

# EXHIBITOR RULES & REGULATIONS FOR THE NWTF CONVENTION

*Updated 2/6/2020*

## **Show Management**

This show is a presentation of The National Wild Turkey Federation, Edgefield, SC, hereinafter referred to as the "Show Management", which shall have the right, which it hereby expressly reserves, to make such rules and regulations as it shall deem advisable for the success of said 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. The Show Management's application, interpretation and construction of said rules shall be final and conclusive.

## **Contingencies**

The Show Management reserves the right to cancel this contract in case the specified premises shall be destroyed or so damaged as to render them unworkable for the purpose specified, by fire or the elements or any other cause, or should any occurrence of circumstances beyond the control of the Show Management make it impossible to fulfill its part of this contract; provided however, that in the event of such cancellation, all payments previously made of this contract are to be promptly returned to the exhibitor by the Show Management and upon the return of the same the Show Management is to be released of any and all claims for damages, loss, cost or expenses sustained or incurred by the exhibitor by reason of such cancellation.

## **Right of Refusal**

The Show Management reserves the right to determine the eligibility of any company or product for inclusion in this Show.

## **Installation and Removal of Exhibits**

- A. Exhibits are to be installed and removed at the expense of the exhibitor.
- B. No exhibit is to be installed until balance is paid in full.
- C. All exhibits must remain in place until after the official closing of the Show, Saturday at 6 p.m.
- D. All exhibits, products, and other materials and property of the exhibitor must be removed from the building no later than the deadline for such as set and published by the Show Management.
- E. The standard booth equipment furnished will consist of an eight (8) foot high back wall of draperies with aluminum uprights and stanchions with the division rails three (3) foot high covered with draperies. Show management considers the front of all booths to be along the isles running from the front of the exhibit hall to the back of the exhibit hall, and all booths shall share the same wall as a back. No inline exhibit shall protrude more than eight (8) feet in height from the floor along the rear of the booth, or three (3) feet along the sides nor obstruct other displays or projects.
- F. Displays and projects must be kept within the 10' X 10' confines of the rented floor space. Exhibit booth structure that will extend out of the rented floor space must be approved by Show Management. Distribution of advertising material and exhibitor solicitation shall be

restricted to the exhibitor's booth. No exhibitors shall so arrange his exhibit as to obscure or prejudice adjacent booth exhibitors in the sole opinion of Show Management.

### **Booth Equipment and Service Information**

Standard drapery backs eight (8) feet high, side rail dividers three (3) feet high with booth identification sign, one (1) eight (8) foot table, (2) chairs and wastebasket are included in the rental fee. Complete shipping instructions and information regarding furniture rental, electrical work, plumbing, drainage, etc., will be forwarded to the exhibitor by the official decorator in advance of the Show.

### **Sub-letting Space**

Exhibitor shall neither assign this contract, 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 the Show Management in advance.

### **Liability**

- A. The National Wild Turkey Federation, the publicized sponsors of said Show and the Building Management, either collectively, individually or otherwise, shall not in any way be liable nor shall they be required to maintain insurance for any damage or loss, regardless of the cause of the same, either to person or property, sustained by the exhibitor and/or his employees and representatives.
- B. Exhibitors must insure their own exhibits. Show Management will not assume any responsibility for the safety of exhibits against theft, fire, accidents or for any cause whatsoever. In all cases, exhibitors must insure their own goods.

### **Exhibitor Representatives Responsibility**

Each exhibitor must name one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible.

### **Default of Occupancy**

Any exhibitor failing to occupy space contracted for will not receive a refund.

### **Cancellation of Contract**

In the event that exhibitor would have need of withdrawing from this contract, a written notice of request for cancellation with reasons of cancellation stated must be submitted to Show Management. If the request is approved and accepted by Show Management, exhibitor fees will be refunded as follows:

**Cancellations before July 31 - full refund of payments made; Cancellations between August 1 and August 31st - refund of payments made excluding booth deposit; Cancellations after September 1st - No refunds given.**

### **Donations in Trade**

If you are making a donation in trade for booth space, the donation must be a minimum \$5,000.00 fair market value for a standard inline 10x10 booth. Any additional booths or premium space fees will be the responsibility of the donor, along with a \$200.00 deposit, per 10 x 10. The completed donation paperwork must be received by September 1, 2020, or the booth must be paid in full. The donations committee will review all submissions and reserves the right to disqualify donations based on saleable value for the NWTF.

### **Compliance**

Exhibitor, its employees and representatives shall observe and comply with all Federal, State, Municipal and Building Management laws, charters, ordinances, rules and regulations of the State, City and Building in which said Show is presented. Exhibitors are required to abide by state laws and wildlife agency regulations when selling animal parts.

### **Conduct**

Exhibitors and their personnel are expected to maintain a business like attitude throughout the show. Anyone found to be creating a nuisance or conducting themselves in a manner unsuitable to Show Management will be subject to eviction from the premises.

### **Exhibitors with Special Needs**

Exhibitors who have special needs which require variance from these guidelines must get prior written approval from Show Management. Exhibitors must supply Show Management detailed plans of their proposed display for this approval.

**Raffles are not permitted in the exhibit hall by exhibitors.**

**We will make emergency announcements only in the Exhibit Hall.**

**The selling of food is not permitted in the exhibit hall, except prepackaged food, i.e. packaged jerky.**

**Exhibitors who receive payment for merchandise or services are required by the state of Tennessee to obtain a permit to conduct business.**

**Exhibitors are required to report taxable sales to the Tennessee Department of Revenue. The tax rate is 9.25%.**

**Exhibition and attendance at or participation in the NWTF Convention & Sports Show constitutes an agreement by the exhibitor and exhibitor's representatives to NWTF's use and distribution (both now and in the future) of the exhibitor's image or voice in photographs, videotapes, electronic reproduction, or audiotapes of such events and activities.**

## **Move-In**

Show Management tries to make Move-in as seamless as possible on the Tuesday (appointment only) and Wednesday before the show. Upon arrival on both days, exhibitors are expected to report to the Marshalling Yard for instructions to the two Move-in points. Show Management does not provide carts and encourages exhibitors to bring the equipment to move their product/display to their booth area. All exhibitors are expected to unload and move their vehicles out of the Unloading Area as soon as possible. Vehicles left unattended will be towed. We understand we have many exhibitors that bring their families in their vehicles during Move-in – please keep small children within your booth at all times or with you. For any children under 18 years of age, we must have a completed child waiver form on file. There are forklifts and equipment on the Show Floor and we want to keep everyone safe!

### **Move-In hours:**

**Tuesday 1 pm to 10 pm By appointment only (Last vehicle dispatched from Marshalling Yard at 8:30 pm.)**

**Wednesday 8:30 am to 10 pm Open to all exhibitors first come, first served**

**Thursday 8:00 am – 9:30 am**

### **Show Hours:**

**Thursday 11am- 6pm**

**Friday 9:00 am – 7pm**

**Saturday 8:30am-6pm**

**On Saturday, do NOT break down your booth before the 6:00PM closing of the show.**

**Absolutely no big carts in the isles before the show closes and the General Public have left the Show Floor.**

## **Move-out**

On Move-out, Show Management encourages all exhibitors that are using the Move-out areas to report to the Marshalling Area to get in line to be dispatched to the respective Move-out area close to their booth. Or determined by how their booth breaks down. All exhibitors are expected to have their booth vacated of their space by noon on Sunday unless there are extenuating circumstances that have to be agreed upon by Show Management.

### **Move-out Hours:**

**Saturday 6:00pm to 10pm- for exhibitor and staff safety the hall will be shut down at 10 pm.**

**The last vehicle will be released from the Marshalling Yard at 9 pm.**

**Sunday 7 am to noon**