth.

- e) **Island Booth or Bulk Space (minimum 20x20) and not connected to any other booths** - the entire cubic content of the space may be used up to the maximum allowable height of 25 ft, including signage. Hanging signs are permitted; however, exhibitors **must** order labor and equipment from the Official Show Decorator.

8. **EXHIBITOR PERSONNEL** – Each 10x10 booth will receive two (2) complimentary registrations to include two (2) tickets for Friday Lunch and two (2) tickets for Saturday Lunch. If additional registrations and lunch tickets are required, they can be purchased at a later date.

Registration forms will be provided to register Booth Personnel. **All booth personnel must register in order to participate.** Your booth contract **does not** automatically register you for the conference.

9. **SET UP** – Bulk space booths must be installed on Wednesday, January 9, 2019 from 8 AM to 5 PM. The official show decorator will contact all bulk space exhibiting companies with a targeted move-in time. Standard booths must be installed on Thursday, January 10, 2019 from 8 AM. to 5 PM. Booths not set up by 5 PM, Thursday January 10, 2019 will be considered vacant and space will be assigned to waiting list companies (unless special arrangements have been made). ***Please make travel arrangements accordingly.***

10. **TEAR DOWN** - All exhibits **must** stay in place until 2:30 PM Saturday, January 12, 2019. **No booth materials will leave premises prior to tear down. Any exhibitor taking down prior to 2:30 PM on Saturday may lose their booth location in the 2020 Show and may be excluded from participating in future shows.** General exhibit take down will be held Saturday from 2:30 PM until 10:00 PM. ***Please make travel arrangements accordingly.***

11. **EARLY VACATING** - All booth personnel **must** stay in place until 2:30 PM Saturday, January 12, 2019. Booth personnel leaving prior to 2:30 PM will be considered early vacating. Early vacating of booth space prior to 2:30 PM is not allowed. Early vacating applies to all booths that have been completely torn down, packed up, and booth personnel have left the premises. Early vacating also applies to booths with limited materials on table but booth personnel have left the premises. **No booth personnel will leave prior to close of Show at 2:30 PM. Any exhibitor vacating the premises prior to 2:30 PM on Saturday will be in jeopardy of losing their booth location in the 2020 Show and may be excluded from participating in future shows. General exhibit take down and vacating will be held Saturday from 2:30 PM until 10:00 PM.** ***Please make travel arrangements accordingly.***

12. **SOLICITATION** - Solicitation by non-exhibitors is strictly prohibited. Any person, representing a non-exhibitor, identified soliciting in common areas of the convention center, will be asked to vacate the premises.

13. **EXHIBIT RESTRICTIONS** – GFVGA reserves the right to accept or reject any exhibit space application. The exhibition is a closed trade show designed to provide a showcase for equipment, goods and services used or sold by the southeastern fruit and vegetable industry. GFVGA will refund the deposit of any prospective exhibitor whose Exhibitor Application is not accepted by GFVGA.

GFVGA reserves the right to refuse rental of display space to any company whose display of goods or services is not likely to be, in the opinion of GFVGA, compatible with the general character and objectives of the exposition.

The GFVGA reserves the right to restrict exhibits which, because of noise, method of operations, or any other reason are deemed objectionable, and may also prohibit or evict any exhibit which, in the opinion of the Executive Committee of GFVGA, may detract from the general character of the show. In the event of such restrictions or eviction, the GFVGA is not liable for any refunds, rentals or other exhibit expenses.

14. USE OF SPACE - No exhibitor may assign, sublet, or apportion the whole or any part thereof, of space allotted nor exhibit therein any goods other than those manufactured or handled by the exhibitor in the regular course of his/her business, nor permit any representative of any other firm to solicit business, take orders, or sublet in his/her space.

Booth personnel are expected to be present in booth space during trade show hours. Exhibiting companies with booths displaying information only and absent booth personnel will be considered as early vacates. Exhibitors who vacate early will not be allowed to exhibit the following year.

15. FIRE CODES - Fire regulations will be in accordance with the State of Georgia State Fire Marshal. If exhibiting a fuel-powered piece of equipment or machinery - fuel tanks must be full and taped closed. All battery leads must be disconnected. Protection of the floor from bumper to bumper must be provided in carpeted areas and under the engine inside of the Exhibit Halls. Any company exhibiting equipment with moving parts **MUST** provide a safety barrier to prevent anyone from accessing the equipment during demonstration.

16. SIZE LIMITATIONS - Exhibits will not be permitted to protrude into the aisles or significantly impede the visibility of neighboring exhibitors. See description of **BOOTH STRUCTURE GUIDELINES**.

17. THE GENERAL RULE OF THE SHOW: BE A GOOD NEIGHBOR - No exhibits will be permitted which interfere with other exhibits, impede access to them, or impede free use of the aisle. Booth personnel, including demonstrators, receptionists, and models are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has contracted with GFVGA, no part of the Savannah International Convention and Trade Center or its grounds may be used by any organization other than GFVGA for display purposes.

18. MUSIC AND AMPLIFICATION - Due to ASCAP and BMI licensing requirements and U.S. copyright laws, no copyrighted music, live or recorded, will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. Exhibitor agrees to indemnify, defend, and hold harmless GFVGA from any liability arising due to use of copyrighted music by Exhibitor.

This rule includes background music and audiovisual presentations. The use of amplification, recordings, videos, slides, or other audiovisual devices is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level or be objectionable to neighboring exhibitors.

19. PALLET JACKS - Exhibitors may use their own hand pallet jacks for set up and tear down. No power pallet jacks are permitted.

20. RENTAL EQUIPMENT - Furniture, special decorating, art, and sign work may be secured from the Official Show Decorating Contractor. Skilled labor for the installation and dismantling of displays may be secured from the Official Show Decorating Contractor. Order forms covering all of these materials and services will be forwarded to each exhibitor in advance of the Trade Show. The Show Decorating Contractor will be

available to exhibitors throughout the show to assist with any problems or alleviate any concerns that might arise.

21. SELL OUT/WAITING LIST - After all booths have been assigned, a waiting list will be established based on the remaining exhibitor contracts and the date of receipt. Upon the cancellation of a booth, the first name on the waiting list (based on priority points and date added to waiting list, respectively) will be contacted. Securing a place on the waiting list is highly recommended. Companies on the official waiting list will be considered as an "Exhibitor for 2018" for purposes of preference in assignment of 2019 booth spaces and will have all the rights and privileges to reserve 2019 booth space as other exhibitors who had booths at the 2018 show.

22. SHIPPING INFORMATION - Please consign and make shipments of display materials per instructions received from the Official Show Decorating Company. Whether by common Carrier or Air Freight, **SHIPMENTS MUST BE PREPAID**. Copies of bills of lading or notice of shipment should be promptly forwarded to the Official Show Decorating Company. Personnel to assist in handling display materials will be available at the established rate through the Decorating Company. Personnel for electrical work, carpentry work, etc. will be available through the Savannah International Trade Center at established rates. Please indicate your needs for any such labor in advance.

23. SHOW CANCELLATION OR POSTPONEMENT – In the event that the Trade Show is postponed due to any occurrence not occasioned by the conduct of GFVGA or Exhibitor, whether such occurrence be an Act of God or the common enemy or the result of war, riot, civil commotion, sovereign conduct, terrorism, or the act or conduct of any person or persons not party or privy to this Lease, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement.

In the event that such occurrence results in cancellation of the Trade Show, the obligations of the parties under this Agreement shall be automatically terminated and all payments made under this contract shall be refunded to Exhibitor, less a pro rata share of expenses actually incurred by GFVGA in connection with the Trade Show. No monies will be returned should the dates or location of the show be changed by GFVGA, but exhibitor will be assigned space that the exhibitor agrees to use under these same Terms and Conditions. GFVGA shall not be financially liable in the event the show is interrupted, cancelled, moved, or dates changed except as provided herein.

24. LIABILITY - It is expressly understood and agreed between exhibitors and the Georgia Fruit and Vegetable Growers Association that the GFVGA shall be under no liability for loss of, or damage to goods or property of exhibitors, or personal injury to the exhibitor or exhibitor's employees. Exhibitor hereby agrees to protect, defend, indemnify and save GFVGA, its officers, directors, employees, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of GFVGA and its employees and agents.

25. INSURANCE – Exhibitor shall obtain and keep in force, during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance insuring the liability set forth in this Exhibitor Contract, in an amount not less than \$ 1,000,000 combined single limit for personal and property damage. Exhibitor acknowledges that GFVGA does not maintain insurance covering exhibitor's property

and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by the Exhibitor.

THESE REGULATIONS are incorporated by reference to the Exhibitor Contract. All points not covered are subject to the decision of the Executive Committee of the GFVGA, in its sole discretion, which reserves the right to amend these regulations as necessary.