

New England Association of Fire Chiefs, Inc.

2017 EXHIBITORS RULES AND REGULATIONS

- 1. Application for space** - All applications must be forwarded to New England Association of Fire Chiefs, Inc., Exhibit Coordinator.
- 2. Acceptance** - All applications are subject to acceptance by the New England Association of Fire Chiefs, Inc. Board of Directors. The New England Association of Fire Chiefs, Inc. Reserves the right to reject any applications without cause in its sole and absolute discretion.
- 3. Contracts** - One copy of the Contract and Agreement shall be returned to the Chairman of the Exhibit Committee. A check covering the **FULL** amount for the rental space(s) must accompany the Contract Agreement and **received by April 15, 2017**. No exhibitor will be allowed to exhibit unless said fee is paid in full. Any exhibitor canceling prior to April 30, 2017 shall be refunded less their deposit. Any vendor canceling after April 30, 2017 shall forfeit their entire booth fees to the NEAFC. **Any exhibitor that has not paid in full on April 15th will receive Notice that the exhibitor will be canceled and the exhibit space will be forfeited and reassigned.** Any checks returned for insufficient funds, closed accounts, etc. will be assessed a fee of \$25.00. **Payments made after April 15th are required to be a credit card, bank check or money order check and will be subject to a \$200 late fee.**
- 4. Exhibit Space and Requirements** - All inside booths are minimum 10' Wide x 8' Deep. Electrical is **NOT** included, exhibitor must provide heavy duty extension cord to a third party vendor. One identification sign indicating the name of the company will be provided at no charge. No exhibit shall be set in place so as to obstruct the general view of other exhibitors.
- 5. Outdoor Exhibits** - Exhibit space for aerial apparatus manufacturers will be assigned different locations and will come under the "Rules and Regulations" the same as booth exhibits.
- 6. Insurance and Liability** - The Exhibitor's property is shown at his own risk and hazard and neither the Mashantucket Tribal Nation, their representatives, nor the New England Association of Fire Chiefs, Inc. shall assume any responsibility for any losses incurred due to accident, fire, theft, flood, lightning, or any other act of God beyond the control of the Mashantucket Tribal Nation. All exhibitors shall assume full liability and shall hold the Mashantucket Tribal Nation and the New England Association of Fire Chiefs, Inc. harmless from any and all claims arising from any act or omission on the part of the exhibitor, his employees or agents. Exhibitors must present a certificate of General Liability with **Workers Compensation Coverage** insurance acceptable to the Exhibits Committee. Those displaying vehicles must also include Auto Liability insurance. Minimum limits are \$500,000. The "New England Association of Fire Chiefs, Inc." must be shown as an Additional Insured for this event. **No waivers will be allowed.**
- 7. Hospitality Rooms** - Hospitality rooms for exhibitors may be open from 5:00 P.M. to 12.P.M. Opening of the rooms at any other time will be considered against the "Rules and Regulations" as set forth by the New England Association of Fire Chiefs, Inc. Hospitality rooms shall be closed during designated functions of the Conference such as Memorial Service, Annual Banquet, and Theme Night.
- 8. Acknowledgment of Rules and Regulations** - The exhibitor agrees to abide by all rules and regulations adopted by the New England Association of Fire Chiefs, Inc. and will sign for receipt of same.
- 9. Compliance with Exhibit Regulations** - An Exhibit Committee comprised of representatives of the New England Association of Fire Chiefs, Inc. will make all decisions and settle all complaints pertaining to compliance with exhibit regulations.

10. **Relocation of Exhibits** - The Exhibit Committee reserves the right to alter locations of exhibits or booths as shown on the official floor plan, if deemed advisable, in the best interest of the exhibit.

11. **Height Limitation of Exhibits** - Exhibits cannot exceed an overall height of 8 feet in locations where this would obstruct other exhibits. If the actual product sold to the industry exceeds the height limitation (whether it is the equipment itself, a store front, or store front and sign), include a complete description of it with your order for space. The Exhibit Committee reserves the right to place these exhibits along the walls if necessary. No booth construction, including the top of the sign shall be over 8 feet from the floor.

12. **Signs** - No sign will be permitted over the aisle. The top of any sign, either suspended or supported, cannot be more than 8 feet from the floor. No electric flashing signs will be permitted in the exhibit hall unless approved by the Exhibit Committee.

13. **Arrangements of Exhibits** - Exhibits must conform to the size of their space and must not obstruct the view or interfere with other exhibits. Exhibitors will be asked to rearrange their displays if equipment, tables, etc. cause congestion in the aisles or interfere with other exhibits. Aisle space may not be used by exhibitors in any way, including carpeting, etc.

14. **Subletting of Space** - No exhibitor shall assign or sublet space allotted, or exhibit therein, or permit any other party to exhibit therein, goods other than those manufactured or handled in the regular course of business by the exhibitor.

15. **Canvassing and Distribution of Advertising Matter** - Canvassing by a non-exhibiting firm is strictly forbidden.

16. **Amplified Recordings** - If an exhibitor plans to use amplified recordings or other methods of reproducing sound or voices, they must be housed in soundproof partitions so that adjacent exhibits will not be disturbed. Where the use of such equipment is planned, the Committee must be informed at the time of space reservation.

17. **Visual Aids** - Exhibitors must obtain permission from the Committee for use of Visual Aid Materials. Visual aids, tape recording equipment, and similar mechanical devices shall not unduly interfere with or be offensive to other exhibitors. Exhibitors shall not use noise, lighting, or other distractions judged by the Exhibit Committee to be offensive.

18. **Damage to Building** - It is hereby agreed that the lessee will not injure, mar, or in any manner deface the building, and will not cause or permit anything to be done whereby the premises shall be in any manner injured, marred or defaced; and will not drive or permit to be driven any nails, tacks, or screws into the walls, floors or woodwork of the building; and the lessee agrees that if the said premises shall be damaged by the act of negligence of said lessee, its agents, or guests, it will pay to the Building Management such sum as shall be necessary to restore the premises to their usual condition.

19. **Care of Exhibits** - Exhibitors must have their booths and exhibits cleaned and otherwise put in proper order each day.

20. **Receipt of Goods** - The Management will not be responsible for any loss or damage to goods consigned to its care. All goods must be marked plainly with the name of the exhibitor and booth number, and addressed to the Exhibit Committee, New England Association of Fire Chiefs, Inc. and Special Event Rentals, Inc.

21. **Exhibit Opens** - The Exhibition hours will be as follows: **Friday 9:00 am to 5:00 pm and Saturday, 9:00 am to 3:00 pm and NO Sunday hours in 2017.**

22. **Removal of Goods during Show** - No exhibitor will be allowed to remove his exhibit, or any part of it,

until the close of the exhibition. Exhibitors removing goods or leaving early will be subject to the following penalties: **No Pre-Registration for the following Expo, this means possibility of booth(s) forfeiture. A zero tolerance policy has been put in place for violation of any rules and regulations by the New England Association of Fire Chiefs Board of Board of Directors.**

23. **Cancellation** - Any exhibitor canceling after April 30 shall be responsible for the FULL amount due. **Any space not occupied at the opening of the show will be forfeited and reassigned; the exhibit fee is not refundable.**

24. **Temporary Structures** - Exhibit areas shall comply with 521 CMR - Architectural Access Board.

25. **Fire Prevention Regulations** - All exhibitors shall comply with the Fire Prevention Regulations of the Mashantucket Tribal Nation Fire Marshal.

26. **Dress Code** - All exhibitors shall ensure that all individuals working for the exhibitor at the conference are dressed appropriately at all times. Offensive, sexually suggestive or provocative attire is prohibited. Any attire not considered “business casual” should be pre-approved by the Exhibit Chairman. Exhibitor agrees to remove from the Exhibit area any person under the control of the Exhibitor that is deemed not properly attired by the Exhibit Chairman.

ALL POINTS NOT COVERED BY THESE RULES ARE SUBJECT TO THE DECISION OF THE EXHIBIT COMMITTEE. ANY INQUIRIES OR FURTHER INFORMATION REGARDING EXHIBITS SHALL BE ADDRESSED TO THE CHAIRMAN OF THE EXHIBIT COMMITTEE.

27. **PROMOTIONAL ITEMS** - All exhibitors shall ensure that all individuals working for the exhibitor at the conference and exposition are advised of the following;

No Promotional Items of any kind will be THROWN or SHOT from an Aerial Ladder, Aerial Platform or other Elevated device.

Any Exhibitor Distributing Promotional Items will Hand them out only at Ground level.

Exhibitors or their Representatives who fail to comply with these Regulations will be requested to leave the Exhibit area without Refund or appeal for compensation.

28. **OUTSIDE EXHIBITOR DEMONSTRATIONS** - All exhibitors shall ensure that all individuals working for the exhibitor at the conference are advised of the following;

No Outside Exhibitor Demonstrations are to interfere with other Exhibitors during the Show.

This includes Exhibitors who Demonstrate Aerial Ladders or Aerial Platforms. These Demonstrations are to KEEP A Safe Distance from all other Demonstrations and not Interfere in any way with another Exhibitor.

Exhibitors or their Representatives who fail to comply with these Regulations will be requested to leave the Exhibit area without Refund or appeal for compensation.

Rules, Regulations, forms and hotel registration can be downloaded at

www.newenglandfirechiefs.org

New England Association of Fire Chiefs, Inc.

RULES AND REGULATIONS FOR APPARATUS AND VEHICLE EXHIBITORS

The show dates are Friday, June 23rd from 9:00 am to 5:00 pm and Saturday, June 24th from 9:00 am to 3:00 pm. **Line up time for apparatus will be Thursday, June 22nd at 9:00 AM with truck move in at 10:00 AM.** 8' x 10' and 10' x 10' Booth(s) setup time will be Thursday, June 22nd from 8:00 AM to 4:00 PM, and Friday, June 23rd from 8:00 AM to 9:00 AM.

There will be vehicle space available both on the inside and outside exhibit areas. These spaces will be given on a first come first serve basis according to when you get your applications in. We highly recommend, if you desire certain space, to get your application in early. At 10:00 AM we will move the apparatus into the exhibit hall and outside exhibit area. **To retain your preferred space, you must be there on time, NO EXCEPTIONS.** Vehicle staging will take place at the Parking Area outside the Foxwoods Resort. Exhibitors must be present and have their vehicles in a ready status in the staging area to expedite moving into the exhibit halls on time. Personnel from the New England Association of Fire Chiefs, Inc. will be in the staging areas for your assistance.

VEHICLE PARKING

Overnight parking of vehicles and apparatus prior to move-in will be conveniently available in the staging area at the parking lot of the Foxwoods Resort and Casino. Vehicles parked overnight must be removed prior to 8:00 AM on Thursday, the day of the move-in.

The exhibitor looking for preferred space should send in their applications **as soon as possible** with deposit. **The Exhibit Committee shall determine final placement of all displays.**

All Apparatus having an Aerial Ladder SHALL be considered a Ladder, and charged accordingly, regardless of length of the vehicle and displayed only outside.

VEHICLE SPACES

Vehicle spaces are to be used primarily for apparatus and emergency vehicles. Use of a vehicle space for any other exhibitor usage will be handled on an "As Requested" basis.

FIRE PREVENTION REQUIREMENTS

All **inside** vehicles must follow specific instructions as per the direction of the Mashantucket Tribal Nation Fire Marshal.

NATURE OF EXHIBITS

A. The activities of each exhibitor in the exhibit area **must be** within the exhibitor's allotted space. Exhibitors will not use noise, lighting, or other distractions judged by the New England Association of Fire Chiefs, Inc. to be offensive to the exhibitors. All displays must be in "good taste". No exhibitor will be allowed to set up, or continue operation of any display that does not lend itself to the overall intent of the exhibition. Exhibits that imply a "carnival atmosphere" **will not be tolerated!** Visual aids, tape recording equipment, and similar mechanical devices shall not unduly interfere with, or be disconcerting to, other exhibitors. Exhibitors or their

representatives who fail to comply with these regulations will be requested to leave the exhibit area without refund or appeal for compensation.

B. Only products which can be exhibited within the space limitations of the available booth/vehicle space can be accepted. Exhibitors of products of larger size may use models, visual aids, or appropriate literature to promote their product(s).

C. The dispensing of alcoholic beverages and/or food is prohibited in the exhibit area unless the event is approved by the NEAFC Board of Directors.

SECURITY

Security officers will be on duty during the exhibit hours and at all times the exhibits are closed. The security officers will be provided at no expense to the exhibitors.

INSURANCE AND LIABILITY

All exhibitors must present proof of General Liability with **Workers Compensation** insurance coverage in the form of "Certificate of Insurance" acceptable to the Exhibit Committee. Those displaying vehicles must also include Auto Liability insurance. Minimum limits are \$500,000. The "New England Association of Fire Chiefs, Inc." must be shown as an Additional Insured for this event. **No waivers will be allowed.**

FIRE SAFETY AND EMERGENCY MEDICAL ASSISTANCE

All fire exits must be kept clear at all times. Please note fire exit locations in case of emergency evacuation. Please report any apparent fire code violation to the New England Association of Fire Chiefs, Inc.

BREAKDOWN OF SHOW AS FOLLOWS:

All inside and outside apparatus shall be removed from the display areas on Saturday at 3:00 PM (**NO EARLIER**) with the direction, assistance and discretion of the New England Association of Fire Chiefs, Inc. Exhibitors removing goods or leaving early will be subject to the following: **No Pre-Registration for the following Expo, this means possibility of booth(s) forfeiture. A Zero tolerance policy has been put in place.**

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