

PPAMS GENERAL TRADESHOW RULES & REGULATIONS

REGULATIONS: Upon acceptance, the regulations printed here become terms and conditions of the contract. Please read these regulations with care; if you have any questions about them, contact the Promotional Products Association of the Mid-South (PPAMS).

SPACE VARIATIONS: The show floor, table size, and space descriptions are as accurate as possible, but changes and modifications are sometimes necessary; when space change or modification occurs, exhibitors will receive equitable adjustments as determined by show management.

CANCELLATION BY PPAMS: In the event the show is cancelled for reasons beyond control of show management, money advanced by exhibitor will be refunded, minus a share of costs and expenses incurred, in full satisfaction of all liabilities. In such cases, show management shall be free from any claim for damages that the exhibitor alleges to have suffered as the result of such cancellation.

EXHIBIT SPACE CANCELLATION POLICY: Cancellations must be received in writing by email, fax or mail on or before December 31, 2018. Exhibit space is nonrefundable.

INSTALLATION AND DISMANTLING: Set up times and tear down times will be provided by show management at least 30 days prior to the show. Exhibitors must staff exhibit for the entire show period. Goods and materials used in any exhibit (except bona fide samples) shall not be removed from the exhibit area until the show has officially been closed. Any exception to this rule must have the approval of the Show Manager. Any violation of this rule could result in suspension of the exhibitor.

LIABILITY AND INSURANCE: Neither PPAMS, the service contractor, the show venues, nor any officers and/or staff members of the above will be responsible for loss or damage to property of exhibitors from thefts, strikes, damage by fire, water, storm, vandalism or other causes, but they will take all reasonable precautions to protect the exhibitors from such loss or damage. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment, and other property and shall indemnify, defend, and hold harmless the PPAMS, the service contractors and any officers and/or staff members of the above, the show venues, their owners, affiliated companies, agents, servants and employees from any and all such losses, damages and claims. None of the above shall provide insurance coverage for loss or damage from such causes, and it is thus expected that exhibitors will provide their own floater insurance coverage as needed.

FIRE PROTECTION: All decorations must be flame-proofed, and all hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise creates a fire hazard, the right is reserved to demand removal of all or such part of his/her exhibit as may be nonconforming or hazardous. The exhibitor is charged with knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Ceilings over exhibits are not permitted if the exhibit is below a building sprinkler device. Any exhibits which propose to incorporate a ceiling or cover must be submitted to management, for prior approval by fire prevention authorities.

RESTRICTIONS IN OPERATIONS OF EXHIBITS: Exhibitors may not alter the location of exhibits or of booths without the written consent of show management.

1. Exhibitors may neither share nor sublet their space nor any part thereof.
2. Non-exhibiting suppliers, supplier representatives, and multiline representatives are not allowed on the show floor at any time.
3. PPAMS reserves the right to restrict or relocate at the exhibitor's expense any exhibits that become objectionable because of noise, method of operation, materials, traffic congestion, or any other reason.
4. Exhibit demonstrations must be confined within the bounds of their respective booths. Aisle space may not be used to distribute promotional material. Companies planning to sell must comply with all Association, state, and local sales permit requirements.
5. Distribution of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material.
6. Exhibits which involve any noise-producing equipment sufficiently loud that it may reasonably disturb adjacent exhibitors must give advance notice to management when contract is initially submitted, regarding this possibility; in such cases, management will endeavor to provide special arrangements and/or locations to accommodate the problem, but management shall not be bound to any contract in which the said noise problem cannot be so controlled or abated. Amplified sound/noise level shall comply with the rules and regulations of the show venue.
7. Exhibitors are responsible for waste removal. Exhibitors who leave waste in their booth will be billed for its removal.

AESTHETICS: Management reserves the right to prohibit and/or evict exhibitors whose presentation is in any manner deemed by management as offensive to conference attendees, by reason of bad taste, questionable morals or controversial content. In event of such prohibition or eviction, management shall not be liable to exhibitor for refunds of exhibit fees.

INDEMNIFICATION: Exhibitor shall be liable to owners of the conference facilities for all damage caused by exhibitor, and shall hold harmless and indemnify management for any damage charged to management by owners.

FOOD SAMPLING: While it is realized that some exhibitors find food sampling to be an effective means of creating interest in their products, the proposed distribution of food samples must not be carried to extremes so as to result in unsightly and annoying conditions to other exhibitors. Those exhibitors who distribute samples must adhere to facility food sampling guidelines and confine their distribution within the limits of their designated space. Ample facilities must be provided by each exhibitor within the confines of his/her own designated area for the collection of refuse. Waste containers must not be placed in aisles. PPAMS cannot be held responsible for preparation or distribution of exhibitor samples or give-a-ways, and refuses any liability of the dispensation of any of the aforementioned items.

VIDEO PROJECTION: Projection machines are limited to sales demonstrations only and shall not be used for showings designed primarily to amuse visitors. All projection must be in accordance with the requirements of local fire prevention authorities, and in harmony with any agreements entered into between management, owners of the convention facilities, and labor unions. All plans for installation and operation of projection equipment must be approved by management before the conference and identified when contract is initially submitted.

UNUSUAL DISPLAYS: Whenever an exhibitor plans to utilize or construct displays that will be unusual, outsized, or designed in a manner which will require special hookup, installation, or other advance technical assistance, such proposed plans must be submitted to show management at the earliest practicable time after this contract is executed, in no case less than ninety days before the trade show. Both management and owners of exhibit hall may deny such proposals; in any event, approval thereof may be obtained only by such advance submission, which shall be promptly considered and decided by management and where necessary, owners.

DEFINITIONS: As used herein, applicable to all parts of this document the following definitions apply: (1) "exhibitor" means that person, company, organization, or other entity that contracts to use one or more exhibit areas, upon the front side of this document; (2) "management" means PPAMS; (3) "owner" means that person, company, municipality, or other entity or any combination thereof, that bears the ultimate legal responsibility by virtue of leasehold or otherwise, for operation of the conference hall, whether or not the same is legal owner thereof; (4) George Fern Company is the Official Decorator of the show and therefore the coordinator of special or unusual types of exhibits. (5) PPAMS is the official abbreviation for the Promotional Products Association of the Mid-South.

INSTALL/DISMANTLE: Installation of exhibits must be set up during the dates and times identified by PPAMS. Exhibits shall remain open during official exhibit hours for the full duration and shall be closed at all other times. Dismantling of booths cannot start until the show has officially closed and must finish by 6:00p.m. Early dismantling may result in forfeiture of priority booth placement at future shows. Exhibitors shall not hold business or social functions to which distributors are invited during official exhibit hours or during hours of PPAMS sponsored business or social functions.

SALES: Exhibitors may not sell directly from their area. Any exchange of funds between the attendee and exhibitor and distributor that would be subject to Tennessee Sales Tax is not allowed on the show floor.

These regulations are considered terms and conditions of the contract agreed to by the exhibitor at the time the contract is signed.

GENERAL INFORMATION

SHOW HOURS & SET UP: Show hours are from 10:00am to 3:00pm on Thursday, February 7, 2019. Set up is from Noon until 5:00pm Wednesday, February 6, 2019.

COSTS AND EARLY BIRD INCENTIVES: Your first booth is \$869 and includes drapes, table(s) with cloth and skirt, sign, chair, and wastebasket. We also provide valet help for move-in and move-out, a listing on our website with a link to your site, listing in the show directory, and an electronic file of all attendees with company information (on request). Additional tables, carpet and electricity can be ordered through the show decorator. Exhibitor packets to order these items and shipping information will be emailed in December.

We are pleased to offer the following incentives for this year's show:

- A free room night at our Host Hotel and free parking at the Music City Center to any company who books a 10' x 20' booth - a \$260 value! In order to qualify for this incentive, your contract must be received by January 4, 2019 and paid in full by January 31, 2019.
- Discounted booth pricing if contract is received by January 4, 2019 and paid in full by January 31, 2019.

SHOW ATTENDANCE: The show typically averages between 200-300 distributors during the 5-hour show. That's about 55 people per hour! Past Attendance: 2018 - 328, 2017 - 302, 2016 - 277, 2015 - 342, 2014 - 287, 2013 - 281, 2012 - 284, 2011 - 283, 2010 - 298

ASSIGNMENT OF SPACE: Exhibitor members of PPAMS who are current in payment of dues receive priority booth assignments. Allocation of space will be assigned on a **first-come**, first-served basis with returning exhibitors receiving preference. The floor and booth diagrams published in promotional material are as accurate as possible, but changes are sometimes necessary, and if they occur, Exhibitors will receive equitable adjustments as determined by management.

CANCELLATION: In the event the show is cancelled for reasons beyond control of PPAMS (such as acts of God, acts of war, governmental emergency, or unavailability of the exhibit facility), PPAMS shall refund booth payments paid, minus a share of costs and expenses incurred, in full satisfaction of all liabilities. In such cases, PPAMS shall be free from any claim for damages which Exhibitor alleges to have suffered as the result of such cancellation. If Exhibitor desires to cancel, it must be done by written notice, with evidence of a receipt. If written notice is received after January 1, 2019, Exhibitor will forfeit all booth fees. If written notice is received prior to December 31, 2018, PPAMS will refund booth fees less a \$50.00 cancellation fee.

USE OF SPACE: Exhibits are only located on the show floor. Exhibiting elsewhere violates Show Regulations. An exhibiting supplier may reserve space only for their own use and may not assign or sublet space to other Exhibitors. PPAMS reserves the right to restrict or remove any exhibit that PPAMS, in its sole discretion, determines is in the best interest of the event.

BOOTH STANDARDS: All in-line (2 booths must adjoin) booths shall conform to the booth construction standards set forth in the display rules and regulations published by professional trade show organizations. All display fixtures and booth staff (solicitation) must be confined to your contracted booth space. No material shall be outside the defined booth limits *DISPLAY RACKS MAY NOT EXCEED 4 FEET IN HEIGHT NOR EXTEND MORE THAN 5 FEET FROM THE BACK DROP OF EACH BOOTH*. No built-up exhibits or other construction shall exceed 8 feet in background height, including canopies and umbrellas. Back-to-back booths are not permitted. Portable or pop-up units must be secure. Aisles, passageways, and overhead spaces remain strictly under the control of PPAMS and no signs, decorations, banners, etc., will be permitted. All booths are 10 feet deep and 10 feet wide. Booth structure and all display materials MUST fit inside the booth space.

ATTENDEES: The PPAMS show is closed to the non-industry public, children under the age of 14, and suppliers who are not exhibiting. PPAMS distributor members will be allowed to bring a limited number of clients for the last two hours of the show.

SHOW MANAGEMENT: PPAMS reserves the right to make such modifications in the exhibit hours as may be necessary to meet program needs.

HOST HOTEL: We have selected the Hampton Inn Vanderbilt/West End as our Host Hotel. The hotel is offering a rate of \$179 per night plus taxes. Rooms can be reserved by calling the hotel at 615-329-1144 and asking for the "Promotional Products" group rate. You can also reserve rooms at the discounted rate through our website, www.ppams.com/promoshow. The discounted rate is only available until January 14, 2019. Please note, if you reserve a double (10' x 20') booth and are entitled to a free room night, we will reserve your room for you.

FREIGHT: We highly recommend that exhibitors ship all freight through our show decorator. An Exhibitor Service Kit will go out in December. This facility charges per box if you ship directly to the facility and they don't handle any outbound shipping. If you ship through the show decorator, they handle both receiving and outbound shipping.

PPAMS MidSouth PromoShow

Feb. 6th 2019 (set up, professional development, awards dinner)

Feb. 7th 2019 (show)

Music City Center • Nashville, TN

Book multiple booths and we'll give you a hotel room and free parking!



Join us at one of the nation's most popular destinations for the biggest promotional products show in the region! Now in its twenty-fourth year, the PPAMS MidSouth PromoShow attracts attendees from eight states and hosts sales meetings for some of the region's biggest distributors.

COMPANY INFORMATION:

this information is for PPAMS use only and will not be printed in the directory

Company: _____

Billing Contact Name: _____ **Billing Contact Email :** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____

Special Booth Placement Requests: _____

Signature Accepting Attached Exhibit Rules: _____

Booth Attendant Name: _____ **Email:** _____ **Cell:** _____

Booth Attendant Name: _____ **Email:** _____ **Cell:** _____

Booth Attendant Name: _____ **Email:** _____ **Cell:** _____

DIRECTORY INFORMATION:

this information will be published in the show directory

SAME AS ABOVE

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Website:** _____

Line Names:

PPAI # _____ **UPIC** _____ **SAGE #** _____ **ASI #** _____

Regional Contact: _____ **Regional Contact Email:** _____

Regional Contact Phone: _____ **Factory Email:** _____

Description of Products & Services:

PPAMS MidSouth PromoShow 2019
Feb. 6th (set up, professional development, awards dinner)
Feb. 7th (show)

Company Name: _____

Reserve the following:

MEMBER: One 10' x 10' Booth \$869.00 \$ _____
Table Preference: Two 6' Tables or One 8' Table

MEMBER: One 10' x 20' Booth (includes hotel room and parking) \$1,754.00 \$ _____
Table Preference: Four 6' Tables or Two 8' Tables or One 8' Table and Two 6' Tables
Exhibitors who purchase this option by 01/04/19 will receive a voucher for parking at the MCC good for 2x on Wed. and 1x on Thur. We'll also book one night's hotel stay at our host hotel. Booths must be reserved by 01/04/19 and paid in full by 01/31/19 to take advantage of this incentive.

MEMBER: Additional Booths @ \$625 each Quantity _____ = \$ _____
Table Preference: Two 6' Tables or One 8' Table

NON-MEMBER: Each Booth @ \$1,200 Quantity _____ = \$ _____
Table Preference: Two 6' Tables or One 8' Table

Late Fee
 (if booth contract isn't received by 01/04/19 and not paid in full by 1/31/19) \$100.00 \$ _____

2019 Membership Dues \$150.00 \$ _____

Added convenience:

Pre-Paid Parking @ \$50 Quantity _____ = \$ _____
Includes voucher for parking at MCC for 2x on Wed. and 1x on Thu.

Boxed Lunch @ \$25 Quantity _____ = \$ _____
Each exhibitor will receive a voucher for lunch at the concession stand. You can upgrade to this option if you'd like a boxed lunch delivered to your booth.

Added networking:

Membership & Awards Gala (Wed. PM) @ \$65 per person Quantity _____ = \$ _____

Power Lunch (Thursday) @ \$25 per person Quantity _____ = \$ _____

Distributor VIP Passes @ \$50 per person Quantity _____ = \$ _____
These passes can be used to reward your top customers. VIP passes include valet parking, early admission to the show floor, lounge access with breakfast and lunch, concierge access, and other perks. You'll also receive a text message when they arrive at the show.

Added exposure:

Poker Run (dist. draw a card in your booth for a chance to win \$\$\$) \$150.00 \$ _____

Full Page (full color) ad in the show directory \$200.00 \$ _____
This online directory is emailed to attendees after the show and archived on our website.

Featured Product Pavilion @ \$30 Quantity _____ = \$ _____
Featured products can be new, quick-turn, and/or made in the USA. They will be displayed in the seminar area on Wednesday and the show floor on Thursday. Featured products will also be listed in the show directory. Put your products here that you want to make sure EVERYONE sees!

Sponsorship (see attached options) = \$ _____

Total Amount Due _____

PAYMENT INFORMATION:

Company Name: _____

PAYMENT OPTIONS:

Charge the card below for the full amount today (MasterCard, Visa, or American Express)

Charge the card below for the full amount on 1/31/2019 (MasterCard, Visa, or American Express)

I'm mailing a check (must arrive by 1/31/2019 to receive incentives)

Send me an invoice (must be paid by 1/31/2019 to receive incentives)

Card Number: _____ CVV: _____

Name on Credit Card: _____

Billing Address for Credit Card: _____

Expiration Date _____ / _____ Signature _____

Please return completed contract and payment to:

Mail:
PPAMS
P.O. Box 290961
Nashville, TN 37229

Email:
mark@ppams.com

Fax:
931-695-5441

You should receive a confirmation when your contract is processed. If you don't receive a confirmation within 3 business days, please contact our office at 615-465-8109.