



# Exhibit Rules, Regulations and General Information

*This constitutes your contractual agreement with the Orthodox Church in America, hereinafter referred to as the OCA, and the 13th All-American Council, hereinafter referred to as the AAC.*

You are cordially invited to participate and exhibit in the 13th All-American Council to be held in Orlando, Florida. There will be an exhibit area located in the Renaissance Resort Convention Center Ballrooms. This area will provide space for informational displays on the institutions of the OCA as well as for a large number of commercial exhibits offering products and services to our parishes and institutions.

## Tentative Exhibit Schedule

Saturday, July 20	5:00 PM- 10:00 PM <i>Booth Set-up</i>
Sunday, July 21	1:00 PM- 8:30 PM
Monday, July 22	9:30AM- 7:00 PM
Tuesday, July 23	8:30AM- 7:00 PM
Wednesday, July 24	9:30AM- 7:00 PM
Thursday, July 25	9:30AM- 7:00 PM
Friday, July 26	8:30AM- 10:30 AM
Friday, July 26	10:30AM- 4:30 PM <i>Breakdown</i>

## SPACE RENTAL

The rental fee for a booth will be \$600, with additional booths available at \$400 each, and additional tables at \$75. The 8'x10' booth package includes: (1) 2'x8' skirted table; 8' back draping; 3' side drape dividers; (2) chairs; a wastebasket; a two-line 7"x44" identification sign; general lighting; advance publicity; and 24-hour security from set-up on Saturday until breakdown on Friday.

## APPLICATION FOR SPACE

Anyone wanting to rent space in the exhibit area must complete and return the attached contract application with a \$300 deposit.

Applications and deposits must be received by June 7, 2002. All exhibit space will be assigned on a first come, first served basis, upon acceptance of the contract application and deposit.

Full refund of this deposit will be made for space cancellations received prior to June 14, 2002. There will be no refunds after this date. The full balance of the rental fee will be due no later than June 27, 2002.

## EXHIBIT SPONSOR AND MANAGEMENT

Council exhibits will be under the sponsorship and direction of the OCA and AAC at all times. Acceptance of an application for exhibit space does not imply endorsement of the applicant's products or services. When accepted, the application for exhibit space constitutes a contract for the right to use the space assigned.

## INFORMATION FOR EXHIBITORS

Complete exhibitor information will be furnished to each applicant whose contract is accepted by the AAC. This will include information on shipment of exhibit material, electrical requirements, rental furniture, and special construction.

This information will be sent to exhibitors well in advance of this Council. Goods shipped through the decorating company (Shepard Expositions) the AAC is employing will be delivered to the exhibit booths for Saturday setup.

A packet containing information on discounted airline fares, ground transportation, car rentals and hotel reservations will be sent upon receipt of Application and Deposit.

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## INSTALLATION AND DISMANTLING OF EXHIBITS

Setup will take place from 5:00 PM-10:00 PM on Saturday, July 20. Breakdown will take place from 10:30 AM-4:30 PM on Friday, July 26. The exhibit area is to be completely vacated by 4:30 PM on Friday, July 26. All expenses associated with setting up and moving out exhibits and displays shall be the responsibility of the individual exhibitor.

## EXHIBITOR REPRESENTATIVE RESPONSIBILITY

Each exhibitor must name one person to be the representative in connection with installation, operation, and removal of the exhibit. This representative shall be authorized to enter into contractual agreements, for which the exhibitor will be held responsible. All exhibits must be properly staffed during all show hours. Early breakdown is not allowed.

## USE OF EXHIBIT SPACE

No exhibitor shall reassign, sublet or share the whole or any part of his or her assigned space. Exhibits may not project beyond assigned space nor interfere with traffic.

The AAC reserves the right to restrict exhibits that may detract from the character of the exhibit hall as a whole. This reservation would apply to persons, literature or any other thing that may be objectionable to the OCA, the AAC or the exhibition as a whole.

## CARE OF EXHIBITS

Signs and other exhibit material may not be posted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might deface or mar hotel or convention center property or furnishings. Damage resulting from failure to observe this rule shall be the sole liability of the exhibitor.

## DEFAULT OF EXHIBITOR

Contracts may not be cancelled after June 27, 2002. No refund will be made for space not used during all or part of the exhibition. Should space be unoccupied at the opening of the exhibition, the AAC reserves the right to rent or use it without obligation or refund.

## AMENDMENTS

The AAC has full power to interpret and enforce all of the rules and regulations contained herein, as well as the power to amend these rules and add further rules and regulations as it shall consider necessary for the proper conduct of the exhibition.

## LIABILITY, SECURITY AND INSURANCE

Neither the OCA, its entities, its volunteers, agents, or employees nor the AAC shall be liable for any damage to the property of, or loss of business to, the exhibitor, nor for any loss by theft, fire, or other means, nor for injuries to the exhibitor, its employees, agents or guests, arising from any cause whatsoever - even though occasioned, caused or contributed to by the negligence of the AAC or exhibit facilities, their agents or employees.

Proof of Exhibitors insurance coverage should be provided with this contract in the form of a certificate of insurance covering July 20-26, 2002 at the Orlando Renaissance Resort.

Exhibitors are strongly urged to add to their existing insurance a Portal-to-Portal Rider to protect them against loss or damage to their material by fire, theft, accident, etc.

Furthermore, they are urged to carry Public Liability Insurance against injury to the persons and property of others.

*The OCA and AAC shall not be obligated to carry any insurance for the benefit of exhibitors.*

### **Questions?**

Please contact Jean Ellen DeSpain, *Chair of the Exhibits Committee, 13th All-American Council*  
904/641.6660 jedespain@msn.com

