

# Marketplace Hall Rules & Regulations

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Click on the hyperlinks below to jump to the desired section:

- [Admission/Badges](#)
  - [Cancellation Policy](#)
  - [Prohibited Activities](#)
  - [Exhibitor Appointed Contractors](#)
  - [Booth Set-Up](#)
  - [Booth Tear-Down](#)
  - [Complimentary Booth Furniture Package](#)
  - [Booth Decor](#)
  - [Audiovisual](#)
  - [Security](#)
  - [Indemnification](#)
  - [Compliance](#)
- 

## 1. Admission/Badges

Admission to the Marketplace Hall will be granted only to those registered delegates wearing the official badge. Any individual not displaying proper International Pow Wow credentials will be escorted from the hall. You may be asked, at any time for proof of identification to compare to your registration credentials. Badges may not be altered, defaced or obscured by appliques, stickers, or other decorations or souvenirs. Any duplication, reproduction, sharing or exchanging of badges will result in confiscation of the badge and the offender being escorted from the hall as well as jeopardizing future attendance.

## 2. Cancellation Policy

**Booths** – A 50% refund will be given if a booth(s) is cancelled by December 19, 2011, midnight, Eastern Standard Time. No refunds will be given after December 19, 2011.

**Exhibitor Delegate Registrations** – A full refund will be given if a delegate registration is cancelled by December 19, 2011 (midnight, Eastern Standard Time). A 50% refund will be given if a delegate registration is cancelled by January 23, 2012 (midnight, Eastern Standard Time). No refunds will be given after January 23, 2012.

## 3. Prohibited Activities

The U.S. Travel Association prohibits:

- the solicitation of business outside of pre-scheduled or mutually agreed upon appointments;
- the solicitation of services outside of the main purpose of International Pow Wow business such as advertising, memberships, tradeshow sales, representation services, and printing services;
- the sale or attempted sale of any retail products such as software, luggage, promotional materials;
- the distribution of promotional materials from any place other than an exhibitor's own booth;
- raffles, drawings or sweepstakes during any official International Pow Wow business session or function;

- the cooking, preparation or sale of food and beverage in the Marketplace Hall except through designated sponsors of the lounge areas (Examples of prohibited items include but are not limited to: beverage machines, popcorn makers, food warmers, hot plates, refrigerators or freezers.);
- the presence of animals, except as provided for by the Federal Americans with Disabilities Act; and
- noisy or undignified demonstrations in the exhibit booth. Booth personnel must be properly clothed at all times and must confine their activities to their exhibit space.

You are not permitted to behave in a manner that, in the sole discretion of the U.S. Travel Association, is objectionable. You must comply with any additional rules established by U.S. Travel Association.

#### **4. Exhibitor Appointed Contractors**

An **Exhibitor Appointed Contractor** is any exhibit service contractor other than the official International Pow Wow contractor (Freeman) whom the exhibitor hires to set up, dismantle and/or maintain their booth.

In order for employees of these contractors to gain access to the Marketplace Hall, the exhibitor must submit an Exhibitor Appointed Contractor Form and a copy of the exhibit service company's certificate of insurance to U.S. Travel by March 29, 2012.

**The exhibit service contractor's certificate of insurance must name the U.S. Travel Association, Freeman, and the Los Angeles Convention Center as additional insureds.**

They can then access the floor during official set-up and dismantling hours and for one hour before the first appointment session and one hour after the last appointment session each day.

**Note: If an exhibitor is using an unregistered representative from their own organization to assist with the set-up and dismantling of their booth, advance notification of that representative's contact information must be given to U.S. Travel for approval.**

#### **5. Booth Set-Up**

Booths must be set up by 8:00 a.m. on Monday, April 23, or the booth space will become the property of the U.S. Travel Association and the booth holder forfeits all fees paid.

Registered booth participants displaying proper credentials will be admitted to the Marketplace Hall for booth set-up between the hours of 8:00 a.m. and 5:00 p.m. Saturday, April 21, and 8:00 a.m. and 5:00 p.m. Sunday, April 22.

Booth holders may also gain access to the Marketplace Hall one hour prior to each appointment session.

## 6. Booth Tear-Down

Exhibitors may dismantle booths between 4:10 p.m. and 6:00 p.m. on Wednesday, April 25, and 8:00 a.m. and 5:00 p.m. on Thursday, April 26.

No packing crates or boxes will be returned to exhibitors until after the last appointment session concludes on Wednesday, April 25.

**Early tear-down and use of packing tape is very disruptive to other companies still conducting business and will not be permitted. Infractions of this rule are subject to a \$500 fine.**

Exhibitors will be unable to register for booth space at a subsequent International Pow Wow until all fines have been paid in full.

## 7. Complimentary Booth Furniture Package

Rental of booth space includes one 4' draped table, two white folding chairs, one wastebasket and a standard identification sign with booth number. **Exhibitors must submit the Optional Package Form from the Exhibitor Service Kit by March 23, 2012, to receive these items at no cost (after March 23, there will be a fee).**

Beginning in 2012, the back and side drape will be white and the aisle carpeting will be black. Booth carpeting is not included in the booth rental fee. All additional décor (including booth carpet) must be ordered and paid for by the booth holder directly with the official service contractor.

## 8. Booth Decor & Carpeting

To assist Buyers in easily locating booths for appointments, U.S. Travel requires that the booth number and name of the registered company be clearly displayed at all times.

Booth decorations must be fireproof and must conform to the standard dimensions fixed by U.S. Travel.

Each booth space is 10' by 10'. Booth decorations may not exceed 10' in height on the back wall and rear 5' of the side rails. Side rail fixtures may not exceed 42 inches in height in the front 5' of booth space.

All display fixtures over 4' in height and placed within 10 lineal feet of an adjoining exhibit booth, must be confined to that area of the exhibitor's space which is at least 5' from the aisle line.

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of their booth. Exhibitors with larger space - 30 lineal feet or more - should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' and within 10 lineal feet of the neighboring booth is intended to accomplish both of these goals.

Decorations must be kept within the confines of the booth space contracted for, and may not trespass into public areas such as aisles or lounges. These restrictions also apply to the use of flags, banners, and pictures displayed in the booth.

No helium balloons will be permitted in the Marketplace Hall. Air-filled balloons will be permitted if they are properly secured and conform with the sightline regulations previously stated above.

All booths are required to be **completely carpeted** by the exhibiting organization to cover the total area of the exhibit space occupied by the Exhibitor. Any exhibit booth area not appropriately carpeted shall, at U.S. Travel's discretion, be carpeted and/or corrected by U.S. Travel at the expense of the exhibitor. The exhibiting organization may bring its own carpet, but it must cover the entire exhibit booth area.

#### **9. Audiovisual**

Use of audiovisual equipment must be kept within the confines of the space for which the booth holder has contracted. U.S. Travel shall require that the projection of sound from this equipment beyond those confines, or any other unnecessary noise and disturbances, be discontinued in the event that complaints are filed by other participants. The booth holder is solely responsible for obtaining all necessary licenses and permits to use music, photography, or other copyrighted material in the exhibitor's booth or display.

#### **10. Security**

The U.S. Travel Association shall provide the services of a security agency during periods of official booth set-up and dismantling, and during business periods. The booth holder agrees that the provision of such services constitutes adequate discharge of all obligations of U.S. Travel to supervise and protect booth holder's property. Exhibitors may elect to furnish additional after-hours guards and should insure their property at their own expense.

#### **11. Indemnification**

The booth holder agrees to indemnify and hold harmless the U.S. Travel Association against all claims of damages, losses or charges of anything resulting from company's occupancy of space contracted. U.S. Travel cannot be held liable for any financial responsibilities incurred on the part of individual booth holders, participants or buyers.

#### **12. Compliance**

Exhibit booths will be checked by the U.S. Travel Association for compliance of these rules and regulations throughout the official set-up hours. Violators will be issued a warning and must correct the violation by 7:30 a.m. on Monday, April 23. At that time, U.S. Travel may take steps necessary to correct the violations at the exhibitor's expense. Booth holders must also comply with all work rules, regulations and ordinances in force in Los Angeles and the state of California. It is understood and agreed to that failure to comply with all Rules and Regulations may prohibit present and future participation in International Pow Wow.