

## CONDITIONS OF CONTRACT TO EXHIBIT

The Georgia Association for Career and Technical Education (GACTE) places great value upon the close professional relationships that have been developed over the years between GACTE and the educational exhibitors who participate in the GACTE Annual Conference each year. In an effort to solidify the relationships we all now enjoy and protect the understandings that have evolved over the years, this collection of "Exhibitor Rules and Regulations" was originally developed by an ad hoc committee of educational exhibitors and adopted by the GACTE Board of Directors.

1. A copy of these rules and regulations shall be provided to each exhibitor before any commitment is made to purchase exhibit space. An application for space shall constitute agreement to accept and abide by these rules and regulations.
2. Any exhibitor who violates one or more of these rules and regulations may be directed to close the exhibit immediately and may not be invited to participate in future GACTE events.
3. The GACTE Business Manager will resolve complaints. Any ruling by the Business Manager shall stand for the duration of the show. Following the show, any ruling may be appealed to the GACTE Board whose ruling will be final.
4. Exhibits shall be confined to the space reserved. Neither exhibit materials nor exhibit activities shall extend outside the space reserved.
5. Every effort shall be made to enhance the exhibit space(s) of adjoining exhibitors.
6. Exhibits may not exceed 8 feet in height nor shall exhibit materials obstruct the view of adjoining exhibits.
7. Exhibitors wishing to sell products or services during the show must indicate this on the exhibit application form. The Conference Committee will approve these applications and notify the vendor if they are approved to sell items.
8. Each exhibitor shall be responsible for good housekeeping within the exhibit space(s). A concerted effort shall be made by GACTE and exhibitors to keep aisles open for maximum traffic flow.
9. The cost of exhibit space is \$1,000 for each prime space and \$800 for each standard space.
10. No exhibit shall be unattended during exhibit hours. GACTE may recommend individuals to attend exhibits, if desired.
11. Exhibits shall be installed prior to the scheduled opening time. Unless the Exhibit Committee Chair has been contacted and suitable arrangements made, space not occupied by the opening of the exhibition may be canceled or reassigned without refund. If the exhibit is on hand, GACTE reserves the right to assign labor to set up any display that is not in the process of being erected at that time. The charge for this labor will be billed to the exhibitor.
12. Exhibits will not be removed until the scheduled closing time.
13. All draping or display material of cloth must be fireproofed. Under no condition will combustible oils or gases or spray-painting be permitted in the exhibit area. All electrical work and equipment must be ordered by the appropriate official service contractor to ensure that it will meet all state and local codes.
14. Although the GACTE will provide security prior to and during the show, neither GACTE, any of its officers, staff members or convention committee, nor the owners, employees or representatives of the exhibit hall will be responsible for any injury, loss or damage that may occur to the exhibitor or the exhibitor's employees or property, prior to, during, or subsequent to the period covered by the exhibitor's contract, provided said injury, loss or damage is not caused by the negligence or willful act of one or more of the above-mentioned parties. GACTE and the exhibit hall will exercise reasonable care for the protection of the exhibitor's materials and displays. However, the exhibitor on signing the contract expressly releases the foregoing named association, individuals, committee and exhibit hall and firms from any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense.
15. Payment Policy: All payments are due by June 1, 2018. Failure to pay by the deadline will result in a 25% late payment fee.
16. Cancellation Policy: In the event you must cancel your booth after payment is made, there will be a 25% processing fee charged by GACTE. Absolutely no refunds will be made after May 31, 2018.

GACTE and the participating exhibitors, therefore, pledge to each other the cooperation and mutual respect which has characterized our relationships in the past and commit ourselves to the highest ideals and professionalism for the mutual benefit of all participants and the career and technical education students who are the ultimate beneficiaries of our efforts.