

SHOW FLOOR LAYOUT

Booth assignments are subject to change at the discretion of the Show Committee.

BOOTH STAFF

All members of exhibit staff (show personnel) must be registered. Exhibitors may not invite guests or non-industry individuals. Exhibitor is responsible for any staff or person registered as show personnel at their booth, and said exhibitor will be held accountable for those individuals. Please do not allow unauthorized personnel to wear an exhibitor's badge.

FEES/CANCELLATION

Booth fees will be refunded if the cancellation is received 4 weeks prior to show date. If the show is sold out, and cancellation is received less than 4 weeks before show date, a full refund will be provided if the space can be resold.

BOOTH STANDARDS

Back panels shall not exceed 8' in height, including a sign nor extend out from the back wall more than 50 percent of the booth depth. Side panels and counters shall not exceed 42" in height. Constructed exhibits and products on display shall not exceed this dimension. Aisles must remain clear. 8' high draped background and 36" draped side dividers will be provided. At no additional charge, carpeting is provided for the show floor and booth space. Booths will be vacuumed in preparation for the opening day of the show. All other booth cleaning is the responsibility of the exhibitor.

TAKE DOWN

Exhibitors are not allowed to take down their booths early except with the prior approval of show staff for unusual circumstances.

Exhibitors are responsible for leaving their booth space in a generally-tidy manner. Mark items for trash, recycle, free for facility staff, or ship back items to your office or take them with you if driving

PARKING

Exhibitor parking is free and next to the Expo Center. Enter into the main Canterbury Park Facility, drive past the main doors of the building, take a right to go around the back to parking lot sign G".

LOADING AND UNLOADING

There are roll up doors on the parking lot side of the exhibit hall. Please load in and load out through these doors.

SERVICE CONTRACTOR/DECORATOR

All requests for services, furniture, additional draping, decorations and additional signs are at the exhibitor's expense and should be placed directly with the official service contractor (Brede Expo Services).

ELECTRICAL

This service is ordered through UMAPP at a cost of \$65.00 per exhibitor. Canterbury Park staff will set up the electrical by 1:00 pm on May 21. Bring your own extension cord in case one is needed.

SIGNS/ADVERTISING DEVICES/DISTRIBUTION OF ADVERTISING MATERIALS

No signs or advertising devices may be displayed outside of your exhibit space. Nothing may be posted, tacked or otherwise attached to columns, walls, floors or other parts of the building or furniture. All necessary and proper measures must be taken for the protection of the building, equipment or furniture at the expense of exhibitor.

Exhibitors may not distribute or display products, circulars, catalogs or publications outside the confines of their exhibit space without advanced approval of show management at its discretion.

CONDUCT/ ETIQUETTE

No exhibitor, distributor or others attending the show may conduct himself or herself in a manner offensive to decency or good taste. Attendees may not do anything detrimental to the success of the show or interfere with the business goals of any of the attendees. This includes but is not limited to disturbances or demonstrations of any kind, picketing against other registrants, and distributors and other attendees dropping off literature to supplier booths.

PROTECTION OF PROPERTY AND LIABILITY

Each exhibitor must make provisions for the safekeeping of goods before the opening, during, and after the closing the Show. UMAPP does not accept any responsibility for merchandise lost or damaged, or stolen on show site.

LEGAL COMPLIANCE

Exhibitor agrees to indemnify and hold harmless the Upper Midwest Association of Promotional Professionals (UMAPP), and its officers and directors, against any and all losses, damages, costs, expenses, and liabilities, which any exhibitor may incur as a result of the show.