

IAWP 2010

Exhibitor Regulations Guide



**Conference exhibit dates
September 27-30, 2010**

IAWP 2010 – Strength in Unity – Minneapolis, Minnesota – September 26 – 30, 2010

“Strengthening, Uniting and supporting a cohesive, cooperative criminal justice environment, which envisions the future in its people and their diversity.”

IAWP 2010 Exhibitor Regulation Guide Governing Use of Space by Exhibitors

General

1. These rules and regulations form part of the Exhibitor Agreement made between the International Association of Women Police 2010 Conference (the "IAWP 2010") and the Exhibitor.
2. Neither the Exhibitor Agreement nor any booth or display space request or allocation will be binding on the IAWP 2010 unless and until the exhibitor completes, signs and returns the Exhibitor Agreement; and issues payment in accordance with said agreement, and said agreement is executed by the exhibits staff on behalf of the IAWP 2010.
3. The IAWP 2010 is hereby authorized to assign exhibit space based on availability and in accordance with the Exhibitor's choice whenever possible. The IAWP 2010 reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the exhibition.
4. If an exhibitor fails to abide by the regulations of the exhibition as set forth, then the contract between the IAWP 2010 and the Exhibitor will be terminated. The exhibition regulations constitute a portion of the contract between the IAWP 2010 and the Exhibitor. Therefore, any failure on the part of the exhibitor to comply with the regulations represents a default on, and termination of the contract. Should the contract be terminated in this manner, the Exhibitor shall forfeit the amount paid for space rental, regardless of whether or not the IAWP 2010 enters into a further lease of the space involved. Interpretation and application of the regulations are within the sole discretion of the IAWP 2010 and decisions by the IAWP 2010 are final.
5. Any Exhibitor who, in the opinion of the IAWP 2010 show management, conducts themselves unethically, will be subject to ejection from the conference and/or forfeit the right to exhibit in subsequent years. No disruption of the conference or any exhibitor's right to conduct business will be tolerated.

Eligible Exhibitors

6. All exhibits and related demonstrations and presentations shall serve the interests of IAWP 2010 members. Devices that are designed for surreptitious oral or wire interception are not permitted. No live ammunition shall be available in connection with any exhibit. IAWP 2010 reserves the right to determine the eligibility of any company, product, or service for inclusion in the exhibition.
7. The IAWP 2010 reserves the right to remove or prohibit any exhibit in whole, or in part, or any Exhibitor or representatives that in its opinion are not in keeping with the character and purpose of the trade show.

Character of Exhibit

8. The IAWP 2010 reserves the right to decline an exhibitor permission to conduct, maintain and exhibit if, in the sole judgment of the IAWP 2010 Show Management, said exhibitor shall in any respect be deemed unsuitable or offensive to other individuals. This reservation includes, but is not limited to, personnel attire and conduct, articles of merchandise, printed matter, souvenirs, catalogs, and any other items, without limitation, which affect the character of the Exhibition or the IAWP 2010.

Suitcasing/Outboarding

9. The IAWP 2010 considers the practices of Suitcasing and/or Outboarding to be unethical business conduct and strictly prohibits both practices. Suitcasing refers to the practice of companies or persons who go to shows as attendees but "work the aisles" from their suitcase (briefcase), soliciting business from other attendees and exhibitors. Outboarding refers to non-supporting companies who set up exhibits or events at off-site locations, such as hotel hospitality suites or nearby restaurants, and encourages attendees to leave the show floor and spend time with them. For the good of the show and the exhibitors supporting the show, the only legitimate place to conduct business during show hours is within a contracted exhibit space on the show floor. Only official exhibitors and sponsors are allowed to conduct other hospitality events during non-show hours. All violations will be directed to the IAWP 2010 Chair and Logistics Coordinator for penalties and sanctions against the violating company. Exhibiting companies are encouraged to protect their investment and report any violations to Show Management.

Payment/Refund Policy

10. IAWP 2010 Conference Exhibitor booths are \$750.00 (USD). Registration is not considered complete until all monies due to the IAWP 2010 are paid-in-full. Orders paid by check/money order must also include valid credit card information or your order will not be processed. Your credit card will not be charged unless you do not pay any outstanding charges either with IAWP 2010 or the Marriott Hotel. Space may be re-sold by the IAWP 2010 Conference if an account is not paid in full or if an Exhibitor has canceled. Exhibitors may not occupy assigned space until all monies due to the IAWP 2010 are paid-in-full.
11. Cancellation of exhibit space is required in writing with acknowledgement by the IAWP 2010 Conference. If written cancellation is received before June 01, 2010, 25 percent of the Exhibitor Booth Fee is retained by the IAWP 2010 and the remainder paid will be refunded to the Exhibitor. No refunds will be made for any cancellations after June 01, 2010. Space may be re-sold by the IAWP 2010 Conference if an account is not paid in full or if an Exhibitor has canceled.

Subletting of Space

12. IAWP 2010 strictly prohibits the sharing or “co-opting” of exhibit space unless the two companies are officially affiliated (proof required). Contracted exhibitors shall not assign, sublet, or share any space allocated to them without prior written permission from the IAWP 2010 and may not advertise or display goods other than those manufactured or sold by them in the regular course of their business. Space assigned to the Exhibitor is for their exclusive use.

Exhibitor Representative

13. The Exhibitor will be responsible for designating an official authorized agent who will be the primary contact to work with IAWP 2010 Logistics Chair. This person will oversee and understand all contract issues, including those relating to registration, payment, housing, badging, materials handling, booth set up and tear down, operations and logistics, as well as ordering of furniture, signage, utilities, etc. The Exhibitor Representative shall be authorized to enter into service contracts as may be necessary and for which the Exhibitor is responsible. This agent shall receive all official correspondence from the IAWP 2010 and be responsible for communicating all information to appropriate individuals.

Exhibit Staff

14. Exhibits shall be staffed by technical, qualified individuals who are bona fide company employees or legitimate representatives. Exhibitors must open their exhibit on time each morning and staff it throughout each day until show closing. Exhibit personnel shall wear professional attire consistent with the conference decorum.
15. No person under 18 years of age will be permitted on the floor during move-in or move-out.
16. All personnel who are representatives of the exhibiting company must register as an “Exhibitor”. Exhibitors will be allocated 2 full conference badges per exhibiting company.
17. Exhibitors requiring or desiring additional badges for their personnel may obtain extra badges of either type by registering for the conference on a daily basis or for the entire conference. There is an \$25 fee to generate replacement badges for those (Registered Exhibitors) that have been lost.

Standard Booth Equipment/Booth Construction

18. The exhibitors shall have the rights, subject to the provisions herein contained, to arrange their exhibits within the space allotted to them in the manner best suited for displaying and demonstrating the goods manufactured by them. No part of an exhibit shall extend outside of the exhibit space boundary. All materials, items, etc. must be contained within the space assigned to the exhibitors as per the completed agreement and in accordance with the booth construction guidelines of the International Association of Exhibitions and Events (IAEE). If there is a discrepancy between IAEE and IAWP 2010 guidelines, the IAWP 2010 guidelines will be used.
19. Exhibitor Booths: 10 ft. x 10 ft. consisting of drape assembled on aluminum stanchions and crossbars; 8-ft. high back drape and a 3-ft. high side drape; and a 7” x 44” booth identification sign. All other equipment, furnishings or services other than those provided as indicated must be arranged for with the EVENT LAB (c/o Susan Milteer) and/or the Marriott Hotel (c/o Amy Cross) at the exhibitor’s expense.
 - a. Use of Space: Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle.
20. Multi-Story Exhibits: In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes. Please notify show management if your exhibit is more than one level and be prepared to submit plans.
21. Nothing shall be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Fees for damages will be charged to the Exhibitor and must be paid. The Exhibitor shall not place in the exhibit area any material or equipment whose presence, appearance or operation produces noise, vibration, odor or other irritant that is objectionable to the IAWP 2010, the Center, other exhibitors or visitors. Exhibits that defame or unfairly attack the products or integrity of another Exhibitor are also prohibited.
22. If you know that your booth will require more than your allotted time to set up, you will need to notify the IAWP 2010 Logistics Coordinator as well as the Marriott Event Coordinator (Amy Cross) in writing so that arrangements can be made to have materials delivered.
23. Exhibits are to be set-up during assigned times and be completed by 8:00 p.m. on Sunday, September 26, 2010. Exhibit space left empty as of 8:00 pm may be resold or reassigned by the IAWP 2010 without obligation on the part of IAWP 2010 for any refund whatsoever. Exhibits not set-up at by 8:00 pm will be assigned labor to install or removed from the exhibitor area. Labor expense for booths not installed by this time will be borne by the exhibitor. The IAWP 2010 is not responsible for any damage to the Exhibitor’s product due to setup or removal of the Exhibitor’s booth.
24. The Exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition, without the written consent of the IAWP 2010. There is a \$350 penalty for early dismantling which must be paid by the Exhibitor. Exhibitors should make travel and staffing arrangements accordingly.

25. Exhibitors shall remove all exhibits and any goods or property brought into the exhibit hall and leave said space both clean and free from all rubbish by 5:00 p.m. on the final exhibit day (September 30, 2010).

Sound/Noise

26. IAWP 2010 is a professional show. In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors or hotel operations. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. (Rule of thumb: Sound and noise should not exceed 85 decibels.) Profanity of any sort is not permitted as part of displays, simulators, video or presentations. The noise level and content of exhibits will be monitored by IAWP 2010 staff. Failure to comply with these regulations may result in the loss of ability to display audio features in the violating booth or expulsion from the show.
 - a. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Apparatus/Vehicle Regulations

27. Vehicles on display must contact the Marriott City Center staff (Senior Event Coordinator Amy Cross) for approval. Exhibitors must follow the Marriott City Center Guidelines and have fuel tanks filled to the capacity as mandated by the licenser and the local fire department of the jurisdiction where the event is being held. Fuel tank caps must be locked or taped, and battery cables must be disconnected and taped.
28. The exhibitor shall comply with and ensure that its employees and agents comply with all legal requirements imposed by a government body. Special building rules regarding the operation of oil or gasoline/diesel engines must be strictly observed, as must all other special building rules and regulations.

Weaponry

29. Weapons Exhibitors must notify the IAWP 2010 of weapons to be shown by registering each weapons' Make, Model and Serial Number in writing with the IAWP Logistics Chair. Failure to register your weapons will result in your weapon being prohibited from the show floor. The IAWP 2010 reserves the right to refuse display of any weapon. Strict enforcement will be applied.
30. Upon arrival, exhibitors must notify the IAWP Logistics Coordinator or the weapons intended to be displayed. IAWP 2010 will conduct inspections of all weapons to be placed on display. The inspections will be conducted beginning the first day of move-in. It is mandatory that you provide the inspectors with a duplicate listing or bill of lading with the make, description, and serial number of each weapon. **All weapons displayed must be non-functional, with the firing pins removed.**
 - a. Upon request, IAWP 2010 Staff has the right to inspect any firearm on display for compliance with IAWP 2010 policy.
 - b. At the end of each show day, exhibitors showing weapons must check secure their weapons in a manner where they are not subject to tampering or theft away from the public accessible areas of the IAWP 2010 Conference. The IAWP 2010 Conference is NOT liable for the security of weaponry.

Photography/Recording

31. Photography and recording within the IAWP 2010 Conference is regulated. Exhibitors may only take photos, images or recordings of their own booths and equipment. Photographs or recording of the exhibit hall in general or other exhibitors' booths is prohibited unless specific permission is given by the other exhibitor. Violation of this policy will result in the confiscation of the film, digital images or recordings and could result in expulsion from the show.

Retail Sales

32. Retail sales are permitted on the exhibit floor. Exhibitors may take orders and/or sell items but the IAWP 2010 conference is not responsible/liable for the security of products, sale items, cash or credit transaction.

Security Information

33. The IAWP 2010 will provide perimeter security in the exhibit hall from the beginning of exhibitor move-in through move-out hours. The primary responsibility for safeguarding your exhibit and merchandise is yours at all times. The IAWP 2010 assumes no liability for theft or loss of Exhibitor items.

Fire Protection

34. All booth decorations and materials must be flame retardant in accordance with the Marriott City Center and Minneapolis Fire Marshall regulations. If an inspection indicates that an exhibitor has not complied with these regulations or otherwise incurs a fire, the exhibitor will be given the opportunity to correct the situation. If the situation is not corrected, IAWP 2010 reserves the right to cancel all or such part of said exhibit, which does not conform to the regulations. Please note that it is the exhibitor's responsibility to read and follow these fire regulations. Please make sure to have non-flammable items.

Product Information & Food and Beverage Samples

35. Individual contracted companies interested in distributing product samples, circulars or advertising materials may only do so within the booth space assigned to the Exhibitor or by providing them to be included in conference attendee registration bags. Such materials shall not be distributed to the hotel rooms of the conference registrants without the IAWP 2010's prior approval or in any conference facilities.
36. All food/beverage samples distributed by the Exhibitor are to be approved in advance by the IAWP 2010 Logistics Chair.

Exhibitor Insurance

37. The IAWP 2010 requires each exhibiting company, and exhibitor appointed non-official contractors, to provide proof of general liability insurance in an amount not less than \$1 million per occurrence. This is a safeguard measure in the event an accident occurs within your booth. The regular liability insurance carried for your day-to-day operations typically is sufficient. Check with your insurance company.
 - a. **Send certificate by August 01, 2009 to:**
International Association of Women Police 2010
Minneapolis Police Department
Attn: Exhibits Manager
350 South 5th Street
Minneapolis, MN 55415
or fax to (612) 370-3879
 - b. Exhibitors who do not carry liability insurance will have the option of purchasing event insurance through a third party.

Cancellation of Exhibition

38. Neither the IAWP 2010 nor the Marriott City Center, their employees and agents shall have any liability or obligation to the Exhibitor for cancellation or deferral of the Conference. In the event that the premises in which the exhibition is to be held are destroyed or damaged by fire or the elements or any other cause, so the exhibition cannot be held, the Exhibitor shall have no cause of action or claim for damages or compensation against the IAWP 2010 except for the return of any amount previously paid, and in such an event, this agreement shall be terminated.

Liability

39. The IAWP 2010 shall not in any manner or for any cause be liable or responsible to any exhibitor or any other person for any injury or damage to any person, business or property in any way related to or arising in connection with the exhibition; and any and all claims for such injuries or damages are hereby waived and each Exhibitor agrees to indemnify and hold harmless the IAWP 2010 and its directors, officers, employees and agents (the "Indemnified Parties") against any and all claims, liabilities, losses and expenses, including reasonable attorney's fees, imposed on, incurred by or asserted against the indemnified parties caused by any act or omission of that exhibitor, or occurring within the exhibit space leased by that exhibitor or arising in connection with the activities conducted by that exhibitor in connection with the exhibition.
40. The Exhibitor acknowledges that the IAWP 2010 and the Marriott City Center do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.

Amendment of Rules/Other

41. The IAWP 2010 reserves the right to make changes, amendments and additions to the rules at any time, and all changes, amendments and additions so made shall be binding on the Exhibitor with the provision that all exhibitors will be advised of any such changes.
42. All matters and questions not specifically covered by these rules and regulations and the Exhibitor Agreement are subject to the decision of the IAWP 2010 Chair or IAWP Logistics Coordinator, whose decisions will be final.
43. Exhibiting companies may only hold hospitality or off-site events during non-exhibit hours. No non-IAWP 2010 sponsored Exhibitor events may take place while the show floor is open.

For Questions:

IAWP 2010 Exhibitor Coordinator

Deputy Sarah Gorman

IAWP 2010 – Scott County Sheriff’s Office

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