



Greetings Exhibitors!

We are excited to be hosting The Log & Timber Home Show in Kansas City! As you prepare to exhibit at the show, please carefully review the information provided in this Exhibitor Service Kit to help you make your participation as smooth and successful as possible. In addition, we'd like to highlight the following NEW and important items:

**SHOW HOURS**

February 22/Friday: 1pm-7pm

February 23/Saturday: 10am-6pm

February 24/Sunday: 11am-4pm

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**MOVE-IN ...10AM-6PM Thursday and 8AM-12PM on Friday-see kit for details.**

**MOVE-OUT- MUST BE OUT SUNDAY NIGHT-4PM-10PM!**

Please refer to the Show Information guidelines in this service kit for detailed move-in times, show hours and move-out information.

**EXHIBITOR PARKING – FREE Parking**

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MO SALES TAX– If you are selling items on the floor please be aware of sales and use tax. This is your responsibility.

We are committed to doing everything possible to ensure that you have a successful show and we hope this Exhibitor Service Kit provides you with all of the information you will need. If there is anything else we can do to be of assistance to you, please do not hesitate to contact your Booth Salesperson or one of our Show Operations team members:

**Eric Johnson**  
518.618.1195

Thank you for your participation and support! We look forward to seeing you at the show!



## Kansas City 2019 SHOW PAMPHLET LISTING & NAME BADGE REQUESTS

We request that you fax or email this form to us no later than **Friday, February 8, 2019** in order for your company to be included in our show pamphlet and to provide enough time for pre-printing of any requested exhibitor badges.

### SHOW PAMPHLET:

To ensure your company is properly listed in the show pamphlet, please provide the following information. If we do not receive your information by the deadline listed above, we will select the product category we believe best fits your company.

#### COMPANY NAME \_\_\_\_\_

(PLEASE PRINT NAME AS YOU WOULD LIKE IT LISTED)

#### CATEGORIES (MARK ALL THAT APPLY)

Building Supplies & Products  
Doors & Windows  
Fasteners & Tools  
Fireplaces & Hearths  
Flooring & Millwork  
Foundations & Basements  
Furniture & Décor  
Green Products/Systems  
Kitchen Accessories

Kitchen & Bath Appliances  
Lighting Products  
Log Home Handcrafters  
Log Home Producer/Builder  
Mortgage & Finance  
Railings & Stairways  
Real Estate & Land  
Resorts & Tourism  
Spas & Saunas

Structural Insulated Panels  
Timber Frame/Post & Beam  
Wood Care & Restoration

Other (please specify):  
\_\_\_\_\_

### NAME BADGES:

If you would like name badges pre-printed, we request a list of people who will staff your booth so that we may create them in advance of the show. Your staff can pick up their badges at the Will Call desk and as always, any additions or changes can be made onsite.

(PLEASE PRINT *CAREFULLY* TO ENSURE CORRECT SPELLING ON NAME BADGES)

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FAX to (720) 438-3987 Attn: Samantha Watters or EMAIL  
[swatters@aimmedia.com](mailto:swatters@aimmedia.com)

Questions? Call Eric Johnson at (518) 618-1195



## KANSAS CITY WORKSHOP APPLICATION

### GENERAL INFORMATION & APPLICATION REQUIREMENTS:

If your company is interested in presenting a workshop at the show, please complete this application and email it to [swatters@aimmedia.com](mailto:swatters@aimmedia.com) or fax it to (720) 438-3987 no later than **Friday, February 8**, to be eligible to present a workshop, your company must follow the **WORKSHOP REQUIREMENTS** outlined below:

- Submit a signed, dated and initialed *Exhibit Space Reservation and Contract*
- Pay for your exhibit space in full as per Contract requirements
- Provide a PowerPoint presentation to be loaded onto our company laptop

**Please keep in mind that workshops presented are to be used for educational purposes only and cannot be "commercials" for your company or for any specific brand, product, service, etc., and will be enforced.**

### WORKSHOP TOPIC RECOMMENDATIONS:

Based on surveys, below is a list of the topics most requested by our show attendees. We ask that you adhere to the general topic suggestions we have provided however, we will consider additional topics upon submission and review of this application form. We urge you to be creative with your presentation titles.

Log vs. Timber vs. Hybrid-What's the Difference?	Choosing Land
Build/Design Elements	Log/Timber Home Care & Maintenance
Building Green	Budgeting & Financing
Choosing the Right Builder/General Contractor	Design & Décor

### REQUIRED APPLICATION INFORMATION:

Please rank your preferences below (1=top choice, 2=second, 3=third). We cannot guarantee your preferred day or time slot, but will do our best to accommodate your request. All workshop applications will be collected and reviewed. If selected, you will be informed of your workshop date & time via email approximately 1-2 weeks prior to the show dates.

<b>Speaker's Name</b>		<b>Speaker's Job Title</b>	
<b>Company Name</b>			
<b>Phone</b>		<b>*EMAIL</b>	

\*Email address is requested for workshop confirmations

**Friday** (45 min)     Early Afternoon     Late Afternoon  
 **Saturday** (45 min)     Morning     Early Afternoon     Late Afternoon  
 **Sunday** (45 min)     Morning     Early Afternoon     Late Afternoon

<p><b>Title of proposed presentation:</b></p> <p><b>Brief description of proposed presentation</b> (This information may not be provided to attendees, but is needed for show management's review &amp; to gain a basic understanding of your topic)</p>   <p><b>NOTE:</b> The workshop area is located inside the exhibit hall and will remain brightly lit. A LAPTOP and LCD projector will be provided for your PowerPoint presentation. Please let us know if you request any other equipment in advance.</p>
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# KANSAS CITY 2019 DEMONSTRATION APPLICATION

If your company is interested in presenting a demonstration at this show, please complete the following information no later than **Friday, February 8, 2019** and email [swatters@aimmedia.com](mailto:swatters@aimmedia.com) or FAX to (720) 438-3987  
**Attn: Samantha Watters. Questions? Call Eric Johnson at (518) 618-1195.**

To be assigned demonstration space and a time, your company must be approved by our team and you must:

- Submit a signed, dated and initialed *Exhibit Space Reservation and Contract*
- Pay for your exhibit space in full as per Contract requirements

Demonstrators are encouraged to be creative with their topic and title with the goal of teaching the general public. Demonstrations are considered to be “how-to” presentations. Please keep in mind that no audio-visual equipment will be available for this type of presentation. Demonstrators must focus only on their product or skill and must refrain from mentioning similar products or service providers in the market.

**Please rank your preferences below** (1=top choice, 2=second, 3=third). We cannot guarantee your preferred time, but will do our best to accommodate your request. You will be informed of your scheduled day & time via email approximately 1-2 weeks prior to the show. Notice- there are no Demo spots available on Friday.

<b>Day</b> ___Friday ___Saturday ___Sunday	<b>Time of day:</b> ___Morning ___Early afternoon ___Late afternoon	<b>*Approximate Length of time needed:</b> _____
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**TO ENSURE THAT YOUR DEMONSTRATION IS PROPERLY LISTED IN THE SHOW PAMPHLET, THE FOLLOWING INFORMATION IS REQUIRED. PLEASE BE SURE TO FILL IN ALL INFORMATION.**

<b>Demonstration Topic/Title:</b>
<b>Brief description of demonstration:</b> (This information may not be provided to attendees, but is needed for show management’s review & to gain a basic understanding of your topic)
<b>Additional information (i.e. power*, white board, etc):</b>
<small>NOTE: The demo area is located inside the exhibit hall and will remain brightly lit. *Basic power will be provided, however, please let us know if you will need additional amperage, etc. NO audio-visual equipment will be available.</small>

<b>Demonstrator’s Name</b>		<b>Demonstrator’s Job Title</b>	
<b>Company Name</b>			
<b>Phone</b>		<b>EMAIL address*</b>	

\*Email address is requested for confirmations



# KANSAS CITY

## GUEST LIST REQUESTS

We encourage you to invite your customers to the show! Your first ten (10) guests are free. You may invite an unlimited number of additional guests for \$5.00 each. You will be invoiced based on the number of guests (over the first ten) who actually attend the event. Couples count as separate guests.

Please provide us with the names of your guests. Guests will need to check in at the Will Call desk when they arrive. There are **NO** physical guest passes mailed in advance. Your Guests will need to provide your company name in order to receive entry into the event and will be given a guest receipt to present at the entrance.

Please fax, email or mail this form to us **AT LEAST ONE WEEK PRIOR TO THE SHOW DATE**, if you miss this deadline, or plan to make additions/changes, it's best to bring the list with you to the show and leave it at the Will Call desk. Changes or additions can be made at the Will Call desk at any time during the show.

We request that you print first and last names carefully. Feel free to attach additional sheets as necessary. Please **DO NOT** forget to include your company name.

**COMPANY NAME:** \_\_\_\_\_

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3. \_\_\_\_\_

13. \_\_\_\_\_

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14. \_\_\_\_\_

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15. \_\_\_\_\_

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19. \_\_\_\_\_

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20. \_\_\_\_\_

**FAX to (720) 438-3987 Attn: Samantha Watters or EMAIL**  
[SWatters@aimmedia.com](mailto:SWatters@aimmedia.com) Questions? Call Eric Johnson (518) 618-1195



## KANSAS CITY SHOW INFORMATION

### Show Dates/Hours\*

\*show hours are subject to change

Friday, February 22  
Saturday, February 23  
Sunday, February 24

1pm to 7pm  
10am to 6pm  
11am to 4pm

### Show Management

Eric Johnson, Operations Manager

(518) 618-1195  
Cell: (518) 321-7438

### Show Venue

KCI Expo Center/Hall A  
11728 NW Ambassador Drive  
Kansas City, MO 64153  
(816) 801-8400/www.kciexpo.com

### Decorator

**Liberty Exposition Services**  
3615 Gardner Avenue  
Kansas City, MO 64120 -

**Phone: 816/891-9500 - Fax: 816/891-9507 - Web Site: www.libertyexpo.com**  
Look for Info from Decorator

### Host Hotel:

**Holiday Inn Kansas City Airport**  
11728 N. Ambassador Drive  
Kansas City, MO 64153  
  
1-866.617.6369/Direct

**Distance:** connected to KCI Center  
**Rate(s):** \$108/\$114  
**Cut-off Date: January 31, 2019**  
**Group code:** The Log and Timber Home Show block  
**Parking: FREE**

### \*Exhibitor Move-in

10x20 and larger and those requiring drive-on access:

**Thursday 10AM-6PM**

Limited to no drive-in Friday. All vehicles off floor by 11am

All Others-Friday 8am to 12pm

*\*please note there will be no Wednesday move-in for this show*

### Exhibitor Move-out

**Sunday: 4pm-10pm -EVERYONE OUT!**

Teardown of exhibits may NOT begin until after the show closes at 4pm on Sunday. Drive-in doors will be opened when Show Management and the decorator deem it appropriate. Any material remaining after 10pm on Sunday may be removed and shipped at the exhibitor's expense, per decorator guidelines. Move-out is targeted by Show Management

### Show Colors

Burgundy drape; No aisle carpet

### Show Sponsors

*Log Home Living and Timber Home Living magazines*

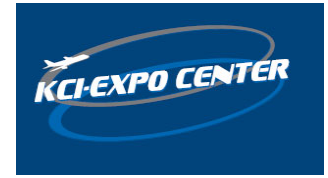
AIM: Home Group  
5720 Flatiron Parkway  
Boulder, CO, 80301  
(800) 826-3893 Fax: (720) 438-3987

### Google Maps

Directions: [Google maps Directions to KCI Center](#)



Holiday Inn KCI Airport & KCI Expo Center  
 11730 NW Ambassador Drive  
 Kansas City, MO 64153  
 (816) 801-8400  
 www.holidayinn.com/kciairport  
 www.kciexpo.com



**EXHIBITOR SERVICE ORDER FORM**

Quantity	ELECTRICAL - Item Description	Advance Rate (48 hours prior)	Floor Rate (within 48 hours)	Total Due
	110V 5 Amp	\$115	\$140	
	110V 20 Amp	\$245	\$305	
	Power Strip (In addition to your power order)	\$15	\$20	
	208V Single or Three Phase 20 Amp	\$490	72hr notice required	
	208V Single or Three Phase 30 Amp	\$515	72hr notice required	
	208V Single or Three Phase 40 Amp	\$570	72hr notice required	
	208V Single or Three Phase 50 Amp	\$590	72hr notice required	
	208V Single or Three Phase 60 Amp	\$645	72hr notice required	
	208V Single or Three Phase 100 Amp	\$775	72hr notice required	
	208V Single or Three Phase 200 Amp	\$905	72hr notice required	
	<b>INTERNET - Item Description</b>			
	*24HR Wi-Fi passcode - Internet Access	\$10.95	\$12.95	
	*3 Day/72HR Wi-Fi passcode - Internet Access	\$18.95	\$23.95	
	*7 Day/168HR Wi-Fi passcode - Internet Access	\$36.95	\$48.95	
	1 Hardline Internet connection w/ Ethernet cable (location of booth will determine availability)	\$185	\$215	
<p><i>*Pre-paid Wi-Fi passcodes will be sent to you via fax or email along with your receipt</i>  <b>All Rates listed above include 20% service charge and 8.475 % tax</b></p>				

**Complete this form and fax, mail, or email with payment to the KCI Expo Center**  
 11730 NW Ambassador Drive  
 Kansas City, MO 64153  
 (816) 891-7696 Fax  
 Jennifer.Jarrett@hikciairport.com

<b>Show Name</b>	<b>Booth #</b>
<b>Firm / Booth Name</b>	<b>Phone</b>
<b>Contact</b>	<b>Fax</b>
<b>Address</b>	<b>Email</b>
<b>City &amp; State</b>	<b>Zip Code</b>
<b>Credit Card Number</b>	<b>Expiration</b>
<b>Name on Card</b>	<b>Auth Code</b>
<b>Cardholder Signature</b>	<b>Date</b>

- Exhibitor Services Order Terms:**
- No refunds will be given within 24 hours of show start date
  - Receipts and pre-paid Wi-Fi codes are also available on show date in the Sales Office of the KCI Expo Center
  - Charges on credit cards will be appear as Holiday Inn KCI Airport on your merchant statement
  - You must indicate analogue or digital on phone line orders; change fee will apply if changed once laid
  - Orders will not be accepted and / or processed without payment in full
  - Advance rate discounts only available with orders submitted at least 48 hours prior to move-in date
  - Labor and additional services available
  - Current sales tax is included in the above stated rates
  - The KCI Expo Center is not responsible for any damage to exhibitor equipment
  - Packages shipped to or from the Holiday Inn KCI and KCI Expo Center are subject to a \$10.00/box/day storage and handling fee

# SHOW RULES & REGULATIONS

The following show rules and regulations are supplemental to and are incorporated by reference in the **Exhibit Space Reservation and Contract** between Active Interest Media - Home Group (AIM), and your company as exhibitor, and govern the use of the exhibit space contracted for as if they had been fully set forth in the Exhibit Space Reservation and Contract.

In reading these rules and regulations, "we" and "us" refers to Active Interest Media-Home Group (AIM) and authorities of the show facility (Convention Center), and Federal governments as appropriate. "You" means your company and its authorized representatives and personnel. Where a specific entity or governmental body is required, we will identify them by name.

## Responsibility

It is your responsibility to be fully familiar with these show rules and regulations and to see that each member of your company attending the show is also familiar with these regulations. We recommend that you distribute copies to all those who will be present for the show.

## Contract for Space

Our acceptance of your order for a booth, assignment of exhibit space to you, and the full payment of rental charges, requires that you complete a contract for rental of space assigned, or our *Exhibit Space Reservation and Contract*. If you fail to occupy your exhibit space you still have the obligation of paying the full rental price. Space may be denied at any point for supplying false information.

## Payment for Space

Full payment for the contracted booth space must be received prior to the setup of your exhibit booth. Pre-Payment of all shows is REQUIRED per your contract. We reserve the right to cancel your booth space reservation if the full amount of the booth space has not been received 30 days prior to the show.

Please send ALL booth payments to  
Active Interest Media- Home Group  
5720 Flatiron Parkway  
Boulder, CO 80301.

Please include the show name and location, as well as company name, booth number and order number with all payments. Checks should be made out to AIM.

## Exhibitor Cancellation

In the event an exhibitor cancels all or part of the exhibit space contracted for, the exhibitor must do so in writing and will be obligated to pay AIM fees based on the following schedule:

<b>If Canceled:</b>	<b>Exhibit Space Rental Due:</b>
Prior to 60 days	10%
60-30 days out	50%
30 days out	100%

## Assignment of Exhibit Space

We reserve the right to make final space reassignments after your application is accepted should it be necessary in the best interest of the show, as determined solely by us. No space will be assigned without payment (non-refundable 10% deposit). You have the right to a full refund if our reassignment is not acceptable to you.

## Occupancy of Space Deadline

All exhibits must be completed and ready for inspection by show management and the fire marshal by 12:00pm on Friday. At this time, any display violations will be noted and reported to the exhibitor. Failure to correct any violations by the time the show opens to the public at 1:00pm will result in a fine.

Show Management reserves the right to rent or fill any exhibit space that has not been occupied by 12:00pm on Friday, or at any time thereafter.

## Exhibit Installation

Please refer to the Show Information guidelines included in this Exhibitor kit, or our website for specific move-in times. All vehicles, exhibit materials, crates, and dollies must be removed from the facility by 12:00pm on Friday.

Exhibit materials may only be hand-carried to booth on Friday during move-in, prior to show opening.



## **Driving Onto the Floor-**

Vehicles should off-load at loading docks when possible. Vehicles permitted to drive on floor must be attended at all times and removed immediately after unloading. No vehicles are permitted on any hall carpet; there is a \$500 fine for driving on any part of the carpet.

Unless otherwise specified, vehicles must be removed from the facility by the close of move-in time on Thursday at 6:00pm. **NO drive-on the floor access allowed on Friday.**

Final closing time is 4:00pm on Sunday. No dismantling or packing may begin prior to closing time. There is a \$100 fine for tearing down early. Please refer to the Show Information guidelines included in this exhibitor kit, or our website for specific move-out times.

## **Exhibitor Badges**

Exhibitor badges for the show will be available on-site for you and your employees. Forms for badges are included in this service kit. All persons working in your booth will, in effect, be your employees during the length of the show and you are fully responsible for any liability that may occur.

## **Liability and Insurance**

All exhibitors must fax or mail in advance, a current Certificate of Liability Insurance of no less than \$1M. This proof must also be in your booth during all phases (including move-in and move-out) of the show.

You must obtain insurance coverage for all your exhibit merchandise at site and in transit inclusive of business interruption insurance, if applicable. We will not be held responsible for any loss or damage, however incurred. You must carry your own fire insurance and public liability insurance of not less than one million dollars. *(If you do not already hold appropriate liability coverage and need information, we suggest contacting K&K Insurance at: [www.KandKinsurance.com](http://www.KandKinsurance.com). You will need to complete the Concessionaries, Exhibitors & Vendors Enrollment form).*

Neither AIM nor the Exhibit Facility, shall be liable to exhibitor, its agents, employees, contractors, patrons, guests, licensees or to any other person whomsoever for any injury or damage to person or property caused by or arising out of any act, omission or neglect of exhibitor, its agents, contractors, employees, patrons, guests, licensees, invitees or any person entering the Convention Center, under express or implied invitation by exhibitor, or for any damage to the person or property of third parties arising out or user of either the licensed booth space or the building area in which such booth is located; and exhibitor hereby agrees to indemnify and hold AIM and/or the Convention Center and their agents, servants and employees free and harmless from and against any loss, including reasonable counsel fees, arising out of any liability incurred in accordance with the foregoing. The exhibitor assumes the entire

responsibility and liability for losses, damages and claims deriving out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Convention Center and shall indemnify and hold harmless the Convention Center, AIM and their agents, servants and employees from any such losses, damages and claims inclusive of reasonable counsel fees. Exhibitor acknowledges that neither the Convention Center nor AIM maintains insurance covering such losses by the exhibitor.

Exhibitor will be liable for any damage caused to floors (including carpeting), walls or columns, or to standard booth equipment or to other exhibitors' property. No signs or other articles are to be fastened to walls or fixtures or electrical equipment. Use of thumbtacks, screws, bolts or any tool or material which may mark the floor or wall is prohibited. Exhibitors are also responsible to comply with all rules and regulations contained in the Exhibitor Service Manual.

## **Space Restrictions**

Your exhibit must be confined to the exact space allocated. Circulars, brochures, publications, advertising matter and all kinds of promotional giveaways may be distributed only within your booth space. Nothing can be posted on, tacked, nailed, screwed in, taped or otherwise attached to columns, walls, ceilings, floors, electrical outlets or other parts of the building or furniture. Signs, rails, logs or roof over hangs, etc. will not be permitted to intrude into or over aisles or other booth space. You will be liable for any damage caused to floors (including carpeting), walls or columns, or standard booth equipment or to other exhibitor's property.

## **Character of Exhibits**

Each exhibit shall be in keeping with the general nature of the show. AIM shall be entitled to limit or require change in any exhibit that interferes with other exhibitors or general movement, is either excessively noisy or carnival-like in presentation or does not conform to the regulations herein or to any agency having jurisdiction at the convention site. All exhibitor activities shall be conducted solely within licensed space, and use of all aisle space and other public areas of the show are reserved to AIM. Canvassing, solicitation of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the exhibitor of circulars, catalogues or other advertising materials for firms that are not exhibitors is prohibited. Failure to adhere to these rules will result in a fine.

If the reverse side of your exhibit's back wall, side wall, riser or display is exposed to view, that part of your display must be suitably draped so that no part of the display construction, electrical wiring, or the like, can be

seen from the aisles or adjoining booths belonging to other exhibitors.

Height limitations and other restrictions pertaining to the design of exhibits and use in the booth of pedestals, tables, racks, shelves, risers and similar display equipment are described in detail under "Types of Exhibits" and "Special Provisions."

If your display is built beyond the limitations and restriction as set forth in this contract, we reserve the right to correct such display violations by having you alter, remove or rearrange any or all of the display so that it will comply with regulations. If you are not available to make those corrections, then you agree as part of this contract to give us authority to make any and all necessary corrections at your expense.

### Load Limitations

Any piece of exhibit material weighing in excess of 2,000 pounds shall be accompanied by a certified weight-master's ticket stating accurately the total weight of such individual piece and its container, if any. Failure to provide the weight-master's certificate when requested may result in the facility's refusal to permit the shipment on its premises, elevators or lifts.

### Types of Exhibits & Exhibit Restrictions

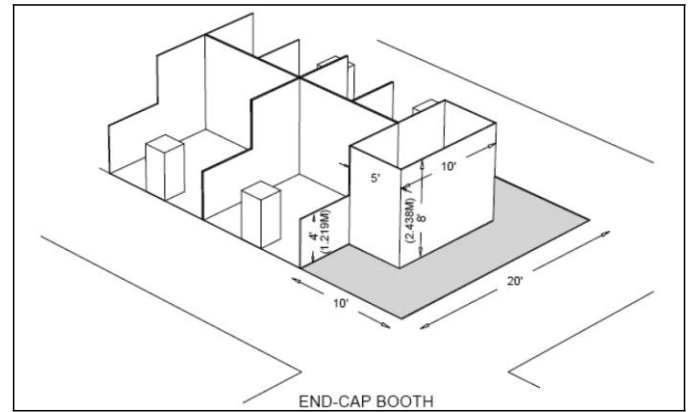
**Booth Definition:** The price per booth includes booth space that is 10' wide and 10' deep with an 8' high-draped background and 3' high-draped sidewalls. Pipe and drapery will be supplied automatically for in-line booths unless you request not to have it. Pipe and drapery will not be provided for island booths. 8' high sidewalls may not extend further than 5' from the back of the booth space. Note: If located on the show floor perimeter, an aisle booth may go to 10' height. Requests for exceptions to these requirements *must* be submitted to the Events Manager no less than 45 days prior to the show.

#### Island Booth

An island booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height. Pipe and drapery will not be provided for island booths.

#### End-cap Booth

Booth dimensions are 10' deep by 20' wide. The maximum backwall height of 8' is allowed only in the rear half of the booth space and within 5' of the two side aisles (10' long backwall) with a 4' height restriction imposed on all materials in the space forward to the aisle. (See diagram)



### Peninsula/Split Island Booth

Booth dimensions are generally 20' x 20' or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to 4' high within 5' of each aisle. The center (10' wide) of the backwall height is based on maximum allowable height.

When a Peninsula Booth shares a common backwall with another Peninsula Booth (**Split Island Booth**), the entire cubic content may be used, up to the maximum allowable height, without any backwall line of sight restrictions.

### Special Provisions

Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 4 feet (48") in height when positioned more than 5' from the back wall of a single aisle booth.

Free standing units, including those intended to be the focal point in an exhibit, may not exceed 4 feet (48") in height when placed more than 5' from the back wall of the booth unless the same company occupies 8' of booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8'h x 32"w x 32"d.

### Use of Exhibit Space

Where you plan to construct any part of your exhibit above the exhibit height limitation (25' island, 8' in-line), or any variance from these rules and regulations, you must obtain approval in writing from the Events Manager at least six weeks prior to the official opening of the exhibits. Submit a sketch of your proposed construction when requesting approval.

All signs including graphics, photographs and other advertising matter in connection with your booth space must be located within the boundaries of your assigned booth. No signs of any type are permitted outside of your assigned exhibit space (columns, walls, floors, ceilings) without approval in writing from show management. This restriction also applies to any device used to project a company name or logo on the ceilings

or walls of the Convention Center or otherwise beyond the permitted height or sides of the booth itself.

You must obtain written permission from Show Management if you plan continuous operation of any flashing light device, floodlight, laser light, LED or computerized digital sign which may impact on your neighboring exhibitors. Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will only be permitted within the confines of your booth.

You will be expected to keep the sound at reasonable volume, approximately that of a normal speaking voice, in order to avoid disturbing other exhibitors when operating sound reproduction equipment. We reserve the right to turn off the electric supply of any exhibitor who violates this rule.

You may distribute food or beverages from your booth, provided (a) you purchase the food or beverage only from the approved show caterer and (b) you provide trash receptacles and periodically clear trash in the vicinity of your booth generated as a result. No alcoholic beverages of any kind may be distributed from your booth. You are not permitted to cook food in your booth. We have the right to terminate distribution of food from your booth in the event your activity disturbs or infringes another exhibitor in any manner. Any surveys, questionnaires or promotion must take place within your assigned booth space.

No person shall carry or transport into the premises any beer or other alcoholic beverages except for delivery to the licensed retailer or same, located on the premises. All concessions, including but not limited to tobacco, food products, drinks, checkrooms, programs and novelties, are and shall remain the exclusive rights of the Convention Center. If any food or drinks are to be served by exhibitor, these items must be purchased from the official caterer.

Absolutely no alcoholic beverages may be consumed on the show floor or in your booth at any time, including move-in and move-out, unless it is purchased from the official caterer. If you are found to be in violation of this rule, you will be asked to leave the show and will not be permitted to tear-down your booth display until after the show has closed on Sunday at 4:00pm.

#### **Copyrights, Royalties and Trademarks**

You warrant that no music, literary or artistic work or other property protected by copyright will be performed, reproduced or used, nor will the name of any entity protected by trademark be reproduced or used during your use of the contracted space unless you have obtained written permission of the copyright or trademark holder (including payment of any and all

licensing and/or performance fees, i.e. BMI, ADCAP, AFTRA/SAG fees). You agree to comply strictly with all laws respecting copyrights, royalties and trademarks and warrant that you will not infringe any related statutory, common law, or other right of any person during your use of the premises. You agree you will indemnify and hold the Center, HBP and their officers, agents, and employees harmless from all claims, losses and damages (including court costs and attorneys' fees) with respect to such copyright, royalty or trademark rights.

#### **Lighting**

The Log & Timber Home Show will usually be lit at work-light (half-light) levels during set-up and tear-down, and at full lighting levels during show hours. We urge exhibitors who require low light conditions to build their exhibits accordingly.

#### **Sharing of Space**

Only one exhibitor may utilize a booth or booths. Sharing of space or transfer of right to use space in whole or in part is not permitted without our written permission.

#### **Labor Regulations**

The Convention Center is a Non-Union facility. However, all exhibitors must abide by all regulations in effect in the facility at the time of the show. Please see any special notices and forms about drayage and freight handling enclosed in this Service Manual. These services are typically at additional cost and will be your responsibility.

#### **Arbitration**

Any controversy or claim arising out of or relating to this contract or the breach thereof shall be settled by arbitration in Chantilly, Fairfax County, Virginia, in accordance with the Commercial Arbitration Rules of the American Arbitration Institute, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

#### **Show Cancellation**

AIM reserves the right to change the show dates, times or show site or to cancel if the show cannot be conducted for any reason beyond AIM's reasonable control; exercise of any such right will be by written notice to exhibitors.

#### **Miscellaneous Regulations**

We reserve the right to determine the eligibility of any company to exhibit. We reserve sole control over admission policies.

These regulations are established for the mutual protection of all. We reserve the right to make such changes in the time schedule or in general plan of the

exhibit as we may deem to be in the best interests of exhibitors and exhibit generally.

All exhibits and structures must be open or have sufficient opening at the top of their structure/display in order to meet fire regulations.

Animals and pets are not permitted in the facility except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. Seeing-eye dogs or other service animals are permitted, however you must have appropriate paperwork on hand.

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. No helium balloons or tanks are permitted in the hall at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. Muslin, velvet, silken or any cloth decorations must stand a flameproof test as prescribed by the ordinance of the convention city.

Please abide by facility rules regarding smoking, using designated areas only. Do not exit through or prop fire doors at any time.

#### **State Fire Marshal's Requirements**

The following are the state fire marshal's minimum fire safety requirements and shall be applied at all shows--trade, commercial or otherwise--and shall apply whether the exhibit is open or closed to the public.

The display and operation of any cooking or heat-producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the state fire marshal's representative must have advance approval by the state fire marshal's representative. Any motor vehicles, gasoline-powered equipment, tools, etc. on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full.

No parking of any vehicles, unless an approved part of your display, will be allowed in the building. Cars and trucks shall be removed immediately after loading or unloading. Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment).

During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.

All electrical devices and installations shall be in accordance with the applicable provisions of the National Electrical Code. All devices must be listed by Underwriters Laboratories. Any electrical extension cords used shall be of the heavy-duty type. Lightweight cords of the lamp cord variety are prohibited and are subject to confiscation.

#### **Amendments and Additional Regulations**

Any issue not specifically covered by the foregoing terms and conditions shall be determined by HBP. HBP shall add to or amend the foregoing terms and conditions provided such changes are reasonable in nature and consistent with the purposes of the foregoing. Each exhibitor will be responsible for forwarding this information to the parties who will set up and/or staff the space.

#### **Americans with Disabilities Act**

Exhibitors are responsible for making their space accessible in accordance with the Americans with Disabilities Act.