

MABAS-Illinois 2019 Training Summit Exhibit Rules and Regulations February 25 - March 1, 2019 at the Marriott, Bloomington-Normal, Illinois

UNLOADING AND LOADING: MABAS-Illinois has arranged for short-term parking that will allow you to park in the delivery area, near or at the freight loading dock off of W. North Street, or you may also use the parking garage across the street from the Hotel. The Parking Garage has a covered walkway to the Hotel elevators. You may **NOT** use the main entrance to bring in or take out any of your displays or products. You **MUST** use the Freight entrance or the parking garage covered walkway entrance to the vendor room only. Round trips to and from your vehicle should not take more than three (3) to five (5) minutes; any time over that is not active loading or unloading. Failure to strictly follow unloading and loading procedures in designated areas will subject you to ticketing by the City of Bloomington-Normal if you choose street parking. Please let MABAS-Illinois know by February 4, 2019 if you need assistance for unloading and loading. **Note:** The Hotel Parking Garage has a height limit of 7 feet with a covered walkway to the second floor Hotel elevators.

INTERNET SERVICE: The Hotel provides FREE wireless internet service. If you will need special Internet services beyond free wireless service please contact the Hotel directly.

SECURITY: As in the past, MABAS-Illinois will ask the Hotel to lock doors, whenever possible. You, as the vendor are responsible for the security of all of your belongings and will hold harmless both MABAS-Illinois and the Marriott, Bloomington-Normal, for any loss or damage to your belongings. If you decide you would like to have a security guard, please make arrangements directly with the hotel. They will hire a security guard and bill you directly. The Hotel will allow you to hire or provide your own security guards.

RESTRICTIONS: MABAS-Illinois reserves the right to cancel, restrict or prohibit for any reason, without recourse, any exhibits that, because of noise, visual effects, method of operations, or any other reason are deemed objectionable. Any sounds or music is confined to the exhibitor's space. The right to display and offer information about products or services within or outside designated hotel vendor area is held exclusively for exhibitors and such activities will not be allowed by anyone other than paid exhibitors. Smoking is permitted outside the hotel but you must be at least 15 feet from an entrance or air intake, in order to comply with the Law.

SUBLETTING OF SPACE: No exhibitor shall assign, sublet or apportion the whole or any portion of space allotted, nor exhibit therein, any goods other than those manufactured or distributed by the exhibitor in the regular course of his business, or permit any representative of any firm not exhibiting to solicit business, or take orders in his space without the approval of the show manager.

HOTEL ROOMS: All vendors and their staff must contact the Marriott Hotel Bloomington-Normal directly for hotel rooms. The Vendors will pay for such hotel rooms and any other expenses incurred directly to the Hotel. **Hotel rooms are not included in the vendor fees.**

DEFACING PREMISES: No exhibitor or its employees or helpers shall injure or mar, or provide any items that may in any manner deface the premises, and will not drive or permit to be driven nails, hooks, tacks or screws into any part of said building or they shall be responsible to pay the Marriott, Bloomington-Normal to restore said premises to its original condition.

POSTERS AND SIGNS: No exhibitor shall post or exhibit any signs, advertisements or equipment outside their assigned space without prior permission of the show manager.

LIABILITY: All exhibitors herewith agree to indemnify and forever hold harmless Marriott, Bloomington-Normal and MABAS-Illinois for any damages, all losses, cost (including attorney fees), liability or expenses arising out of any liability or claim of liability for injury or damage to persons or property sustained or claimed to have sustained by reason of the use or occupation of the facilities by the exhibitor before, during or after this show.

CANCELLATION: In case the premises of the Marriott, Bloomington-Normal are destroyed or damaged, or if the Exposition fails to take place as scheduled, or is interrupted or discontinued, or interfered with by an act of God, emergency declared by any government agency, or by MABAS-Illinois for any reason, the exhibit contract may be terminated by MABAS-Illinois. In the event of any such termination, exhibitor releases MABAS-Illinois and waives any and all claims for any type of damage, and agrees that the sole liability of MABAS-Illinois shall be to return to each exhibitor's pro-rated share of loss and expenses incurred and committed by MABAS-Illinois for the Exposition.

AMENDMENTS: Any and all matters not specifically covered by the preceding rules and regulations will be subject solely to the decision of MABAS-Illinois. MABAS-Illinois shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the attention of its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

ELECTRICAL NEEDS: If you have normal electrical needs, such as plugging into a 120V outlet for a computer or power for a display, there is no charge for electricity, however, you must inform MABAS-Illinois you will need electricity to your booth by February 4, 2019. If you need a 120V outlet please bring your own heavy-duty extension cord, which must conform to Fire safety regulations. If you have special electrical needs, you must contact MABAS-Illinois by February 4, 2019 with an itemized list of those needs. MABAS-Illinois will work with the Hotel to meet your requirements. You will be notified if your needs can or cannot be met or if the Hotel will require any fees.

FIRE AND ELECTRICAL REGULATIONS: All exhibitors must abide by the fire and electrical regulations of the City of Bloomington-Normal.

AISLES: The aisles dividing the exhibits must meet or exceed the fire code regulation of the City of Bloomington-Normal. No vendor will be allowed to exhibit beyond the space allotted to them, nor will they be allowed to create any hazard.

REQUIRED EXHIBIT HOURS: Starting at 6:00 PM on February 25, 2019 and ending no sooner than 11:00 AM on February 27, 2019. Platinum vendors are welcome to stay, at no extra charge, for the Dispatcher Summit which will run from 1:00 PM February 27, 2019 through 11:00 AM on March 1, 2019. Platinum Vendors please notify MABAS if you are planning on exhibiting at both Summits.

HOSPITALITY ROOMS: Vendors may host a hospitality room, however, we strongly suggest hospitality room hours not be during the MABAS-Illinois Tired Traveler events. You as a Vendor are supporting our Tired Traveler Events and your displays will be open during the Tired Traveler Events. If a Vendor chooses to host a hospitality room it will be their responsibility to work out the arrangements directly with the hotel.

INSTALLATION OF EXHIBITS: Exhibits can be set up after 1:00 PM on February 25, 2019. The setup of exhibits must be completed no later than 5:00 PM February 25, 2019. You will be assigned table space according to the level of participation e.g. the higher the level...the more space you are authorized.

REMOVAL OF EXHIBITS: Dismantling may not begin until after 11:00 AM on February 27, 2019 and must be completed with all exhibits removed from the Marriott, Bloomington-Normal by 12:30 PM on February 27, 2019 for the Chief/Command Summit. A vendor may get special permission from the show manager to remove exhibits sooner, for a valid reason. Vendors staying for the Dispatcher Summit must have their exhibits removed 11:00 am - 12:00 noon on Friday, March 1, 2019.

EXHIBITOR REPRESENTATIVES: The exhibitor will name one individual as his duly authorized "on-site representative" to have charge of the exhibit, and hereby accepts and assumes responsibility for such representatives or alternates being in attendance at the exhibit throughout all exhibit periods.