

RULES AND REGULATIONS FOR EXHIBITING

74th ARFTG Conference

1. **Exhibit Hours:** 7:30 AM to 5:00 PM, Thursday, December 3rd, 2009
7:30 AM to 1:30 PM, Friday, December 4th, 2009
2. **Installation:** 7:00 PM to 9:30 PM, Wednesday, December 2nd, 2009
7:00 AM to 7:30 AM, Thursday, December And, 2009
3. **Dismantling:** 1:00 PM to 5:00 PM, Friday, December 4th, 2009
4. **Exhibit and Services:** Exhibitor is responsible for installing and dismantling his exhibit - no services will be provided. All exhibits must be suitable for mounting on one or two 6 foot by 30 inch tables or free-standing in the equivalent table space. Tables are covered and draped. Each table will be provided with 115 VAC, 60 Hz, 10 Amp service with two outlets. Additional power may be requested.
5. **Liability and Security:** Neither ARFTG nor its officers nor the hotel assume any liability for the exhibits. It is the exhibitors' responsibility for insuring their equipment and/or displays for loss and damage. We attempt to lock the exhibit room overnight, but exhibitors are responsible for protecting their valuables
6. **Compliance with Local/Union Rules:** Exhibitor assumes all responsibility for complying with all local rules, regulations and ordinances relative to fire, safety, health and unions having jurisdiction.
7. **Exhibits Attendance:** Exhibitors will receive two (2) exhibitor badges per table. These badges entitle the holder to all exhibit functions, continental breakfast and breaks held in the exhibit area, and the ARFTG luncheons on Thursday and Friday.

Exhibits-Visitor badges can be purchased at \$30.00 per person per day. These entitle the holder to attend the exhibits only and include the breakfast and breaks held in the exhibits area. Lunch is not included.

Exhibitors must individually register for the Conference in order to attend the technical sessions and the ARFTG Awards Banquet, although exhibitors may attend just the banquet at a nominal per person charge.

8. **Payments and Cancellations:** Full payment must accompany the exhibit application, and, if accepted, the payment is not refundable in the event of cancellation by the exhibitor.
9. **General:** Tables (exhibit spaces) are available on a first-come, first-served basis with two (2) tables, maximum, per exhibitor. In the case of disputes or conflicts, exhibitors agree to comply with the decision of the Exhibits Chairperson or his/her designated representative.