



Exhibitor Rules and Regulations

Show Policies

PREFACE

The Ohio Line Supervisors Association Equipment Show 2018 (the "Equipment Show") will be held on September 11 and 12, 2018 at the Ohio Expo Center and State Fair, Columbus, Ohio (the "Expo Center"). Unless otherwise stated, "Show Management" shall refer to Ohio Rural Electric Cooperatives, Inc. ("OREC"), acting through its Ohio Line Supervisors Association ("OLSA"). These rules and regulations (the "Rules and Regulations") are binding on, and govern the activities and conduct of, any organization, entity, or individual that is permitted to display or conduct an exhibit at the Equipment Show ("Exhibitor"). Notwithstanding anything to the contrary herein, Exhibitor shall at all times comply with the Expo Center General Policies, Rules and Regulations, attached hereto.

EXHIBITOR QUALIFICATIONS

Exhibitors whose products employ hoists, cranes, bucket lifts, trenchers or other demonstrations that involve above ground or overhead applications are given first priority for the outdoor exhibit areas.

Indoor exhibit areas are available to any Exhibitor, with the exception of those previously mentioned, who manufacture or supply materials, and equipment or services used in the construction and maintenance of utility or associated industries.

CONDITIONS AND RULES

These Rules and Regulations are part of the contract between the Exhibitor and Show Management (the "Contract"). Show Management shall have the authority to interpret and enforce these Rules and Regulations, all of which are binding on the Exhibitor. All matters related to the organization and operation of the Equipment Show that are not covered by these Rules and Regulations are subject to the decision of Show Management. All decisions so made shall be as binding on Exhibitors as these Rules and Regulations. Any Exhibitor or its representative who fails to observe these Rules and Regulations or the other terms of the Contract (including the decisions of Show Management) may be excluded from the Equipment Show without refund.

Display spaces are accepted by the Exhibitor as indicated on the official Equipment Show Site Plan, for the prices set forth herein and under the terms and conditions set forth herein. The dimensions of the display spaces are believed to be accurate but are only warranted to be approximate.

RELOCATION OF EXHIBITS

Show Management reserves the right to alter locations of exhibits as shown on the official Equipment Show Site Plan, if deemed advisable and in the best interests of the Equipment Show by Show Management.

REGISTRATION FEES

Exhibitor agrees to pay to Show Management a registration fee of \$550.00 per basic display space (15' x 10' for indoor and 25' x 35' for outdoor) or \$1100.00 per indoor premium display space (30' x 20'), and Exhibitor shall not be permitted to display its exhibit without advance payment of the registration fee **and** receipt by Show Management of the Certificate of Insurance (as defined below). Registration fee refunds shall not be made unless a written request for such refund is received by Show Management at least 30 days prior to the first day of the Equipment Show.

Registration fees are discounted to \$450.00 and \$900.00, respectively, per display space for registration applications received prior to May 1, 2018.

FAILURE TO HOLD SHOW

Should any contingency or occurrence prevent Show Management from holding the Equipment Show, Show Management may retain such part of the Exhibitor's registration fee as shall be required to recompense Show Management for its expenses incurred up to the time such contingency or occurrence shall have occurred. Dates and hours for installation, showing and dismantling are as follows:

**INSTALLATION – SHOWING –
DISMANTLING**

Installation – Monday, September 10, 2018 between noon and 6:00 p.m.

Show – Tuesday, September 11, 2018 from 8:00 a.m. to 3:00 p.m. and Wednesday, September 12, 2018 from 8:00 a.m. to 1:00 p.m.

Dismantling – Wednesday, September 12, 2018 after 1:00 p.m.

Show Management reserves the right to alter the Equipment Show hours in any manner whatsoever if it deems such alteration to be in the best interest of the Equipment Show. No Exhibitor will be permitted to dismantle any portion of its exhibit or commence packing crates or cartons or abandon its display prior to the dismantling hours set forth above. Failure to comply with this provision of the Rules and Regulations will result in the Exhibitor losing normal exhibit space priority for the next Equipment Show. Exhibitor agrees and acknowledges that Show Management reserves the right, with no liability whatsoever on its part including but not limited to liability for damage, spoilage, loss or otherwise, to dismantle, dispose of, store, or clear from the Equipment Show premises any exhibit, display material, goods, property or merchandise of an Exhibitor who has failed to remove it from the exhibit area by the conclusion of the time for dismantling set forth above, or to cause such work to be done. Exhibitor shall reimburse Show Management for all storage, handling and other charges, if any, incurred by Show Management due to the Exhibitor's failure to remove exhibit material from the exhibit area by the conclusion of the time for dismantling set forth above. Exhibitors requesting the scrapping of any exhibit materials, crates, etc., shall pay for expenses involved. Articles lost, left behind or abandoned following the dismantling period may be disposed of without compensation to their owner.

FREIGHT SHIPMENTS

NO equipment or materials are to be shipped directly to the Expo Center. Arrangements for freight shipments must be made directly with Expo Services as outlined in the Exhibitors' Supplement.

DAMAGE TO PROPERTY

Exhibitors shall be liable for any damage caused to any building, including but not limited to, floors, walls, columns, or to standard booth equipment, or to other Exhibitors' property. Exhibitors shall not apply paint, lacquer, adhesive or any other coating to building walls, columns or floors, or to standard booth equipment. Exhibitors displaying or demonstrating heavy equipment must leave exhibit grounds in original condition or they will be liable for restoration costs.

VEHICLES

The movement of vehicles or equipment in or out of an Exhibitor's designated exhibit area during Equipment Show hours is not permitted, except for the following, and only under the supervision of Show Management:

- a. Equipment demonstration in the digging/trenching area; and
- b. Emergency situations, as determined by Show Management.

All designated driveways in the exhibit areas must be kept free and clear of equipment and vehicles during the Equipment Show. Show Management may remove unauthorized or unattended vehicles at the expense of the Exhibitor.

Exhibitors will not be allowed to enter the exhibit grounds with a personal transportation vehicle during show days. There are no restrictions as to the number of vehicles during the days of installation and dismantling.

EQUIPMENT OPERATION

Operation of any equipment shall be done only by an authorized person and under the direct supervision of the Exhibitor's representative.

PARKING & PARKING FEES

It is the policy of the Ohio Expo Center & State Fair to charge all vehicles entering the Expo Center a parking fee. These fees are at the sole discretion of the Expo Center and are in addition to any registration fees as set forth above. The current rate, which is subject to change without notice, is \$5 for each entry or \$14 for a vehicle pass with in/out privileges (4 days or less). There is no overnight or 24 hour vehicle parking available at the Expo Center.

CAMPING

Camping facilities are available on the grounds of the Expo Center. These facilities are maintained by the Expo Center and all camping arrangements must be made directly with the Expo Center. No unauthorized camping will be permitted. Camping fees are in addition to any registration fees as set forth above.

DISPLAY PROVISIONS

For those Exhibitors who have purchased indoor space, display items included in your registration fee are: 8-foot high background drape, 3-foot high side drape dividers, one 8' x 2' skirted table, two chairs and one identification sign. Exhibitors may not post signs outside of their exhibit space.

For those Exhibitors who have purchased outdoor space, display items included in your registration fee are: one 8' x 2' skirted table, two chairs and one identification sign.

For both indoor and outdoor exhibits, additional items can be ordered directly through the Show Decorator.

Outdoor Exhibitors can, at their own discretion, erect a tent within their assigned space. Tents can be ordered through the official show suppliers, as designated in the Exhibitors' Supplement, or privately contracted with, under provisions set forth below.

CLEANING

Show Management will arrange for cleaning the common areas of the Equipment Show grounds, but Exhibitors must keep their own exhibits and exhibit areas clean and in first-class condition.

ELECTRICAL

Exhibitors will have access to electrical service for their exhibits. All electrical work inside or attached to disconnect switches, panels, motor control centers, panel boards and other electrical equipment controlled by the Expo Center must be performed by Expo Center staff or approved electric service contractor only. The following procedures shall be followed for power usage.

- a. Only Underwriters Laboratories Inc. (UL), or equivalent NRTC approved extension cords and equipment, properly sized for the load of the display, will be permitted.
- b. Extension cords shall be three-wire with ground and shall service one appliance or device.
- c. Multi-plug adapters must have an overload internal circuit breaker.
- d. Home-type "cube" taps are prohibited.
- e. Extension cords are not permitted to cross any designated walkways or driveways unless approved by Show Management.
- f. All electrical problems and/or questions shall be reported to Show Management, and power shall not be used until the problems or questions are corrected or answered.
- g. Spliced wires are prohibited.

No aerial-type equipment shall be positioned within 100 feet of any overhead electrical lines or equipment.

**EXHIBITOR APPOINTED
CONTRACTORS**

Exhibitors wishing to utilize the services of any contractor, other than those appointed by Show Management, must obtain permission from Show Management, in writing, at least 30 days prior to the Equipment Show. For purposes of the preceding sentence, a “contractor” includes, but is not limited to any installation and dismantling (I&D) company, sound and lighting firm, production or promotion firm, or any person or entity providing direct services to the Exhibitors. In addition, Exhibitor agrees that any such contractor shall procure and/or maintain a liability insurance policy, with a minimum policy limit in the amount of \$1,000,000, to cover any liabilities arising out of or resulting from the Equipment Show. The contractor shall add the Expo Center, OLSA, and OREC as additional insureds, and will provide to Show Management a Certificate of Insurance naming the Expo Center, OLSA, and OREC as additional insureds. The liability insurance policy shall provide that it may not be canceled or modified without 30 days advance written notice to Show Management.

Booth Activity

SOLICITATION IN THE EXHIBIT

The aisles and other spaces in the exhibit areas not allocated to Exhibitors shall be under the control of Show Management. All displays, interviews, conferences, distribution of literature, lectures and the transaction of business of any nature shall be made inside the space allocated to Exhibitor. Neither Exhibitors nor their representatives shall stand in aisles or in front of exhibit booths of other Exhibitors, or intercept those in attendance for advertising purposes.

SALE OF MERCHANDISE

Goods that constitute a major part of an Exhibitor’s display, such as trucks, trenchers, light standards, etc., shall not be sold for delivery or removed, from the exhibit, during the Equipment Show. Exhibitor may sell other goods, during the Equipment Show, such as small tools, personal equipment, etc. Exhibitors shall collect, and be responsible for reporting, all appropriate sales taxes and/or any related charges/fees (i.e. shipping, handling). Specific questions regarding the sale of merchandise should be directed to Show Management.

Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting or soliciting within the exhibit area. Exhibitors are urged to report violations of this rule to Show Management immediately.

SPACE RESTRICTIONS

Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter and all kinds of promotional giveaways may be distributed only within booth spaces. Nothing may be taped, stapled, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, ceilings, painted surfaces, fire sprinklers, windows or other parts of the building or furniture. Signs, rails, outriggers, tent poles, ropes, etc. will not be permitted to intrude into or over aisles or into adjoining exhibit space. No building, electrical or plumbing installations are permitted.

**SIGNS – BANNERS –
POLES – BALLOONS**

No large, hanging signs or excessively high banners, flags, helium balloons, etc. (whether free standing or attached to winches or booms), or digging for sign standards will be permitted without prior written approval of Show Management. Any poles used by Exhibitor must be approved by Show Management and must be self-supporting.

NOISE AND OFFENSIVE ODORS

Exhibitors will take every reasonable precaution to minimize the noise of operating exhibits and will operate each exhibit in a dignified manner so as not to constitute an annoyance to adjoining Exhibitors. Show Management shall have the sole authority in applying and enforcing this regulation.

BOOTH PERSONNEL

An Exhibitor representative is required to be in attendance during all Equipment Show hours. No booth is to be left unattended.

SOLICITING EMPLOYMENT

No Exhibitor shall have in its booth any displays, signs, literature or related media that refer to or describe employment opportunities with Exhibitor.

COPYRIGHT INDEMNIFICATION

Exhibitor assumes full responsibility for compliance with federal copyright law, including but not limited to any and all responsibilities for paying royalties or license fees which are due for the use, display or performance of copyrighted works by or on behalf of the Exhibitor. Exhibitor shall indemnify and hold harmless OLSA, OREC and their respective trustees, directors, officers, employees, agents, affiliates, successors, assigns, and members from and against any and all claims, suits, actions, legal or administrative proceedings, damages, costs, expenses (including reasonable attorney's fees), losses and other liabilities of any nature arising out of or resulting from Exhibitor's use, display or performance of copyrighted works.

Liability, Insurance, Safety

LIABILITY AND INSURANCE

Exhibitor agrees at all times to protect and defend, save and hold forever harmless, and fully indemnify and release from liability OREC, OLSA, the Expo Center, and their respective past, present and future officers, trustees, directors, members, employees, agents, and each of them from and against any and all claims, actions, losses, damages, costs (including attorney's fees) liability, charges or expenses arising out of or in connection with any injury, death, loss, or property damage that may occur to or be sustained by the Exhibitor, the Exhibitor's employees, agents, or contractors or any third party, prior to, during or subsequent to the Equipment Show or the period covered by the Contract, regardless of cause or fault. Neither Show Management nor the Expo Center will be responsible for, and both expressly disclaim any possible liability for (a) any injury to Exhibitor and its employees and agents, and (b) the safety of Exhibitor's property against robbery, fire, water, accidents of any sort, or injury or damage to such property from any other cause. Should any loss by theft occur, Exhibitor agrees to cooperate in reporting it to the proper authorities. Exhibitors desiring to carry insurance on their exhibits will procure and/or maintain it at their own expense.

The Exhibitor shall, at its own expense, provide for the payment of workers' compensation premiums for and benefits to, its employees employed on, or in connection with, the Equipment Show or any activities contemplated by these Rules and Regulations. The Exhibitor and any of its contractors also shall procure and/or maintain comprehensive general liability insurance, including, but not limited to, contractual and automobile public liability insurance with bodily injury and death coverage of at least \$1 million combined single limit coverage or equivalent coverage. The insurance policy shall be in the form and with a company approved by Show Management, shall name OLSA and OREC and, in the case of a contractor's policy, Exhibitor, as additional insureds, and shall provide that it may not be canceled or modified without 30 days advance written notice to Show Management. Exhibitor shall provide to Show Management a Certificate of Insurance (the "Certificate of Insurance") evidencing the procurement or maintenance of the insurance policy described above upon registration.

SECURITY

As a courtesy only, security service will be provided for the hours between 4:00 p.m. and 9:00 a.m. for the duration of the Equipment Show. Exhibitors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities available in their booth for the storage of display materials or products. All security staffing must receive prior written approval from Show Management and Expo Center. The Ohio State Highway Patrol is the only armed security permitted at the Expo Center. Show Management is not an insurer, and Exhibitor agrees that Show Management shall not be liable for loss or damage due directly or indirectly to any occurrence or consequences therefrom which any security service, procedure or device is designed to detect or avert.

LIABILITY OF OLSA

In addition to Exhibitor's obligations under the Liability and Insurance Section, Exhibitor agrees that in no event shall OLSA or OREC or any of their respective officers, trustees, directors, members, employees or agents, be liable to Exhibitor for damages in an amount in excess of the registration fee actually paid by Exhibitor for the Equipment Show, nor shall they be liable to Exhibitor in any case for any indirect, incidental, consequential, special or

other similar damages (including, but not limited to, claims for lost profits) arising out of or relating to the Equipment Show, the allocation or rental of booth space, any breach of contract, or any other act or omission.

REJECTION

The Exhibitor agrees that its exhibit shall be admitted to and shall remain in the Equipment Show from day to day solely in strict compliance with these Rules and Regulations. Show Management reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any Exhibitor, or its representatives, if in Show Management's opinion it is not in keeping with the fundamental nature of the Equipment Show. In such case, Show Management's liability shall be limited to the return to the Exhibitor of the amount of the registration fee unearned at the time of ejection. If any exhibit or Exhibitor is ejected for violation of these Rules and Regulations, or for any other stated reason, ejection shall be at Exhibitor's expense and no return of registration fee shall be made.

FIRE, SAFETY AND HEALTH

The Exhibitor shall comply with Expo Center, local, city, state and federal fire, safety, health, building codes, and other applicable laws and regulations. All exhibit materials and equipment must be located within the booth and protected by safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials may be used in displays and the necessary fire precautions will be a responsibility of the Exhibitor. Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, aisles, fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times, and exit signs must be kept visible at all times. Exhibits shall not contain enclosed areas without prior written approval from Show Management and Expo Center. All enclosed areas must be equipped with a UL approved smoke detector and a fire extinguisher. No "hard construction" type activities may be performed in the building, including but not limited to, material sawing, painting, welding, soldering, etc., without prior written approval from Expo Center and Show Management. Exhibitors shall not be permitted to have open flames, welding equipment, decorative candles, pyrotechnics, smoke emitting devices or other fire hazards. Cooking/warming devices shall be electric, UL or FM approved, and need to be four (4) feet away from the front of the display or have a shield 18 inches high, 1/2-inch thick across the front and down the sides of the demonstration area. An approved fire extinguisher must be in the booth and readily available near the demonstration area, Exhibits shall not contain gas cylinders unless prior written approval is obtained from Show Management and Expo Center. Exhibitors shall comply with all applicable laws in disposing of any and all toxic or biohazard goods, materials and substances.

At the end of each day, all equipment must be lowered into transportation position. In addition, all auxiliary display materials (e.g., banners, balloons) must be brought to ground level at the end of each day.

Any and all accidents and injuries shall be reported immediately to Show Management.

**FOOD PREPARATION
IN EXHIBIT AREA**

On-site food preparation by Exhibitors is not permitted during exhibition hours and dates. Exhibitors shall not distribute food or beverages absent prior written approval from Show Management and Expo Center.

ALCOHOLIC BEVERAGES

The serving and consumption of alcoholic beverages or illegal drugs is **PROHIBITED** in all exhibit areas at all times.

CHILDREN

In the interest of safety and injury prevention, children under 18 years of age will not be permitted on the exhibit floor during the dates for installation and dismantling. During show days, children under 18 who are accompanied by an adult may view the show.

ENGINE OPERATED EQUIPMENT

(Indoor exhibits only) Vehicles with combustion engines may be displayed only if the following conditions are met: all battery cables must be disconnected and taped to avoid potential sparks; a locking gas cap must be installed or the tank must be adequately sealed by tape; gas tanks must contain no more than 1/4 tank or 5 gallons of gasoline, whichever

is less; a drip pan must be placed under the vehicle's drive train (motor differential); refueling is prohibited in the facility. Vehicles may not be moved during show hours. A 2-A:10-B:C dry chemical fire extinguisher (normally 5 lbs. of extinguishing agent) or equivalent, is required to be readily accessible and within plain view.

FIRE EXTINGUISHERS

(Outdoor exhibits only) Any Exhibitor utilizing vehicles with combustion engines or erecting a tent on their display site must provide a 2-A:10-B:C dry chemical fire extinguisher (normally 5 lbs. of extinguishing agent) or equivalent, which shall be readily accessible and within plain view.

ANIMALS

Animals, with the exception of service animals as outlined in the Americans with Disability Act, may not be part of any exhibit and are prohibited from entering the Expo Center.

DISABILITIES ACT

All Exhibitors must comply with the Americans with Disabilities Act of 1990.