



CONSUMER EXHIBITOR RULES AND REGULATIONS

**IBE reserves the rights to assign booths(s) to any and all registered vendors. **

Exhibition Hours:

Friday, July 20, 2012.....Noon - 9pm Saturday, July 21, 2012.....10:00am - 10:00 pm Sunday July 22, 2012.....Noon - 6:00 pm

Installation: Exhibitors may commence installation of their displays during the following dates and times:

Wednesday July 18, 2012.....8:00 am- 9:00 pm Thursday, July 19, 2012.....8:00am-9:00 pm

Every booth vendor must be set up by Friday, July 20, at 11:00 AM., or your booth will be forfeited and sold to a new vendor. Exhibitors will be required to use the rear loading docks (Hall C) of the Indiana Convention Center for entry into the exhibit hall. Parking will be permitted for a maximum of ten (10) minutes to unload vehicles in the dock area. You MUST leave either the keys to the vehicle or a driver in the vehicle while parked on the loading docks. Strict enforcement of the time limit will be made for parking on the docks. All violators will be towed at the owner's expense. All matter pertaining to installation will be strictly enforced by IBE security.

Exhibitors Note of Extreme Importance: (Regarding Counterfeit, Pirate or Bootleg Merchandise): No vendor will be allowed to sell or promote any tapes, CDs, record albums, apparel or any other goods unauthorized by the licensed distributors. Any Unauthorized sale of said items will result in expulsion from the exhibit hall without refund in addition to possible prosecution.

Prohibited Articles & Activities: Pornography or any sexually explicit materials, gasoline, kerosene, acetylene, propane gas, helium balloons or other amammable or explosive substance's or etc., must conform to the requirements of all inspecting authorities. No construction in the exhibit spaces shall be higher than eight (8) feet and no side partitions shall exceed 42' inches in height. No taping or tacking on walls. Profanity will not be tolerated. Failure to comply may result in expulsion from the exhibit halls. All promotional campaigns that have not been pre-approved by IBE and its sponsors will be prohibited.

Photography Rules: Your participation in Indiana Black Expo's Inc. Summer Celebration Herby gives permission to Indiana Black Expo, Inc. to use and authorize others (media outlets) to use all or any part of (his/her) interview/photography/video in related media such as books, magazines, journals, pamphlets, electronic (Internet) and other written and video formats interview/photography/video, regardless of the medium by which it is recorded. I also hereby release Indiana Black Expo, Inc. and its directors, its members, trustees, employees and agents, from any and all claims for invasion of privacy, defamation, breach of contract or other breach of duty arising out of or in the connection with the use of this interview, photography or video.

Booth Playing Music: Your music must be kept to a low decibel level to be determined on the first day of the show. Your speaker must sit below the three (3) foot side railing and turned facing the eight (8) foot back wall drape. IBE will issue three (3) warnings, after the third, you will be subject to expulsion with no refund.

Shipping of Exhibits: Do not ship materials directly to the Indiana Convention Center or to IBE as they will be refused. All exhibits must be shipped directly to George E. Fern Company at 1147 East White River Parkway, Indianapolis, Indiana 46225.

Decorator/Dray age/Labor/Electricity: The exclusive exhibition decorator, dray age and labor contractor is George E. Fern Company at 1147 E White River Pkwy., Indianapolis, In 46225, phone (317) 635-9606. Pertinent order forms for these services will be mailed to each exhibitor thirty (30) days prior to the exhibition. Request for electricity will be included in the package.

Aisles: All aisle space is under the control of IBE and shall be used for exhibit purpose. Anyone using aisle space for demonstration, solicitation of business or distribution of Cards or flyers may be evicted from the hall.

Wheeled Vehicles: No motorized vehicles of any type are permitted within the Indiana Convention Center. Exhibitors may bring their own hand trucks and/ or dollies for use to set up their booths. IBE does not provide hand trucks. This item is available only through George E. Fern Company. No roller-skating is permitted within the Indiana Convention Center. Any exhibit requiring a motor vehicle within their display MUST contact the Exhibit Committee prior to booth set-up day and arrange for a specific move-in time for such vehicles. All vehicles located within a space must contain no more than two gallons of gasoline. The battery should be disconnected, and the gas tank lid/cap must be taped. Failure to comply with this requirement is a violation of the fire codes and could result in the vehicle being moved from the hall.

Dismantling: Booth dismantling before stated time's is a disruption to the exhibition and increases show liability. Please adhere to requested times. Exhibitors are requested to dismantle their exhibits between 6:30 pm and midnight on Sunday, July 22. Booth dismantling will continue beginning from 6:00 am to 1:00 pm on Monday, July 23. Exhibitors who dismantle their booth before 6:30 pm on July 22nd will be assessed a \$250 penalty. If exhibitors want George E. Fern Company to store their display, please call or go to George E. Fern Company both to make arrangement. It is the responsibility of the Exhibitors to remove the exhibit and exhibit materials. Any booth not dismantled and removed prior to 1:00 pm on Monday, July 23 will be dismantled and discarded. It is important that the exhibit hall be cleared prior to 1:00 pm on Monday, July 23. Loading docks will be operated in the same manner as during booth installation. All vehicles on the loading docks must have a driver to remain with the vehicle and /or have the keys left in the vehicle. The time limit will be strictly enforced. Violators will be towed at the owner's expense. Load your material on the dock before driving your vehicle to the dock.

Registration: The exhibit committee will maintain two information desk located in the area between the docks doors. Badges will be distributed prior to the exhibition, if paid in full.

Exhibitor's Entrance Identification: All exhibitors must enter the exhibit hall on Wednesday, July 18, Thursday July 19, and Friday July 20, 2012, through the loading docks doors closest to your booth located at the rear of the Indiana Convention Center. During set-up, only exhibitors may use entrances located on Maryland Street and the loading docks at the rear of the Indiana Convention Center. After the exhibits opens (not during set-up) exhibitors are allowed to enter and exit through these entrances using doors designated as CREDENTIALS ONLY. Anyone using these doors must be wearing the Exhibitor's badge BEFORE entering.

Liability: Each exhibitor must take provisions for safeguarding of his goods, materials, equipment and display items. General overall guard service will be provided by Indiana Black Expo, Inc. for the exhibition period, but the guard service will not be responsible for loss of material by theft or for any cause. The exhibitor must surrender space occupied by him in the same condition as it was at the time of occupation. The exhibitor is responsible for all damages to the exhibit hall and for any and all claims and demands on account of injury, death or damage to property occurring in or upon the exhibitor's booth space or because of the acts of the exhibitors, his employees, servants, agents, licensee or contractors. The exhibitor agrees to indemnify and hold harmless the managing entity (Indiana Black Expo, Inc.) and/or the owner from and against any/ all liability, claims and demands that might arise from or asserted in connection with the forgoing undertaking and responsibility of exhibitor. Neither the managing entity, its service contractors, the management of the convention, nor the owners at the convention headquarters, their agents, servants, contractors or employees will be held liable for any claims except for claims for damages or injuries caused by or resulting from negligence of the managing entity and/or owner, the management of the convention and the owners and their respective agents, servants and employees. Exhibitor acknowledges that he is responsible for obtaining insurance in such amounts as deemed appropriate to comply with obligations herein and for his own protection. Exhibitor shall pay all cost and expenses (including reasonable attorney fees) arising from any and all liability for any rental or occupation for of exhibit booth space and expressly release the Indiana Black Expo Inc., the Indiana Convention Center and sponsors from all liability that might arise, including injury, damage or loss to any person or property. Exhibitor further releases and discharges the Indiana Black Expo, Inc., Indiana Convention Center, George E. Fern Company and sponsor from any and all liability for any loss, injury or damage to persons on property that exhibitor might sustain while participating in the summer celebration.

Overnight Security/ Storage: Overnight security guards will be provided: however, overnight security storage is available for items you wish to store through George E. Fern Company. Call (317) 635-9606 for details.

Care of Building of Equipment: No attachment of any kind is to be made to any part of the Building. Special hangers will be available at the service desk for hanging pictures, signs, banners, etc. to booth and equipment.

Articles Subject to Search: Any article brought into or removed from the Indiana Convention Center is subject to search by security provided by the Indiana Convention Center.

Late Fee Policy: After Friday, June 8, 2012 any partially paid contract will be assessed a \$75.00 late fee in addition to outstanding balance and must be paid in full.

Late Booth Purchase: Any booth purchased after Friday June 8, 2012 is considered at "late Booth Purchase" and must be paid in full at the time of the purchase. No checks for payment will be accepted after Friday, June 8, 2012.

On-Site Sale: Any booth between Wednesday, July 18-Sunday, July 22, 2012 is considered an "on-site sale", and must be paid in full (in cash or credit card only) at the time of the purchase. Exhibitor will be assessed a \$250.00 on-site sale fee in addition to the regular booth cost. NO EXCEPTIONS. No checks for payment will be accepted after Friday June 8, 2012.

Subletting: It is understood that no booth space is to be sublet. Any unauthorized subletting will result in expulsion from the exhibit hall without refund in addition to possible prosecution.

Rules and regulations are subject to change.