



# RULES AND REGULATIONS

## **Agreement to Conditions:**

(References to the "Association" herein shall be deemed to include the Region II Chapter Voluntary Protection Programs Participants' Association and any duly authorized representative, agent or employee of the Association.) - Exhibitor shall be bound by the rules and regulations set forth herein and by such amendment, or additional rules and regulations, which may be established by the Association and the Trump Taj Mahal Hotel and Casino. The Association's acceptance of the contract constitutes an agreement of the parties to abide by the terms and conditions contained herein. The Association reserves the absolute right to reject any and all applications. Rights of an exhibitor shall not be assigned to any other firm or person.

## **Assignment of Space:**

Prior participants will be given first preference, all other space assignments will be determined by the application, date of receipt and best space available, in that order.

## **Floor Plan:**

Every effort will be made to make all display areas equally attractive to the exhibitors. Due to the limited number of exhibitors, a floor plan will not be provided. Exhibit areas will be assigned by the Association.

## **Payment:**

All space shall be paid for in full (U.S. funds) at the time the contract is submitted, postmarked on or before May 15, 2014. Please contact the VPPPA National Office for all payments.

VPPPA National Office  
7600-E Leesburg Pike, Suite 100  
Falls Church, VA 22043-2004  
Attn: Laura Rotzler  
(703) 761-1146 Ext. 111

If cancellations or reduction of space is made in writing by postmarked May 15, 2014, 50% of the total booth fee paid will be retained as liquated damages. **No refund will be made if the cancellation or reduction is postmarked after May 15, 2014.**

## **Set-up Time:**

Monday, June 2, 2014 8:00am – 12:00pm

## **Exhibit Hours:**

Monday, June 2, 2014 12:00pm – 6:30pm

Monday, June 2, 2014, reception in the exhibit hall 5:00pm – 6:00pm

Tuesday, June 3, 2014, 7:30am – 5:30pm

**Tuesday, June 3, 2014 & Wednesday, June 4, 2014, Breakfast and Lunch will be served.**

Wednesday June 4, 2014, optional, 7:30am – Lunch

**Tear Down:**

Tuesday evening or Wednesday before 1:00pm

**Hotel Reservations:**

To make hotel reservations, please call the Trump Taj Mahal Hotel directly at (609) 449-1000 or Toll free at (800) 825-8888. The conference group rate is \$99 deluxe single/double. Hotel reservations must be made before May 23, 2014 to take advantage of the conference group room rate by providing discount code VPP Conference. Conference Group Code **AVPP14**

**Event Coordinator:** Perry O'Neil

**Insurance:** In all cases, exhibitors wishing to insure their goods must do so at their expense.

**Display Area:** Standard display area equipment (1) 2 ft. x 6 ft. table, (2) side chairs, wastepaper basket, and name tags will be provided by the Association without cost to the exhibitor. Due to the limited space allocated and the limited number of exhibitors installation/construction of standard exhibition booths will not be allowed. In addition to tabletop displays, the exhibitor may use backdrop materials including partitions that can be used to display promotional materials. This equipment must be provided at the expense of the exhibitor. If any such additional backdrop material or displays are used, no part thereof shall project as to obstruct the view of adjacent display areas. No part of any display may be over 8 ft. high and 8 ft. wide. The front half of the rented space may be occupied from the floor up to four feet only. Sound devices operated in an objectionable manner in the opinion of the Association shall be prohibited. All materials for decorative purposes shall be flameproof. Crepe paper, corrugated paper, cardboard, or other combustible materials shall be prohibited. Explosive and flammable materials that conflict with the Underwriters' Fire Prevention or Fire Department rules shall not be permitted.

**Protection of the Exhibit Facility:** Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floor, or other parts of the exhibit area without permission of the Association and the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Association and/or Taj Mahal Hotel and Staff.

**Unions:** The exhibitor hereby agrees to abide by all agreements made between the unions, the Association or its agents or pertaining to the use of union labor at all times while in the Exhibit Hall.

**Badges and Staffing of Booth(s):** All representatives of the exhibitor must prominently wear their official event badge at all times while in the VPPPA Region II Chapter VPPPA Conference Exhibit Area. During event hours, a representative or employee of the exhibitor must staff exhibitors' booths at all times.

**Policy on Selling:** In order to stimulate interest in the safety and health industry, in general, exhibitors shall be permitted to take orders for the sale of their products or services at this event, provided the products or services are substantially related to the safety and health industry. Exhibitors shall not actively solicit visitors for sales or

orders. The exhibitor shall be solely responsible for any federal, state, or local tax requiring collection, or withheld on any purchase.

**Distribution of Printed Material, etc.:**

The following practices are not permitted: a) Distribution of promotional material, samples, catalogs, pamphlets, or publicity except in the exhibitor's space; b) Use of noisy, electrical or mechanical equipment; c) Wearing of unofficial badges, company name plates, etc., except in addition to official event badge; d) Entry into another exhibitor's booth without permission of that exhibitor; e) Photographing or examining another exhibitor's booth without permission of that exhibitor; f) Demonstrations that create an interference with neighboring exhibits or with the normal traffic flow in the aisles; g) Demonstrations or activities which create a fire, safety, or health hazard; h) Any video or audio taping or photographing of any part of the Conference; i) any action, practice or activity that violates any of the Exhibitor Rules and Regulations. VPPPA Show Management reserves the right to interrupt and prevent these practices.

**Conflicting Meeting and Social Events:**

No exhibitor shall foster or conduct an event during VPPPA Exhibit Hall hours, which would take attendance from the Exhibit floor. Hospitality suites cannot be open during regularly scheduled VPPPA Conference hours.

**Hold Harmless/Responsibility Clauses:**

It is expressly understood and agreed by the Exhibitor that he/she will make no claim of any kind against the Association for any loss, damage, theft, or destruction of goods, nor for any injury that may occur to himself/herself or his/her employees while in attendance of the VPPPA Conference, nor for any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to his/her business by reason of the failure to provide space for an exhibit or removal of the exhibit, or for any action of the Association in relation to the exhibit or Exhibitor, and the Exhibitor shall be solely responsible to its own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages, and expenses arising out of or relating to the custody, possession, operation, maintenance, or control of said leased space or exhibit for negligence or otherwise relating thereto, and said Exhibitor does hereby indemnify and hold harmless the Association and the Atlantic City Taj Mahal and Casino, Atlantic City , New Jersey against any and all such claims as may be asserted against it.

Should any contingency interrupt or prevent the holding of the VPPPA Conference, the Association will return such portion of the amount paid for space as may be determined to be equitable by the Association after deduction of such amounts as may be necessary to cover expenses incurred by the Association in connection with the Conference. If for any reason, the Association determines that the location of the Conference should be changed or the dates of the Conference postponed, no refund will be made, but the Association shall assign to the exhibitor, in lieu of the original space, such other space as the Association deems appropriate and the exhibitor agrees to use such space under the same rules and regulations. The Association shall not be financially liable or otherwise obligated in the event the Conference is canceled, postponed or relocated except as provided herein.

### **Attending Conference Workshops:**

Exhibitors are strictly prohibited from attending any and all Conference workshops without first registering and paying individual Conference attendee fees. Any Exhibitor attending a workshop without first registering as an individual attendee will be charged the maximum registration fee possible.

Exhibitors are invited to attend lunch on the days of the conference. The Exhibitor's primary and one additional booth personnel lunches are included in the price of exhibiting. The networking reception is on Monday evening, and is included in the fee.

### **Authority:**

The Association shall have the power to adopt and enforce all conference attendance, rules and regulations with respect to the kind, nature and eligibility of Exhibitors adopted by it or set forth herein, and its decision on the matters which may arise there under shall be final.

### **Smoking:**

Smoking is permitted in designated smoking areas of the Trump Taj Mahal. But please help us demonstrate a healthier life style by not smoking during any part of the Conference.

All drayage is the responsibility of the Exhibitor. It is the individual Exhibitor's responsibility to arrange for shipping and receiving through the drayage company. Conference items may be shipped to the drayage company no earlier than **30** business days prior to the start of the conference.

### **Indemnification:**

Conference attendees and guest, to guest, to the extent permitted by law, agree to indemnify VPPPA and its officers, directors, agents, and employees, of and from all claims, demands, or suits for personal injury or property damage, including costs and attorney fees, in any way arising out of or related to third party claims based on indemnifying party's negligent acts or omissions in connection with the Region II VPPPA Chapter Conference.

### **Questions:**

For information or questions regarding exhibit hall and space assignments, contact Perry O'Neil at (518) 585-5387 or [perry.oneil@ipaper.com](mailto:perry.oneil@ipaper.com). For questions regarding payment and/or registration for booth personnel, email [Registration@vpppa.org](mailto:Registration@vpppa.org) or call (703) 761-1146 Ext. 111.

\*THE RATE OF \$475.00 APPLIES TO NEW EXHIBITORS ONLY; THE RATE FOR EXHIBITORS WHO WERE EXHIBITORS IN THE 2013 REGION II CONFERENCE IS \$450.00. PAYMENTS MUST BE RECEIVED BY **APRIL 1, 2014** TO KEEP THE \$450.00 PRICE. PAYMENT RATE AT THE CONFERENCE IS \$560.00, IF SPACE IS AVAILABLE.

**ADVANCE SHIPPING AND STORAGE:**

The Taj Mahal has limited space for storage of equipment and materials shipped prior to an exhibit. All Exhibitor shipments must be shipped directly to the drayage company (*see Warehouse shipping information below*) for transport to the Trump Taj Mahal. The Taj Mahal shall not be held responsible or liable for any loss or damage to any goods, merchandise or equipment. It is incumbent upon the Exhibitor to secure its own insurance coverage for pre-event shipping and receiving of the same.

**WAREHOUSE SHIPPING INFORMATION:**

**Warehouse Shipment Address:**

VPPPA REGIONAL II CONFERENCE c/o AEX Convention Services 3089 English Creek Ave Egg Harbor Township, NJ 08234 (609) 272-1600
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Company Address: AEX Convention Services 3089 English Creek Ave Egg Harbor Township, NJ 08234 (609) 272-1600
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**DECORATIONS/DISPLAYS:**

All exhibits, displays, decorations, signs, third-party logos or trademarks are subject to the approval of Taj Mahal, which approval shall not be unreasonably withheld. Exhibitor shall not attach any item to any wall, floor, window, door or ceiling, without the prior approval of Taj Mahal. Exhibitor shall be responsible and pay for any damage occasioned by the attaching or fastening of any item to the premises, whether or not approved by Taj Mahal.

**SECURITY:**

Taj Mahal shall not be responsible for any merchandise, personal articles or any items whatsoever damaged, lost, misplaced or stolen, unless Taj Mahal has undertaken an affirmative duty respecting a particular item, such as securing the item in a safe or vault. (Customer shall be responsible for obtaining its own system of security in the event it requires the same.)

**SOLICITATION AND DISTRIBUTIONS:**

Our guests are prohibited from soliciting or distributing materials to our employees or vendors for any reason.

**INSURANCE:**

If customer's event is an exhibition or trade show, customer shall provide an original certificate of liability insurance verifying the minimum coverage of One Million Dollars as set forth below and under the following terms and conditions: It is the responsibility of the customer to ensure that each vendor participating in this trade show or event also has secured the liability insurance.

- a. Each policy shall contain the provision that there will be ten (10) days prior written notice given to Taj Mahal in the event of cancellation or of material change in the policy, and
- b. The insurance companies indicated shall be authorized to do business in the State of New Jersey and shall be acceptable to Taj Mahal; and
- c. Taj Mahal shall not be liable for the payment of any insurance premiums; and
- d. Neither approval by Taj Mahal or failure to disapprove insurance certificates furnished shall release customer of full responsibility for all liability as set forth above; and
- e. Customer agrees to purchase and keep in effect during the term of this Agreement, or any extension thereof, insurance coverage as follows: (1) employers liability, workers' compensation and unemployment insurance equal to those coverage or liability amounts otherwise required in the State of New Jersey, (2) personal injury, property damage, contractual liability and product liability, with a broad form comprehensive general liability endorsement in an amount of at least One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage, (3) vehicle insurance covering each vehicle or truck with a limit of at least One Million Dollars (\$1,000,000) combined single limit bodily injury and property damage. Each insurance policy obtained shall name the VPPPA and its enterprises as an additional insured.

The provisions of this paragraph shall survive the termination of this Agreement.

**MISCELLANEOUS PROVISIONS:**

Customer agrees to exert their influences to ensure proper conduct of all persons. In the event of misconduct by persons that result in damages to the premises, the customer will assist Taj Mahal in identifying the offending persons and assist with recovery of costs and expenses of repairs thereto.

Utilities: All electrical services and utilities, including phone and riggings, are contracted through Taj Mahal.

Signage: All signs must be professionally printed and their placement and posting be pre-approved by Taj Mahal personnel and the Region II Event Coordinator. Nothing shall be posted, nailed, screwed or otherwise attached to the walls, floors or other parts of the building or furniture. Distribution of gummed stickers or labels is prohibited.