



# RULES AND REGULATIONS

## PLEASE INITIAL BY EACH OF THE RULES & REGULATIONS.

1. **Your membership with the Greater Rome Chamber of Commerce must be current prior to registering.** If your membership account becomes delinquent, you will lose your **Business EXPO 2009** booth.
2. **If you choose to have a door prize at your booth the Chamber will announce your winner from the Chamber booth ONLY. You will be responsible for providing the Chamber staff with the information you want announced.**
3. **Contract For Space.** This application for exhibit space, and the Rules and Regulations, constitutes a contract for the right to exhibit at the Greater Rome Chamber of Commerce **Business EXPO 2009**. Exhibitor also agrees to comply with the rules and regulations of The Forum.
4. **Payment of Space.** Payment for exhibit space is due at time of reserving a booth. **NO REFUNDS WILL BE GRANTED AFTER OCTOBER 2<sup>ND</sup>.**
5. **General Restrictions.**
  - (a) The Chamber of Commerce reserves the right without recourse to prohibit any exhibit or part of any exhibit which, in their opinion, is not suitable or in keeping with the character of **Business EXPO 2009**. This reservation regards persons, things, conduct, printed matter, catalogs, etc. Aisle space may not be used for exhibit purposes, or for displayed signs.
  - (b) No Exhibitor shall assign, sublet or apportion the whole or any portion of space allotted, nor exhibit therein, any products and/or services other than those produced or distributed by the Exhibitor in the regular course of business.
  - (c) Firms or representatives of firms who have not paid for exhibit space are prohibited from soliciting business in any form in the exhibition area. Violators of this prohibition will be promptly ejected from the exhibition area.
  - (d) The use of any public area outside of the exhibit area for the display of products and/or services of demonstrations or the distribution of circulars, samples or other material is prohibited.
  - (e) No application of audio that interferes with adjoining exhibits will be permitted in the exhibit area.
  - (f) Tacking, posting, taping or nailing signs, banners, etc. to any permanent walls or woodwork will not be permitted. Any damage to the exhibit hall by the Exhibitors or their employees or agents must be paid for by the Exhibitor causing such damage.
  - (g) Banners/Signs not provided by the Chamber as part of this event may not be placed anywhere outside your booth in The Forum. Banners/Signs shall not obstruct the view of any other booth. You will be asked to remove it from the booth area.

(h) THE USE OR STORAGE OF BOTTLED GAS IS PROHIBITED.

6. **Fire Regulations.** No explosives, fuel, combustibles of hazardous materials, decorative materials not fireproof nor flameproof, or any materials or substances deemed hazardous under applicable fire regulations may be brought into The Forum.
7. **Electrical Compliance.** All electrical, pneumatic and hydraulic equipment must meet the requirements of all applicable electrical and safety codes.
8. **Display and Construction Regulations.** **No exhibit booth shall be allowed to obstruct clear vision to other booths in the same line or adjacent lines. Booths are not allowed to be over 10 feet tall.**
9. Each exhibitor will have the opportunity to have his/her booth judged for two contests. There will be an anonymous panel of judges who will examine each booth and will choose a "Best In Show." Also, visitors to **Business EXPO 2009** will be encouraged to cast a ballot for the "People's Choice Award." This year's theme will be a team sports/school spirit theme. Booth décor can include any type of sport at any level (i.e. high school, college, or professional).

**"Best In Show" Grand Prize will be a Free Booth at EXPO 2010.**  
**"People's Choice" Prize will be a \$100.00 Booth Discount at EXPO 2010.**
10. **Exhibit Days and Hours.** All exhibitors must have their displays complete by **4:00 p.m., Friday, November 6, 2009.**

**Business EXPO 2009 hours will be as follows:**  
**Friday, Nov. 6, 2008; 5:30 – 7:30 - *Business After Hours* for Chamber Members only.**  
**Saturday, Nov. 7, 2008; 10:00 a.m. – 4:00 p.m. – Open to the Public.**

Your booth must be staffed and remain open during show hours. **Please DO NOT begin taking down your booth until AFTER 4:00 p.m. on Saturday.** However, announced exhibit hours may be changed any time at the discretion of management. Participants who begin dismantling booth prior to 4:00 p.m. will not be permitted to exhibit in EXPO 2010.
11. **Move In/Move Out.** **Set up hours on Friday, November 6, 2009 are 8:00 a.m. - 4:00 p.m.** Move out hours on November 7, 2009 are 4:01 p.m. to 5:30 p.m. Any exception to the published hours will result in an additional expense to you computed at the established show contractor's day and overtime labor rates and also may affect your availability to participate in EXPO 2010.
12. **Any exhibitor displaying a vehicle or gasoline powered motor must abide by the following guidelines:**
  - (a) A protective covering must be placed under the vehicle.
  - (b) No more than 1/4 tank of gas may be in vehicle.
  - (c) The gas cap must be locked.
  - (d) The battery must be disconnected.
13. **A representative from your business MUST attend the Vendor Breakfast** on Wednesday, September 16, 2009 at 8:00 a.m. (*Location to be Announced*). Rules & Regulations will be reviewed at this time.

All other applicable rules of The Forum will be in effect. A copy of these rules may be picked up at The Forum. The Greater Rome Chamber of Commerce will not be held liable for any injuries or damages incurred during **Business EXPO 2009**.

EXPO 2009  
 November 6-7, 2009  
 The Forum - Rome, Georgia

