

- 1. EXHIBITS:** WPMA reserves the right to determine the eligibility of any company for inclusion in the *WPMAEXPO*. WPMA reserves the right to rescind this contract and remove the Exhibitor from the *WPMAEXPO* site for violating the *WPMAEXPO* Terms and Conditions or for any other reason.
- 2. BOOTH SPACE:** Cost \$2,800 for each 10' X 10' booth, or \$28 per square foot. The current priority booth selection process is currently under review for revision.
- 3. CANCELLATION:** A refund will be made upon written notice of cancellation before **November 30, 2024, less the deposit**. All terms and conditions contained herein are integral parts of this agreement.
- 4. NO-SHOWS:** All booths must be set up by 12 p.m., Tuesday, the first day of the show. Any booth not set up by this time will be considered a No-Show. Booth and payment will be forfeited and WPMA will reassign the booth unless prior arrangements have been made.
- 5. EARLY DISMANTLING PENALTY:** Any exhibitor found dismantling their exhibit space prior to the officially scheduled close of the trade show will be subject to a monetary penalty. The fine for early dismantling is set at \$500.
- ANY EXHIBITOR DISMANTLING PRIOR TO CLOSE OF TRADE SHOW WILL BE FINED \$500.**
- 6. EXHIBIT SIZE:** Trade Show Exhibitors must conform to International Association of Exhibitions and Events (IAEE) **-line-of-sight** Guidelines. All exhibit items (including carpet) must be contained within the booth space assigned. Any item higher than the side drapes (4') must be contained in the back 4' of the booth and may not exceed 8' in height. Any exceptions must be cleared with WPMA. Island booths (any size booth exposed to aisles on all four sides) that are opting for carpet rental, must order carpet to fit the booth specifications exactly. (e.g., 20' x 20' booth must order 20' x 20' carpet.)
- 7. LIGHTING AND HEATING:** WPMA may restrict the use of irregular lighting effects. Exhibits that use heat (as in cooking), generate smells or any unusual activity or display must receive clearance from WPMA and Freeman.
- 8. AGE LIMIT:** During set up and tear down, **NO ONE under 16 years of age** will be allowed on the exposition floor. During regular trade show hours, children under 16 must be accompanied by a registered, responsible adult.
- 9. MEDIA POLICY: Only WPMA AUTHORIZED MEDIA** and WPMA representatives may be granted permission to capture audio, video and photographic content presented at the *WPMAEXPO*. **Authorized** images or audio obtained at the *WPMAEXPO* may **not** be sold or repackaged for commercial use. All media authorization must be acquired **90 days** before the event. No exceptions.
- No recordings** (audio, video, or photographic) may be made of the *WPMAEXPO* Keynote session, educational sessions, workshops, management sessions and / or evening events without 90 day media pre-authorization.
- 10. Consent to Record:** Consent for the use of Images by participating in the *WPMAEXPO*, you consent to the use of your name, photograph, voice, biographical information, and likeness (collectively, "images") and may be used by WPMA authorized media in/on any marketing materials, social media, registered publications, video, broadcast and cable media without charge or obligation. Participant further grants WPMA authorized media a royalty-free, perpetual, irrevocable license to reproduce, distribute and publicly display the images in a manner or medium now known or hereinafter devised
- 11. VEHICLES AND CAR WASHES:** Must be ready to MOVE-IN at 6 a.m., Sunday prior to trade show opening.
- 12. VEHICLES ON DISPLAY:** Must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes.
- PLEASE NOTE: FUEL TANK LEVEL MUST BE LESS THAN 1/4 OF A TANK ON ANY MOTORIZED VEHICLE.**
- 13. EXHIBIT SERVICES MANUAL:** The *WPMAEXPO* management has designated Freeman as the contract service provider. The Exhibitor Service Manual, which includes information and forms related to material shipping, booth furnishings, electrical services, and any special equipment ordering will be provided through a link on the WPMA website after December 1.
- 14. BOOTH INCLUSIONS:** Freeman will provide back and side drapes for every exhibitor along with a sign containing the exhibitor's name and booth number (excluding island booths.) Each 10' x 10' booth also includes three (3) full registrations, with one (1) additional registration granted for each additional 10' x 10' booth thereafter.
- 15. NON-ASSIGNMENT:** Exhibitor agrees that this contract and any booth assigned to exhibitor may not be assigned or transferred to another exhibitor. All exhibitors must have a signed written contract with WPMA to utilize booth space.
- 16. NO CASH & CARRY SALES.** All exhibitors are not allowed to sell cash-and-carry products from their booth on the trade show floors.
- 17. EXHIBITORS WILL BE IN FULL COMPLIANCE WITH ALL CITY OF LAS VEGAS FIRE PREVENTION BUREAU REGULATIONS INCLUDING:**
- a. All decorations, drapes, curtains, backdrop, bunting, paper, cardboard, plastic, straw, leaves, hay, moss and similar materials shall be flame-retardant** when subjected to the Nevada Standard Test procedure.
- b. Table coverings** are required to be flame-retardant treated unless they lie on the tabletop with no overhang.
- c. Materials that are not flame retardant** and cannot be properly treated to make them fire-retardant, such as oil cloth, tar paper, sisal paper, nylon, orlon, certain plastics, etc., are absolutely prohibited.
- d. The use of open flame** of any sort, or the use of heat producing devices, compressed gasses, flammable liquids, hazardous materials, or mechanical devices with exposed moving parts are closely regulated and are to be used only after written permission for such usage is obtained from the Nevada Fire Prevention Bureau.
- 18. LIABILITY:** WPMA shall not be responsible for any loss, damage or injury that may occur to the exhibitor contracted. The exhibitor releases and agrees to protect, defend, indemnify and hold WPMA harmless from any loss, damage or injury that may occur to the exhibitor or any of its agents or employees or any third person arising out of or connected with the exhibitor's participation in this contract or the trade show exhibitions.
- Exhibitor agrees to pay all of its own costs and expenses incurred in producing and setting up the exhibition including all labor costs. Exhibitor shall indemnify, protect, and hold completely harmless WPMA from all such costs and expenses including reasonable attorney's fees.
- WPMA shall not be held liable in case of any act of God, strike, act of war, insurrection, riots or any other circumstances that would prohibit or restrict the working of the *WPMAEXPO* or event center. WPMA shall not be held liable for any fire, theft, vandalism or destruction of any property belonging to exhibitor. Exhibitor shall obtain its own insurance for all such happenings.
- 19. PROTECTION OF EVENT PROPERTY:** No tape, paste, thumbtacks, nails or other methods may be used to affix signs or posters to the wall. If any signs or posters are leaned on the walls, they must be properly padded so as not to cause damage. If any damage is caused to the event property accidentally or otherwise, the exhibitor will be responsible for the full cost of repairs.
- 20. THE EXHIBITOR SIGNATURE** hereby agrees to protect, defend and indemnify WPMA from all liability, claims, suits, damages, costs and attorney fees arising out of or resulting from exhibitor use of music, logos, printed materials, trade names and any infringement thereof by the exhibitor.
- 21. INSURANCE:** All exhibiting companies must show proof of insurance for General Liability, Workers' Compensation Liability and Business Automobile Liability and must provide WPMA with a current Certificate of Insurance with limits of not less than the following: \$1,000,000 General Liability, \$100,000 Workers' Compensation, and \$1,000,000 Business Automobile Liability. The WPMA, host hotel and Freeman must be named as additional insureds on all policies. The Certificate of Insurance must cover Sunday, February 16, 2025 through Friday, February 21, 2025 and must be received no later than Friday, January 31, 2025.
- 22. 24-HOUR PERIMETER GUARD SERVICE** will be provided.

WPMAEXPO