



**Rules & Regulations**  
**April 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup> - A Home Show**  
**Main Building - Woodward County Event Center**

**BOOTH SPACE:** Is generally in increments 10'x10' (100sq.ft.) inside and 20'x20' (400sq.ft.) outside with fire retardant drapes 8' high in back and 4' high on each side on the inside. (No drapes outside)

**ASSIGNMENT SPACE:** Space is assigned by the Show Director, following your request as close as possible. Exhibitor shall not assign, share or sublet any part of the space without written consent. All exhibitors are subject to approval. Any lease space not occupied by 10:00a, April 13, 2018, will be considered forfeited, unless prior arrangements have been made with the Show Director. Show management may re-allocate or sell such space immediately without further notice to exhibitor, with no obligation for refund. Display must be completed by opening time. Construction is not allowed during show hours. **Note: Exhibitors serving Food or Beverage samples must observe the rules and regulations of the Oklahoma Department of Health and the Woodward County Health Department.**

**USE OF SPACE:** Height of display **shall not block side view of next booth**, which is 4' high at front to 8' high at rear. Nothing shall be attached to or hung from the ceiling or drapes without permission of Show Director. Space must be utilized according to the contract and be properly attended during all open hours. Bring 50' extension cords, must be three wire grounded. Exhibitor may not place self-sticking decals on floors, walls, drapes, etc. Do not affix anything to any building surface with nails, screws, staples, glue, etc. Carpet tapes must be removed. Signage must be hung no higher than the draping provided. (4' high on each side; 8' high in back). Helium balloons will not be allowed in Building.

**PAYMENT AND REFUND:** A deposit of \$75.00 for booth space and bulk space must accompany the return of this application to **hold** booth space. If any exhibitor has to cancel their application space due to a reasonable circumstance, and if that space is resold at full value, then a refund of up to 75% of amount paid in will be made. Space cancellation after seven (7) days prior to the show will not be eligible for any refund. **Booth space rental must be paid "IN FULL" by April 1, 2018.**

**ADVERTISING AND PROMOTION:** The promoters reserve the right to approve or disapprove all promotion and advertising done by any participant in the show, specifically all promotion and advertising done by exhibitor or participant must include official show name **"EXPO/FARM EXPO 2018"**.

**WHO MAY EXHIBIT IN THE SHOW:** The show reserves the right to make the final decision as to who may exhibit in the show.

**EXHIBITOR/EMPLOYEE NAMETAGS:** NO ONE will be admitted before or after show hours to the show area without a nametag. Obtain nametags at the Show Office upon checking in. **List names on reverse side of this application.**

**CANCELLATIONS OR INTERRUPTIONS:** In the event of cancellation or interruption of the show due to fire, strike, government regulation, act of God or any other cause beyond control, the management shall determine an equitable basis for refund of such portion of amount paid as is possible after considering expenditures and commitments already made. If for any reason, the show date or place is changed, no refund will be made, but management must be able to assign exhibitor space in lieu of original space.

**LIABILITY:** It is agreed that the exhibitor shall make no claim of any kind against the Show and shall indemnify and hold blameless Omni Media Group, Inc.; the Show and its affiliates; the Woodward County Event Center; or any officer or employee of these organizations or authorized subcontractors. Under no circumstances will these organizations be responsible for loss, damage, destruction, and theft of any merchandise, displays or goods of the exhibitor or injury to himself or any employee while attending the show. Also, it is expressly understood there can be no claim for damage of any character to the exhibitor's business of any circumstance that may develop from the show.

**FIRE REGULATIONS:** Each exhibitor must know and comply with all laws, ordinances, and regulations, pertaining to health, fire prevention, and public safety while participating in the show. **Please tape shut all gas fuel caps; have fuel tanks empty, and disconnect all batteries.**

**SECURITY & INSURANCE:** Reasonable care is exercised by the show to help protect exhibitors from loss mentioned previously. All property of the exhibitor remains under the custody and control of the exhibitor, and is subject to the rules and regulations of the show. Exhibitors should not leave their merchandise unattended during show hours and especially during move-in and move-out periods. It is suggested that you contact your insurance agent regarding your coverage. Building will be locked and secured until one hour before show opens and within one-half hour after show closes. During the close periods, the building will be secured and locked with no one admitted except by pre-arrangement through the Show Director only. **Nametags are required.**

**NEAT & CLEAN:** Aisles are swept just prior to opening daily and frequently during open hours. Just prior to closing each night, sweep and clean your space; put trash either in proper receptacle or in the aisle.

**RETAIL SALES:** The exhibitor is liable and responsible for any and all permits, license, taxes and fees and the like that might be applicable in the event that retail sales are consummated in the leased space during the show. Certain restocking may occur during open hours, but stock must be brought in prior to show opening daily. Boxes, merchandise, etc. will not be allowed in the aisles. Merchandise offered or sold shall be restricted to that listed and approved on your application form. Violation may result in immediate cancellation of your contract. Certain concessionaires hold contract with the Show, hence soft drinks, foods, tobacco, popcorn, including samplings, can be sold or given away only with written permission of the Show Director.

**CONDUCT & DRESS:** Conduct, dress and language of all show personnel must be of acceptable standard at all times. Booth activities, promotion models, costumed personnel; graphics or printed materials, films, etc. must be consistent with the good character of the show. The show reserves the right to exclude or remove any objectionable person, material, display etc. All activities of the lessee must be confined completely to its leased space. There shall be no congregating of personnel in the aisles, at booth entrances or in the front of nearby booths.

**ELECTRICAL:** 110 volt electric power provided by booth dropdowns and wall outlets. Bring 50' extension cord with three-wire ground.

**NOISE LEVEL:** The use of public address systems or other sound amplification systems will not be allowed in any leased space, except with written approval of the Show Director. Projectors, video records and playback units, etc., will be allowed as long as the sound level is kept to a normal voice level. Check with your neighbors to be sure noise level is not objectionable.

**MOVE OUT:** Move-out time is 6:00p, Sunday, no exceptions. Please do not begin to breakdown your booth until that time. **Early packing of a booth is prohibited. Anyone doing so will not be invited to return and will forfeit his or her deposit.** It is the height of disrespect to even those last few attendees and unfair to exhibitors.

**REFUNDABLE DEPOSIT:** Each Exhibitor shall maintain a \$75.00 refundable deposit with the Show Management. This amount will not be refunded if the Exhibitor packs up and/or leaves early or conducts themselves in a manner, which at sole discretion of Show Management reflects negatively on the show.

**GENERAL INFORMATION:** On arrival at the show, prior to set up or move in, contact the show office for location of space and move in authorization. The rules and regulations of this show shall not supersede, alter or in any way change the rules and regulations of the exhibit facilities or any city, county, state or government regulations. All emergency exits, doors and panic bars must remain unlocked and visible. Show management's job is to organize and operate the show, to provide the best advantage to each and every exhibitor within the show's rules and regulations. Do not hesitate to report pertinent information immediately. We expect to and intend to help you. Your comments, suggestions and criticism in writing are welcomed. We all want the show to grow and prosper!