



VILLASPORT SCHOOL EXPO EXHIBITOR GUIDELINES

1. **Registration.** All Exhibitor employees, agents and other authorized representatives must complete a *Guest Information and Waiver* form at the VillaSport front desk before entering the Expo floor.
2. **Move-In and Move-Out.** Instructions for move-in and move-out will be provided prior to the start of the Expo and must be strictly adhered to.
3. **Set-Up and Tear-Down.** Set-up and tear-down (except for the table and chairs) are the responsibility of Exhibitor. Exhibitors may not, under any circumstances, begin dismantling their booths prior to the close of the Expo.

VillaSport reserves the right to remove any unclaimed booths which are not set up during the Expo move-in/set-up time, within the judgment of VillaSport management. VillaSport has the right to cancel an Exhibitor in the event of any violation of these guidelines.

4. **Exhibit Staffing.** All exhibits must be staffed during Expo hours. Exhibitor personnel should remain within the confines of their booth during the Expo and refrain from working in the aisles.
5. **Exhibit Arrangement and Design.** Exhibitors shall be arranged so as not to obstruct walkways, general view or exhibits of others. All booth and exhibit materials must be confined within the dimensions of the booth and cannot obstruct the view or interfere with the exhibits of others. Pipe and drape exhibits are not allowed. One (1) banner (not to exceed 3 ft. x 4 ft.) will be allowed to be displayed on the front of the table, to be attached with tape (no pins, please).

Arrangement of merchandise and promotional materials in the booth must be attractive, neat, and orderly and should be displayed during all Expo hours. Distribution of printed materials or small novelty items by Exhibitor is limited to Exhibitor's booth. No cardboard boxes are allowed in plain view.

Exhibitor agrees to protect the VillaSport facility and property from damage by Exhibitor, its employees, representatives, and agents. Except for the banner described above, nothing may be tacked, nailed, taped, glued, or in any way attached to facility property.

Register and supply high resolution logo by
January 21, 2016 to be included in promotional materials.

6. **Utilities.** Electricity in the booths will be available upon request. Exhibitors should bring their own extension cords to the Expo. If electricity or other special services are required, please request them on the Expo Registration Form.
7. **Flammable Materials.** No combustible decorations or drape material shall be used. All materials must be flame-proof, as directed by the fire ordinance in all states.
8. **Prohibited Items.** Paint (face painting is allowed) and spray cans are prohibited.
9. **Noise Control.** The use of any sound equipment is prohibited. Tabletop videos and slide shows are permitted at low volume.
10. **Food.** Cooking or selling of food is prohibited. Gum is prohibited from distribution. However, promotional, complimentary wrapped candies, nonalcoholic beverages, and finger food may be distributed.
11. **Tobacco.** Tobacco use in any form is strictly prohibited at VillaSport, including buildings, outdoor areas, parking lots and any other club area.
12. **Fire, Safety and Health Regulations.** Exhibitors agree to comply with local, city and state laws, ordinances and regulations and the regulations of VillaSport covering fire, safety, health and all other matters. Exhibitors shall take necessary fire precautions.
13. **Issues Not Covered Herein.** VillaSport management shall rule upon all matters or issues not covered herein, regarding questions, disputes, or problems which may arise pertaining to issues not specifically covered and/or agreed upon in the foregoing paragraphs of these guidelines, and such ruling, when made, shall be binding on both the Exhibitor and VillaSport.