

Service Desk: An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

Please refer to the Form List provided in the online service kit for additional services offered.

Assistance: If you have any questions or need assistance, please contact General Exposition Services at:

Phone: (610) 495-8866 Fax: (610) 495-8870

Email: info@generalexposition.com

EXHIBITOR RULES AND REGULATIONS

Welcome to our Convention and Exhibit Center. We hope your Convention or Exhibit Show is very successful, especially with your contribution to it. Although we are here to assist you in any way that we can, there are certain Rules and Regulations that must be adhered to, and it must be clearly understood that the Valley Forge Convention Complex management has the right to control and enforce all Rules and Regulations and applicable laws. Your cooperation is appreciated. If you should have any further questions, please bring them to our attention.

The Valley Forge Convention Complex will not accept freight. Please refer to the Drayage form, included in this packet for shipping / freight instructions. Excessive fees will be charged to those Exhibitors shipping freight to the Center and Hotel.

Independent companies hired to work for an Exhibitor must provide a Certificate of Insurance to the Valley Forge Convention Center thirty (30) days prior to the show.

No vehicles will be permitted inside the building without prior written approval of the Valley Forge Convention Center. This includes "move - in " and "move - out" . All loading and unloading must be done at the loading docks.

The Valley Forge Convention Complex will provide perimeter and building-access Security only.

Decorations and Signage:

- 1. Decorations, Signs banners, or any other material may NOT be taped, nailed, stapled, or otherwise fastened to ceiling, walls, painted surfaces, columns, furniture, or floors.*
- 2. No holes may be drilled, cored, or punched on the property of the Valley Forge Convention Center.*
- 3. No adhesive-backed (stick-on) decals or similar items items may be distributed or used in the building.*
- 4. Damage fees will be assessed.*
- 5. All tape used for carpet installation MUST be removed immediately following the show. A damage fee will be assessed to those who leave tape and/or tape residue on the floor.*

Food & Beverage:

- 1. No sample food and/or beverage products may be distributed by the Exposition Sponsoring Organization and/or their Exhibitors except upon written authorization from the Valley Forge Convention Center Complex Management (please refer to Montgomery County Health Department Licensing form)*
- 2. Questions concerning the sale and distribution of food and/or beverage, as well as questions concerning Exhibitors desiring to provide food or beverage, not incidental to their exhibit, must purchase these items from the official Food Concessionaire of the Valley Forge Convention Center.*
- 3. No food and/or beverage may be brought into the Valley Forge Convention Complex from outside the facility. This includes coolers of soft drinks, etc.. Concession stands will be open during your move-in and show.*

Electrical Equipment:

- 1. All electrical equipment must be U.L (Underwriter Laboratories) approved.*
- 2. Installation of electrical connections to the building's electrical system must be performed by Valley Forge Convention Center Electricians.*
- 3. All electrical connections utilized by the Exhibitor shall be ONLY for that service contracted. All service utilized, but not contracted for, will be charged at the prevailing rates.*
- 4. No cords shall run across pedestrian traffic.*
- 5. The Valley Forge Convention Center Complex will not be responsible for any malfunction of any inferior equipment.*

Miscellaneous:

1. The Valley Forge Convention Complex is a ***NONSMOKING*** building. Smoking is not permitted anywhere inside the Convention Center.
2. During event hours, all aisles should be kept clear for your safety as well as the safety of event patrons.
3. Damage resulting from event-related activities such as equipment movement, two-sided tape, nailing, etc., will be charged to the responsible parties.
4. Parking in the loading dock areas is ***PROHIBITED***. Please use only designated show-parking areas. Persons parking in the loading dock area will be ticketed and towed at the owner's expense.
5. All equipment being transported between levels inside the Center should utilize only the Freight Elevator. Public passenger elevators are ***NOT*** to be used for transporting equipment except in an emergency.
6. Devices which produce sound must be operated so as not to disturb other exhibitors. The Valley Forge Convention Center Complex reserves the right to determine the acceptable sound level in such instances.
7. Animals are not permitted in the building, unless it is a properly and safely muzzled "seeing eye" dog accompanying a blind person.
8. As per Chief Fire Marshall of Upper Merion Township, any compressed gas cylinders (i.e., helium, propane, etc.) must be fixed to either a stand designated for such or a permanent building fixture. Failure to comply with this request will result in a fine from Upper Merion Township.
9. As per Chief Fire Marshall of Upper Merion Township, tents and covered exhibits greater than 4ft x 4ft are not permitted.
10. As per Upper Merion Township, any signage installed (banners, etc.) on the exterior of the building or ground needs to be permitted (please refer to signage request form).

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road • Limerick Business Center
Pottstown, PA 19464

Phone: 610-495-8866 • Fax: 610-495-8870

Email: info@generalexposition.com

Liabilities and Responsibility

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Valley Forge Convention Center

August 21 - 23, 2009

Damage: The exhibitors are responsible for any damage to building floors or equipment caused by their participation.

Objectionable Exhibits: Management retains the right to discontinue any exhibit, which in the opinion of management is objectionable.

Loss-Insurance: General Exposition Services will not be responsible for any loss or damage of any kind. It is suggested that exhibitors contact their insurance brokers to determine the possibility of obtaining a rider to cover their shipments from the time they leave home premises until deliveries reach final destination.

Limitations of General Exposition Services Liability and Responsibility

- General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- General Exposition Services shall not be responsible for loss, theft, and disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to General Exposition Services by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- General Exposition Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to causes beyond its control.
- General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event General Exposition Services's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000 per shipment.
- General Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- The consignment or delivery of a shipment to General Exposition Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the Bulletin.

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- We agree to the "Limitations of General Exposition Services Liability and Responsibility."
- We accept the responsibility for the payment of General Exposition Services charges in connection with the handling of our shipments as set forth and we guarantee payment to General Exposition Services in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- We agree General Exposition Services' liability shall be limited to any loss or damage which results solely from General Exposition Services' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other types of loss or damage.
- With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from General Exposition Service's warehouse), that General Exposition Services will provide its service as our agent, and not as bailee or shipper. If any employee of General Exposition Services shall sign a delivery receipt, bill of lading, or other documents, we agree that General Exposition will do so as our agent, and we accept the responsibility thereof
 - Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any bill of lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pick-up.
- We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.