



## TERMS & CONDITIONS, RULES & REGULATIONS

Upon acceptance of the contract, the Exhibitor shall be bound by the terms and conditions set forth herein and by such amendments or additional rules and regulations which may be established by Las Vegas Management and Glass Craft & Bead Expo. References to Glass Craft & Bead Expo, GCBE herein shall be deemed to include Las Vegas Management and any duly authorized representative, agent, or employee of the foregoing. Las Vegas Management reserves the right to reject or prohibit any exhibit contract it judges is not suitable to and in keeping with the character of the exhibition. By attending, registering for, exhibiting at, or instructing at our event you agree to all terms, rules, and regulations set forth by Las Vegas Management.

**1. Space Usage and Allocation** – The space applied for is to be used solely for the Exhibitor whose name appears on the application, and it is agreed that the applicant will not sign, sublet, or apportion the whole or any part of the space allotted without written approval of show management. The Exhibitor agrees that Las Vegas Management has sole authority over the assignment of exhibit space and may be required to change the exhibitor's confirmed exhibit space to accommodate the need of the show. In the event the exhibitor's booth number is changed, Las Vegas Management will notify the exhibitor.

**2.) Payment and Cancellation of Exhibit Space** – Any booth cancellations before March 1, 2024, will be subject to a 25% handling fee. There will be no refunds after March 1, 2024. Exhibit space must be PAID IN FULL prior to setting up on the show floor. Final payment(s) must be received by Las Vegas Management no less than one week prior to show start date.

**3. Standard Booth Equipment** – Includes a drape 8' high along the back line with side rails 33" high, two chairs, one 6' draped table one trash can and an I.D. sign showing firm name as listed on the Contract. The entire show floor, including all booths, will be carpeted by Show Management. The width of all spaces shown on the official floor plan is from center of side rails and depth is overall measurement from face of the front post to back of rear post.

**Standard Tabletop Equipment** – Includes a drape 3' high along the back, two chairs, one 6' draped table one trash can and an I.D. sign showing firm name as listed on the Contract. The entire show floor, including all booths, will be carpeted by Show Management. The width of all tabletop spaces shown on the official floor plan is the 6' of the table and depth is overall measurement from face of the table to the 3' drape.

**4. Rules & Regulations and Display Construction Guidelines** – Exhibitors agree to abide by and conform to the Display Construction Guidelines and Rules and Regulations set forth by Las Vegas Management. The Exhibitor acknowledges these rules and guidelines are hereby made part of the exhibit space contract.

**5. Care and Use Of** – Decorations, signs banners, etc. may NOT be taped, nailed, screwed, tacked, stapled, or otherwise fastened to ceilings, walls, door, columns or floor of the Expo Center. Business activities must be within allotted exhibitor space. Loud noises, bright lights, or other distractions are not permitted. The sound volume of amplifiers or audio-video presentations must be regulated so as not to disturb surrounding exhibitors.

**6. Contests, Promotions, Models and Literature Distribution** – Exhibitors agree to abide by and conform to the applicable Rules & Regulations outlined.

**7. Fire Regulations** – Exhibitors agree to adhere to the Fire Regulations outlined in the Rules & Regulations.

**8. Installation of Exhibits** – Move in, set up days are Wednesday, April 3, 2024, from 1:00pm to 5:00pm and Thursday April 4, 2024, from 8am to 5pm. Booths 4 or larger that need extra setup time, contact show management.

**9. Dismantling of Exhibits** - Dismantling of exhibits will begin at 3:00pm, Sunday, April 7th, 2024. All exhibits must be dismantled by 12 midnight on Sunday. No Exhibitor shall have the right prior to the closing of the Show to pack or remove articles on exhibit without the permission and approval in writing of Las Vegas Management. The Exhibitor agrees Show Management shall, without incurring any liability for damage or loss, have the right to dismantle and pack any property of any Exhibitor who has failed to do so in the time allotted, or to order such work done at the sole expense of the Exhibitor. The Exhibitor further agrees that Las Vegas Management shall, at its sole discretion, have the right and authority to clear from the premises any exhibit material or other property of the Exhibitor for which sufficient shipping arrangements have not been made, to designate carriers for its return, to send it to public or private storage, or to otherwise dispose of it, without incurring any liability therefore, and all costs of such removal, return, storage and other disposition shall be charged to and promptly paid by the Exhibitor.

**10. Badges and Exhibit Personnel** – Admission will be by Exhibitor badge only. The Exhibitor shall have an authorized representative present at the Show throughout all exhibit periods and during the installation and dismantling of his exhibit.

**11. Union Labor and Work Agreements** – The Exhibitor hereby agrees to abide by all agreements made between the unions, Las Vegas Management its agents and South Point Hotel and Casino pertaining to the use of union labor while at South Point Hotel and Casino.

**12. Social Functions/Suitcasing/Outboarding** – Contracted exhibitors may conduct social functions in public areas of The South Point Hotel and Casino, which do not conflict with scheduled programs or activities of Glass Craft & Bead Expo. No exhibitor shall conduct or sponsor during published Show or Seminar hours any banquet, breakfast, luncheon, party or other function for attendees, or for those who have been invited to attend the Glass Craft & Bead Expo without the written approval of Las Vegas Management.

**13. Age Limitation** – No child 17 years of age or under will be permitted on the Show Floor during Installation or Dismantling of Exhibits. Children under the age of 17 shall be permitted on the Show floor during show hours at the discretion of Show Management, if accompanied by an adult.

**14. HOLD HARMLESS** Exhibitor assumes responsibility and agrees to indemnify and defend LVM and its respective subsidiaries and affiliates, owners, directors, officers, employees, agents, representatives and successors from any claims or expenses arising out of the use of the exhibition premises. LVM shall not be liable for, and is hereby released from, any claims, liabilities, losses, damages, costs or expenses relating to or arising out of any injury

to any personnel of Exhibitor or to any other person or any loss of or damage to any property of Exhibitor or any other property where such injury, loss or damage is incident to, arises out of, or is in any way connected with Exhibitor's participation in Glass Craft & Bead Expo, and the Exhibitor shall be responsible for any such injury, loss or damage, or any expenses relating thereto, and the Exhibitor hereby agrees to protect, indemnify, hold harmless and defend Glass Craft & Bead Expo and LVM and their respective subsidiaries and affiliates, owners, directors, officers, employees, agents, representatives and successors against all claims, liabilities, losses, damages, costs and expenses, including reasonable attorney's fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the sole negligence of Glass Craft & Bead Expo, LVM), and their respective subsidiaries and affiliates, owners, directors, officers, employees, agents or representatives. In addition to the foregoing, the Exhibitor agrees that it will make no claim of any kind against Glass Craft & Bead Expo, LVM and their respective subsidiaries and affiliates, owners, directors, officers, employees, agents, representatives and successors for any injury, loss, cost or damage of any nature or character whatsoever, including, without limiting the foregoing, any claim for damage to the Exhibitor's business by reason of the failure to hold the Show or to provide space for any exhibit or the removal of the exhibit, or for any action of LVM and its respective subsidiaries and affiliates, owners, directors, officers, employees, agents or representative in relation to the exhibit, the Exhibitor or the Show.

## RULES AND REGULATIONS

### ADA Compliance

(Americans with Disabilities Act)

Exhibitors are expected to comply with regulations to make their booths and displays accessible to the physically challenged. Violations of the ADA can result in serious civil damage awards: \$50,000 for the first violation and \$100,000 for subsequent violations. The Exhibitor agrees to indemnify and hold harmless Las Vegas Management for any claims arising out of or in connection with the exhibitor's failure to make their display comply with the ADA.

### Advertising

If you are expecting print, news media coverage or filming you must have prior approval by Show Management at least 72 hours prior to Show opening.

### Aisles

All aisle space belongs to the Exhibition. No exhibit, lighting, truss, or advertising will be allowed to extend beyond the space assigned to the exhibitor. Any demonstration or activity which results in the obstruction of aisles or prevents ready access to neighboring exhibitors' booths shall be suspended for any period specified by Show Management.

### Balloons

The use or display of helium filled balloons smaller than 36 inches is prohibited. Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit and do not extend over the boundaries of the booth. Note: prior approval must be obtained from Show



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Management not less than thirty (30) days before the opening date of the Show.

### Damages to Property

Exhibitors are responsible for damage to uncrated or improperly packed shipments, concealed damage, loss or theft of material after delivery to booth or before material is picked up for return movement. It is expressly understood that the Exhibitor will make no claim of any kind against Show Management for any loss, damage or destruction of goods, or for any damage of any nature to this business by reason of the failure to provide space for any exhibit or the removal of the exhibit. Merchants must not tape, paste, thumbtack, nail or otherwise affix signs or posters to the walls or tables of the venue. If any damage is caused to the venue property, accidentally or otherwise, the merchant will be billed for the full cost.

### Electrical Regulations

All electrical wiring on booths or display fixtures must meet applicable codes. In any power distribution system, power fluctuations and/or failures, although extremely uncommon, can occur. Show Management, the South Point Hotel and Casino, and/or the Official Electrical Service Contractor cannot be responsible for such occurrences, when they are out of the control of Show Management, the South Point Hotel and Casino, and/or the Official Electrical Service Contractor. It is standard practice for many persons exhibiting equipment sensitive to voltage fluctuations, power surges and/or outages, to utilize surge protectors, line conditioners and/or battery backup systems to guard against these events.

### Event Cancellation

Glass Craft and Bead Expo, reserves the right to cancel or postpone this event at any time without any liability for the fulfillment of this contract and all fees paid by Vendor shall, in the sole discretion of Glass Craft and Bead Expo, be either credited to future events or refunded on a prorated basis. If the event or any part thereof is canceled or postponed for any reason beyond the control of GCBE such as, but not limited to, damage or destruction to the venue buildings, war, riots, strikes, fire, floods, weather, public health, acts of government, terrorism, or acts of God, or the breach or termination of the venue contract, then Glass Craft and Bead Expo is not obligated to refund any fees.

### Exhibit Display Rules & Regulations

All standard booth displays will be confined to a maximum height of 8'3" and all display fixtures over 4' in height and placed within 10 lineal feet of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5' from the aisle line. Island and peninsula displays are permitted to a height of 16'6" when plans are submitted and approved by Show Management at least thirty (30) days prior to the opening of the Show. All open or unfinished sides are to be covered at Exhibitor's expense so as not to appear unsightly. **The exhibit shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors.** All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent exhibits. The operation of videos, radios or other sound devices operated in an objectionable manner in

the opinion of Show Management shall be prohibited.

### Fire Marshal Regulations

Exhibit construction and decoration material must be fire retardant and a certificate of flammability must be provided upon request of the Fire Prevention Officer. We suggest that you have a certificate of flammability on hand to prevent the need for possible on-site testing of your material. Crepe paper, corrugated paper, cardboard or other combustible materials which conflict with the Underwriter's Fire Prevention or Fire Department rules shall not be permitted. Pyrotechnics and Hazers are not allowed.

### Food and Beverage Distribution

Exhibitors shall not dispense or distribute any food, beverage or throwaway items not provided by the South Point Hotel and Casino without written approval of Show Management and the South Point Hotel and Casino. Exhibitors are responsible for the prompt removal of bus trays from the Exhibit Hall. No trays are permitted in the public areas of the Show.

### Good Neighbor Policy

Exhibitors are expected to minimize the noise level of sound amplifying equipment. All unnecessary noise is prohibited. Catcalls and other forms of 'baiting' attendees from other exhibitors are expressly prohibited. The use of loud speakers, sound projection equipment and any other sound augmenting devices in exhibit booths will be permitted only with the expressed permission of management and understanding that the volume is kept at a reasonable level and is not objectionable to surrounding exhibitors. Exhibitors planning to use "production numbers" are advised that prior approval must be obtained from Show Management at least 30 days prior to the opening of the show. Live bands may not be used. Amplification equipment may be used only for recorded music leading to the introduction of product demonstrations, providing that the sound is not objectionable to other exhibitors. In all cases, Show Management's decision on any questionable noise level will be final and the Exhibitor agrees to abide by any such decision. **Please be kind;** verbal and/or physical threats of any kind will not be tolerated and may lead to PERMANENT BAN from all future events.

### Insurance

Show management strongly recommends that each Exhibitor maintain general public liability insurance against claims for personal injury, death or property damage incident, arising out of or in any way connected with the exhibitor's participation in the Show, in an amount of not less than one million dollars (\$1,000,000) for personal injury, death or property damage in any one occurrence. It should include coverage of the indemnification obligations of the Exhibitor under these rules and regulations, Las Vegas Management, and the South Point Hotel and Casino as additional insured. Each Exhibitor agrees to indemnify and hold harmless South Point Hotel and Casino from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits. Each Exhibitor acknowledges that it is responsible for obtaining for its protection and entirely at its expense, such property insurance for its exhibit and display materials, as the Exhibitor deems appropriate. Any policy providing such property

insurance must contain an express waiver by the Exhibitor's insurance company of any right of subrogation to any claims against Glass Craft & Bead Expo, Las Vegas Management, and South Point Hotel and Casino.

### General Contractor

Full-time employees of the Exhibitor, age 18 and over, may set up and take down their own exhibits, with the use of hand tools, but forklifts or any other heavy equipment required must be retained through and operated by the general service contractor. For a safe and efficient move in by all parties involved, **the dock area will be under control of the Official Service Contractor. No Exhibitors will be allowed to hand carry items through this area.**

### UPDATED! Movement of Exhibit Materials and Advanced Freight

All freight shipped to the advanced warehouse will be delivered to your booth by the general contractor. Drayage rates will be provided in the exhibitor kit. Exhibitors can hand-carry their products onto the show floor. Hand carts and luggage carts are **NOT** prohibited. However, hotel bellmen will not deliver to your booth. The cart service will also be available by the general contractor.

### Responsibility for Security

Fire, theft, and liability insurance are the full and sole responsibility of each exhibitor. Proof of insurance must be available to Management prior to show. 24-hour security is provided, however neither Las Vegas Management nor South Point Hotel & Casino will be responsible for damage due to theft, fire, water, accident, or any other causes. Exhibitor agrees to hold harmless and make no claim for any reason including negligence against Las Vegas Management and South Point Hotel & Casino, their staff, or agents, for loss due to theft, damage or destruction of merchandise.

### Smoking

Smoking is strictly prohibited within the South Point Exhibit Hall.

### Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting: Installation of lighting, including Gobo lights, fixtures, lighting trusses or overhead lighting must be installed within the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.

**Limitation of Lost Revenue:** The Management, its subcontractors, or the official venue shall not be responsible for any lost revenue caused by any cause whatsoever, including but not limited to, booth space cancellation, show cancellation or denial of booth space.



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**Responsibilities of Merchant:** Glass Craft and Bead Expo is a trade show serving both retail and wholesale customers, unless otherwise specified. Merchandise should be visibly priced at "retail", and then offered at a wholesale price to buyers with a resale license. Merchants must collect Sales Tax on all retail sales. The merchant is responsible for obtaining any licenses, permits, or tax identification numbers required under local, state or federal law, and paying all taxes, license fees or other charges that might become due in connection with its activities at Glass Craft And Bead Expo. Merchants and their workers must wear a badge, which is distributed at the beginning of the show. It is the responsibility of the merchant to make sure that the badge stays in the merchant's possession the duration of the show and that only the merchant's employee(s) wear the badge assigned to the merchant.

### **Signs:**

All signs must be located within the boundaries of the assigned booths space and hung no higher than the height limitation of the space assigned. Signs may not be attached to walls outside an Exhibitor's space, nor may they be hung from the ceiling except over the Exhibitor's assigned space. Any signage or promotional language on equipment must be part of the original equipment.

## **DISCLAIMERS**

### **Contact Information:**

As part of your event registration, personal contact data such as name, address, and email were collected and may be used by GLASS CRAFT & BEAD EXPO Show Management.

### **Professional Program Disclaimer:**

While GLASS CRAFT & BEAD EXPO has taken care to ensure the qualifications of instructors at this conference, the opinions, comments, and other views made by a participant in his/her presentation(s) are not necessarily those of GLASS CRAFT & BEAD EXPO nor its officers, directors, planning committee, or staff.

### **Photography & Information Release:**

By registering for this event, conference participants agree to allow GLASS CRAFT & BEAD EXPO to use their likeness in any GLASS CRAFT & BEAD EXPO-related production or publication, including, but not limited to, emails, social media posts, printed materials, videos, and websites. Additionally, participants agree to receive show-related and promotional emails from conference hosts and exhibitors through a third-party distributor. At no time, however, will attendees' email addresses be sold or otherwise directly disclosed to exhibitors or conference vendors.

### **Sexual Harassment:**

GLASS CRAFT & BEAD EXPO Member Code of Practice prohibits sexual harassment, and inappropriate sexual conduct at conferences and events. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including jokes and innuendo. Any person who believes a violation of the Member Code of Practice or any other misconduct has occurred should report to the GLASS CRAFT & BEAD EXPO Management. GLASS CRAFT & BEAD EXPO prohibits retaliation against any GLASS CRAFT & BEAD EXPO staff, volunteer, member, conference participants, or other person for making a complaint under GLASS CRAFT & BEAD EXPO policy or for assisting in a complaint investigation.

### **Social Media, Camera, & Cell Phones:**

GLASS CRAFT & BEAD EXPO encourages the use of social media during our conferences and events. Filming or live streaming of any class or exhibit hall booth is prohibited without the permission of the instructor or exhibitor. Additionally, if you are unsure about whether it's appropriate to post a picture or quote, please speak with the instructor or exhibitor to request their permission prior to posting. Violation may result in confiscation of the media and removal from the event. This policy is intended to protect the intellectual property and hard work of both our instructors and exhibitors. Attendees are asked to be respectful of their colleagues by turning off or silencing all mobile devices before entering classrooms.