



# RULES & REGULATIONS

1. Booth Size – All booths are 10 x 10 unless indicated otherwise – minimum of 100 square feet. All space sold in increments of 100 square feet.
2. Side Drapes – The sides of each booth cannot exceed 3 feet unless approved otherwise prior to set-up.
3. Booth Fee Includes - Your booth fee entitles you to booth curtains and one sign listing company name. Any other equipment needed (i.e. tables, chairs) are the participant's responsibility and must be contracted with the convention service provider. You will be provided with order forms, which can be mailed directly to the convention service provider.
4. Booth(s) Payment – The full booth amount is due to reserve space.
5. Refunds – No refunds of any type will be granted after February 17, 2012. Exhibit space will not be considered reserved unless full payment accompanies the reservation form. Qualified refunds will be issued one week after the Show.
6. Only One Firm will be allowed per exhibit space. No sharing of space.
7. Limit on Booths – Although there is no advance limit on the number of booths a participant may purchase, the Home & Garden Show Committee has the right to limit the number of booths if demand so requires.
8. Exhibiting Firms, their product(s) and exhibit must be directly related to the building industry or home-related products in order to be eligible to participate.
9. Exhibitors must have a legitimate exhibit in booth areas. Exhibitors are not allowed to set up with only one table and sign to solicit names and prospects. All booths must have representatives in their booth(s) during all show hours except display only booths.
10. Right to Modify – The HGSC reserves the right to refuse to sell exhibit space and to bar, move, modify exhibits, or portions thereof, which in the discretion of the HGSC are deemed objectionable or in poor taste. Exhibitor agrees to make changes as directed by the HGSC as soon as notified. Failure to do so will result in the removal of the exhibit, or portions thereof, by the HGSC. Any costs incurred will be at the expense of the Exhibitor.
11. Exhibitors may not assign, sublet or share their space; interfere with other exhibitors; use common space for storage or exhibits.
12. No Sound Equipment or sound making devices which are objectionable and can be heard outside your exhibit area will be permitted. Alarm systems cannot be activated during show hours. Exceptions to be considered by the HGSC.
13. Signs – All booths must be clearly identified with the company name. The sign provided by the HGSC must be used unless you provide your own company sign.
14. Exhibitors agree to indemnify, and save harmless, the HGSC and the Morgan County Celebration Arena from suit or claim for personal injury or property damage or for loss of use of property by whomsoever sustained.
15. Exhibitors are responsible for any damage to the Morgan County Arena facility, which is caused by their booth. Furthermore, the exhibitor is responsible for any cost associated with said damage to include clean-up and repair.
16. Exhibitors are responsible for adequate liability insurance coverage on their booth contents. The HGSC or Morgan County Celebration Arena is not responsible for any loss or damages. A certificate of liability insurance must accompany the registration naming the HGSC and Morgan County Arena as insured parties. Booth space will not be assigned unless proof of insurance is submitted to HGSC.
17. HGSC is not responsible for inclement weather and does not guarantee the attendance.
18. During the Public Show Hours only four (4) representatives at a time are allowed per booth.
19. Exhibitor Meeting – There will be an exhibitor meeting prior to the opening of the show. The rules, regulations, show activities, and promotional materials will be discussed and distributed during this meeting. All exhibitors will be notified by mail and are required to have a representative from their firm attend.
20. Door Prizes – Exhibitors are encouraged to give away door prizes during public admission days but are not required to do so. No exhibitor will be allowed to use a microphone to give away door prizes.
21. Seminars - Seminars and/or product demonstration may be held on Saturday for the general public. If your company is interested in hosting a seminar or product demonstration during the exhibition, please contact Craig Stiles at the Morgan County Arena office.
22. Exhibitor Parking –Please park in designated exhibitor area.
23. The use of alcoholic beverages, controlled substances, weapons, or explosives is strictly prohibited on the Morgan County Arena grounds.
24. Exhibitor agrees to abide by decisions, rules and regulations of the HGSC which may from time to time be formulated, and in the event of any misunderstandings, agree to accept the decision of the HGSC as final.

Questions – Any questions regarding these guidelines or other information should be directed to Craig Stiles at the Morgan County Arena, 67 Horse Center Road, Decatur, AL 35603, or phone (256) 584-6725. E-mail: [morgancoarena@aol.com](mailto:morgancoarena@aol.com).