**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 in order 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 February 1, 2018, will be subject to a 25% handling fee. There will be no refunds after February 1, 2018.

**3. Standard Tabletop Equipment** – Includes a drape 3’ high along the back, two chairs, one 6’ draped table one trash can and a 9”x 44” I.D. sign showing firm name as listed on the Contract. The entire show floor, including all booths, will be carpeted by Show Management. 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. Drayage is included in price.

**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. 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 is Wednesday, April 4, 2018 from 2:00pm to 5:00pm and Thursday, April 5, 2018 from 8a-6pm.

**9. Dismantling of Exhibits** - Dismantling of exhibits will begin at 3:00pm, Sunday, April 8th,2018.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 ay 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 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 deliver 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.

**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.

**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. The use of loud speakers, sound projection equipment and any other sound augmenting devices in exhibit booths will be permitted only with the 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.

**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.

**Labor Regulations**

In order to conform to union contract rules and regulations, all Exhibitors must use qualified union personnel to install and dismantle exhibits and to handle material in and out of the Show. The handling and placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the Exhibitor with full time personnel. 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.

**Movement of Exhibit Materials**

Materials which can be hand-carried by an individual (such as a portable exhibit, literature and sample products) may be brought through the entrance to the Show. However, hand carts, dollies or luggage carts may not be used by exhibitor or hotel bellmen to deliver materials to their booth. Movement of material requiring a cart is under the jurisdiction of the Service Contractor and must come over the dock

area. Additional information on delivering material by private automobile or van will be included in the Exhibitors Guide and Service Manual, or you may contact the official contractor. Drayage is included in the tabletop price.

**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.

**Union Labor and Work Agreements**

The Exhibitor hereby agrees to abide by all agreements made between the unions, Glass Craft & Bead Expo, its agents and the South Point Hotel and Casino pertaining to the use of union labor while in the South 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.

**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.