

FMC Farm & Home Show Rules and Regulations

Please share this information with all individuals who will be working in your exhibitor booth and keep a copy of these rules and regulations at your booth throughout set-up and teardown for a reference.

Exhibitor Parking: All exhibitors must park in the designated exhibitor parking area to allow adequate space for show attendees to park at the event. Once an exhibitor has unloaded all vehicles must be relocated to this designated parking area.

Exhibitors who do not adhere to parking designations, booth tear down rules or leave early will lose privileges for next year's event.

Installation and Removal of Exhibits: Exhibits shall be set up and removed at the cost of Exhibitor. All exhibits must be installed prior to the opening of the Show and remain in place until after the official closing of the Show.

Exhibitors arriving for set-up after the scheduled installation time can be relocated to any location, if no alternative is available, they will forfeit their show participation rights.

Exhibitors are to comply with local rules and regulations of the building in which the Show is held.

Setup of exhibits may begin at 7:00 AM and must be ready for attendees by 9:00 AM.

Tear down of exhibits may begin no earlier than end of Show (6:00 PM) on Saturday November the 7th and must be completed by 8:00 PM.

Early teardown will result in a \$250 fine. Violators will be notified by letter, billed \$250 within 10 days of the show, and will forfeit the opportunity for booth space for the following year

Show Management: Friends of Miller County Foundation referred to as FMC. FMC Farm & Home Show shall have full authority to make such rules and regulations as deemed necessary for the success of the Show and to change and amend the same from time to time, which shall govern the proper conduct of said Show and the use of this contract and the space herein reserved by the Exhibitor. FMC's application, interpretation, and construction of said rules and regulations shall be final and conclusive.

There will be no signs, posters, or balloons more than two feet above booth space. Booth space must always be staffed by a representative during the show.

Assigned booth space should be kept clean; trash should be removed to receptacles as needed to maintain a professional appearance. Any water should be cleaned up at time of spill. There can be nothing attached to the pipe and drapes or floor.

All decorations must be flameproof and pass inspection by all designated authorities. Exhibitor shall not allow nails, screws, or tacks to be driven into the building walls or floor, nor deface those surfaces in any way.

Any exhibit that has a heavy display such as concrete blocks, landscaping displays, rock, or other such material shall cover their booth space with plywood or sturdy floor covering to prevent damage to the permanent facility. No paint, tape, or tape residue may be applied to the floor.

Exhibitor will be held responsible for any damage they cause to the facility.

Loudspeakers, radios, TV sets, or the operation of any machinery or equipment of sufficient volume to be a nuisance to the neighboring Exhibitors is not permitted. Public address systems to attract the attention of people passing in front of exhibit spaces are not permitted.

SERVICE ANIMALS: There is a "NO PET POLICY" at Eldon Community Center. Service animals are allowed into exhibit area during Farm & Home Show hours.

Eligible Exhibits: FMC reserves the right to determine the eligibility of any company or product for inclusion in this Show. Exhibits which are of a disruptive, objectionable, or inappropriate nature, as interpreted by FMC, will be removed from the Show. This restriction and prohibition extend to persons and their conduct. FMC's determination in this regard shall be final and conclusive.

Each Exhibitor agrees to display only products or services that they sell in their regular course of business.

Indemnification: Exhibitor agrees to indemnify and hold harmless Friends of Miller County Foundation and the Eldon Community Center (their respective governing boards, officers, agents and employees) from any and all liability of whatever nature for personal injury or property damage sustained by the Exhibitor and/or his employees and representatives. FMC and the Eldon Community Center will not be responsible for any loss or damage of property to the Exhibitor for any reasons including theft.

Contingencies: FMC reserves the right to cancel this contract if the facility becomes unavailable for any reason or be destroyed or so damaged that the facility is unusable, or deemed unsafe for specified purpose of the Show. FMC and the Eldon Community Center are to be released of any and all claims for damages, loss, costs, or expenses sustained or incurred by the Exhibitor by the reason of such cancellation.

Electrical and Internet Service: Electricity and Internet are available on a limited basis.

Exhibitors should provide their own surge protectors if equipment warrants. Free Wi-Fi Internet service is available at the venue but please know service will be very slow based on the number of possible users. If your booth is reliant on internet service, please bring your own alternate source (hot spot, etc.).

Sale of Merchandise: Over-the-counter sale of merchandise is permitted. Exhibitors are responsible for registering for, collecting, and reporting appropriate sales taxes.

Use of Space: Eldon Community Center/Parks and Recreation **does not allow** any decorations/displays on the walls inside the Community Center meeting rooms or on the multi-purpose/gym carpeted walls.

Printed advertising, souvenirs, etc., may be distributed by Exhibitors from their own space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of a noise-making variety. All such items are subject to the approval of the FMC. **Absolutely NO distribution of materials of any kind or solicitation shall be permitted by any entity that is not an authorized Exhibitor.**

Refunds: No refunds will be made unless the Farm and Home Show has to be canceled due to the facility being destroyed or so damaged that the facility is unusable. An Exhibitor's cancellation will be subject to loss of their \$250 fee.

Aisle Restrictions: No exhibit shall extend into the aisle past their designated space.

Subletting Space: Exhibitor shall not assign this contract or sublet in any fashion any part of the space herein specified nor display the name of any other firm contributing to said exhibits without the written consent of FMC in advance.

Insurance: Exhibitor is required to provide and keep in force during the show period, including move-in and move-out periods, the following insurance coverage: i) comprehensive general liability insurance or commercial general liability insurance; ii) worker's compensation and employer's liability insurance covering its employees, if applicable; and iii) all-risk property insurance covering all of Exhibitor's property brought into or used in connection with the Show, if applicable. A certificate of liability insurance naming FMC as Certificate Holder should be sent to the Friends of Miller County Foundation when their Farm and Home Show Application is submitted.

Compliance: Exhibitor, its employees and representatives, shall observe and comply with all Federal, State, Municipal and Building Management laws, ordinances, rules and regulations of the State, City and Building, in which said Show is presented. Propane tanks are not permitted in the building at any time. No open flame or welding is allowed. NO SMOKING inside the

exhibit hall. No Alcoholic beverages of any kind will be served or permitted on the Eldon Community Center premises. Pressure or fuel cylinders need prior approval by Fire Marshal. Vehicles and/or machinery on display must be kept in the parking lot. Banners and display items may not be suspended from ceiling. Signage above the exhibit or on the back of displays should not infringe on other Exhibitors and may be not allowed.