



BLD BizCon Exhibitor Rules & Regulations

Please review these rules and regulations carefully. Your submission of the exhibitor/booth application binds you and your company to this contract and the terms expressed herein.

These trade shows are produced by and subject to the terms and conditions imposed by the BLD Connection, hereafter referred to as BLD. BLD provides exhibition management and attendance promotion.

Character of the Exposition

BLD reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any exhibitor or product, which, in the opinion of show management, detracts from the character of the exposition or for any violation of the following Terms & Conditions. In the event of such restriction or eviction, BLD is not liable for refunding exhibit fees or any other cost incurred by the exhibitor. Violations of the Terms & Conditions may also result in loss of exhibitor priority. Exhibitor agrees not to make any sales or gather leads from any contractor during the convention.

Contract for Space

The completed exhibitor application form constitutes a contract for the assignment of space pending acceptance by BLD. Any exhibitor failing to occupy space is not relieved of the obligation to pay the full rental price.

Booth Relocation

BLD show management reserves the right to make changes in the location, size and display limits of any display booth if this is in the best overall interest of the convention. BLD may prohibit exhibits that are deemed unacceptable for any reason. This may include people, items, conduct, printed materials or anything that may be objectionable to the exhibition. If such restriction occurs, BLD will not be liable for any refunds, rentals or exhibit expenses. The decision of BLD regarding exhibits is final.

If it becomes necessary to relocate an exhibitor after a booth assignment has been made, BLD will contact the companies involved and every reasonable effort will be made to reassign the exhibitor to a similar booth space with a moderate amount of space between them and a direct competitor.

Subletting

The exhibitor may not sublet, assign or apportion any part of the assigned exhibit space allotted without agreement by BLD.

Exhibitor Representation

Exhibitor agrees to have exhibit space staffed during all hours the exhibit hall is open. No one is allowed into the exhibit hall without an official current convention badge. (Absolutely NO business cards will be allowed in the badge holder in place of a badge.) If a person is working in more than one exhibiting company's booth, additional name badges may be made at no charge.

Representatives of any company that is NOT a registered exhibitor at the BizCon will not be admitted into the Exhibit Hall.



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Display Arrangements/Booth Apparatus

BLD will install the exhibit booth(s) in the agreed upon location with a draped table, chair, and an ID sign showing the official exhibitor name and booth number. Other booth inclusions vary by show.

The exhibitor will make arrangements with the convention decorator or hosting facility for additional furniture, special signs, carpentry, labor, decorating and shipping needs at the exhibitor's expense. All electrical needs will go through the hosting venue. Order forms are shared on the BLD BizCon webpages.

Work or services done at the convention where bills were rendered to you by the decorator or hotel must be verified and approved on the premises, be paid, or have credit established. BLD is not responsible for these bills.

Exhibits must conform to booth dimensions to ensure attendees will have an unobstructed view of booths up and down the aisles. Normal back height is 8 feet. A maximum height of 8 feet may extend toward the aisle from the back for no more than 3 feet. From this point toward the aisle, the height of your display may be no more than 3 feet. If your booth is an end cap or a peninsula, the back of your booth may be 8 feet high and 6 feet across centered, then must drop to 3 feet high to each edge of the booth. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume and content and must not disturb or inhibit business from neighboring booths.

Americans With Disabilities Act

Each exhibitor shall be responsible for compliance with the Americans with Disabilities Act of 1992 (ADA) with regard to their booth space, including, but not limited to, wheelchair access.

Fire Regulations

Local fire department regulations will be strictly enforced. For this reason, exhibitors may not in any way impede aisles or service corridors with personal property. Exit doors must never be blocked in any way. All materials used must be flame retardant. All landscaping and construction materials including plants, foundations, sand dirt, etc. must place waterproof material underneath. Motorized vehicles, trailers, etc. must have prior approval from BLD and the host before being moved into the facility.

Liability and Insurance

The exhibitor will not permit the exhibit area or facility to be damaged by any act of negligence by the exhibitor, its employees, contractors or guests.

BLD will not be held responsible for any loss, damage or injury to anyone (including the exhibitor and its employees), or for any property damage, theft or general safeguarding of materials, prior to, during and after the period covered by the contract.

Further, the exhibitor agrees to hold BLD harmless and indemnify BLD for same and all costs of defense that may arise because of any negligence, malfeasance, misfeasance, or nonfeasance by the exhibitor, its employees, agents, officers, contractors or guests. BLD agrees to same stipulation with exhibitor.

The exhibitor must carry full insurance for the duration of the convention including transport, move-in, and move-out. In the event the exhibitor hires contractor(s) to install exhibits, move equipment, etc. on the premises, the exhibitor or the contractor(s) must provide BLD with a certificate of insurance showing that it carries workers compensation and general liability insurance (with a liability limit of at least **\$2,000,000.**)



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Booth Placement Process

Please make sure to fill out the booth application form in its entirety, including payment information and membership information if selecting member-priced booths. Forms that are complete and accurate will be honored and processed *before* those that are incomplete and do not contain all the information!

All exhibit managers sending in a registration form will receive an email confirmation back once your booth(s) has been assigned. If you do not receive an email with 1-3 business days, please contact BLD to ensure your registration form was received.

BLD will do our best to place you near those other exhibitors you request to be near. Likewise, we try not to place direct competitors right next to each other.

- Please remember these are not large exhibit halls and we are a relatively small industry...we cannot keep you away from all companies selling similar products as yours.
- If companies do end up requesting booths that are right next to a competitor, all parties will be contacted and alerted in advance.

Payment Policy

It is preferred that all exhibitors pay for their booth in full when placing the order (either online or by paper form.) This is mandatory for non-members. BLD members will have the option to be invoiced if they wish. Invoices will be generated, sent, and have 30-day terms.

Alternate payment terms may be considered on a case-by-case basis, but all exhibitors must be completely paid in full for booths and sponsorships at least 30 days prior to each show! All payment must be made in US dollars. Any exhibitors who have not paid in full by the show date will be prohibited from setting up their booth.

If you are requesting member pricing on booths, you **MUST** include the membership form and dues with your booth registration. If we do not receive your membership commitment, you will be invoiced at non-member price for the booths.

Cancellation - by Exhibitor

If the exhibitor decides to cancel their booth(s), the following policies will apply:

Booth fees will be reimbursed up to 30 days prior to the event MINUS a **\$250 cancellation fee per booth**, which is used to cover administrative fees, incurred costs, and potential lost sales.

Cancellation deadlines are listed below:

- **BizCon North Booth Cancellation: Requests must be received in writing by January 6, 2024**
- **BizCon South Booth Cancellation: Requests must be received in writing by January 21, 2024**

Any cancellations from an exhibitor taking place after the above dates will result in a 100% forfeiture of booth fees. If the booths weren't yet paid in full, the exhibitor will still be invoiced and expected to pay for the booth.

Exception: If BLD is able to resell your booth prior to the event (which means a complete sell-out), exhibitors will be reimbursed their entire booth fee.



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Cancellation of Event - by BLD

In the event of an event cancellation *by BLD*, this agreement shall be terminated immediately, and BLD shall refund all booth fees paid (deposits/full payments) by the exhibitor OR work with the exhibitor to hold the fees and apply them towards a future BizCon.

Violation of Rules & Regulations

As a condition of exhibiting, each exhibitor shall agree to observe all BLD policies, as well as exhibitor guidelines or rules required by the hosting venue. The action taken against an exhibitor for violation of policies will be determined on the basis of the particular circumstances of each case by BLD, which could include refusal of or termination of the exhibit.

Reservation of Right to Make Changes

Any matters not specifically covered herein are subject to decision by BLD. BLD reserves the right to make such changes, amendments and additions to these rules as it considers advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any such changes.