

REGISTRATION

The deadline for registration is three weeks prior to the start date of each regional congress. Space is limited and assigned on a first come – first served basis. **THERE WILL BE NO ON-SITE REGISTRATION FOR THE EXHIBIT HALL. ALL EXHIBITORS MUST BE PRE-REGISTERED.** Once you have registered and paid for your booth you will receive a confirmation email to verify your space and your company information that will be printed in the congress guide.

SET-UP

All Exhibit Halls will begin set up on Thursday and will close on Sunday (Exact times will be communicated to registered exhibitors at a later date.)

CANCELLATION POLICY

A written request must be sent to USA Gymnastics for cancellation of space on or before one month prior to the start of the Congress. The exhibitor will be liable for a \$45.00 per booth space processing fee. For cancellations received after one month prior to the start of the Congress, exhibitors are liable 100% of the cost of the space.

SUBMIT FORM AND PAYMENT TO:

USA GYMNASTICS • ATTN: RACHEL BRAZO
132 E. Washington St. Suite 700 • INDIANAPOLIS IN 46204

OR FAX/EMAIL (with credit card payment) TO:

(317)237-5069 • rbrazo@usagym.org

QUESTIONS Regarding space or Payment

: Please e-mail rbrazo@usagym.org or call 317/829-5661

USA Gymnastics Regional Congress for Regions 1, 4, 5, 6, 7 & 8 GENERAL RULES AND REGULATIONS

1. ASSIGNMENT OF LOCATION.

All booth assignments are determined by Show Management.

2. USE OF SPACE, SUBLETTING OF SPACE.

No Exhibitor shall assign, sublet, or share the space allotted with another business or firm. Exhibitors shall not obstruct access to any entrances aisles, doorways and all ways of access to public utilities. Exhibitors shall be responsible for keeping their space staffed, neat, orderly and clean.

3. STORAGE OF PACKING CRATES AND BOXES.

Exhibitors must follow the rules and regulations of the host property with regard to the storage of packing crates and materials.

4. EXHIBITS & PUBLIC POLICY.

Each Exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all Exhibitors and the sole responsibility is that of the Exhibitor. All exhibit labor must comply with established labor jurisdictions.

5. LIABILITY AND INSURANCE.

All property of the Exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members, volunteers, or directors of any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism, or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the Exhibitor. It is recommended that Exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

6. INDEMNIFICATION.

Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor, or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or

damage is the result proximate or remote, of the violation by Exhibitor or any agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of Show Management. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any such litigation. **Property Damage.** Neither Show Management nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

7. OTHER REGULATIONS.

Any and all matters not specifically covered by the preceding rules and regulations shall be subject to the decision of Show Management.

THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREE TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMMENDMENTS OR ADDITIONS THERETO IN CONFIRMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR APPEAL.