

SHOW PROMOTER: PLEASE COMPLETE the **FIELDS NOTED IN YELLOW** and forward to all participating Exhibitors and Vendors.

EXHIBITORS and VENDORS: We recommend you keep a copy on-hand and retain a copy for your records.

GENERAL STATEMENT:

ALL EXHIBITORS participating in the [SHOW NAME] _____ are subject to these rules, regulations, and policies. Questions regarding these rules and regulations are to be directed to:

PROMOTER'S NAME	_____
PROMOTER'S ADDRESS	_____
CITY, STATE, ZIP	_____
BEST CONTACT PHONE	_____ FAX _____
BEST CONTACT EMAIL	_____

1. The show will be held at **Grand Wayne Convention Center in downtown Fort Wayne, Indiana**. Exhibits will be open to registrants during the following dates and times (please specify AM and PM):

DATE	___/___/___	TIMES	_____
DATE	___/___/___	TIMES	_____
DATE	___/___/___	TIMES	_____
DATE	___/___/___	TIMES	_____
DATE	___/___/___	TIMES	_____
DATE	___/___/___	TIMES	_____

Move-in and installation will be from DATE(S): _____ TIME(S): _____

No exhibit material may be moved into or removed from the exhibit area during the official show hours, except by written permission. Admittance into the exhibit area at all times requires personnel to display an exhibitor badge that will be provided.

- Equipment may not extend into the aisles and/or across the exhibitor's purchased booth lines.
- All signs must be located within the boundaries of the assigned booth space and hung no higher than the height limitations for each booth type. Signs may not be attached to walls, nor may they be hung from the ceiling, outside the booth space.
- The exhibitor may not display or distribute printed matter, samples, advertising matter, or other articles outside the confines of its assigned space.
- The exhibitor will keep the exhibit open and staffed at all times during the exhibit hours. The exhibitor will keep the exhibit in good condition at all times.
- Exhibitors may not conduct group functions, such as meetings, hospitality suites, demonstrations, film showings, speeches, or other similar activities outside the exhibit area during the exhibit hours or in conflict with any officially programmed expositions or conference events.
- Exhibitors desiring to distribute food or beverages in their booth space must first attain approval from our exclusive caterer, the Fort Wayne Hilton Hotel. Please contact Wendy Frank, Catering Manager, at 260-422-4002 or wfrank@welcomefortwayne.com. Secondly, vendors are highly encouraged to contact the **Fort Wayne Department of Health** at 260-449-7561 and acquire the proper permits.

8. To maintain the professionalism and high caliber of the show, exhibitors are asked to observe and maintain the “good neighbor policy” at all times. Loud or obtrusive audio-visual or oral presentations or other activity that may be distracting to neighboring booths will not be permitted. If found to exist and cause such distraction, the exhibitor will be asked to discontinue such practice.
9. Prizes, awards, raffles, and drawings are permitted provided that the exhibitor has obtained written permission from [PROMOTER’S NAME] _____. Permission can be obtained by sending a written description of the type of prizes to be given, the qualifications to win, and the equipment used for the drawing.
10. Each exhibitor will be provided with badges for booth personnel, which must be displayed and identifiable to conference attendees.
11. All exhibitors will be bound by and subject to the policies and procedures of Grand Wayne Convention Center. The exhibitor further agrees to comply with all fire rules, electrical codes, union jurisdictions, and all other applicable Federal, State, Municipal, County and City laws and regulations.
12. Exhibitors will be liable for damage caused by marking, defacing, or damage by fastening fixtures or other items to floors, walls, or columns of Grand Wayne Convention Center and for any damage to equipment furnished by management or its service suppliers.
13. To facilitate shipments into and out of Grand Wayne Convention Center, exhibitors must refer to the instructions regarding shipping on the **Drayage & Material Handling Forms**.
14. A [PROMOTER’S COMPANY or ASSOCIATION] _____ representative will be on hand to assist you and to answer your specific questions.

OTHER CONSIDERATIONS AND INCLUSIONS:

1. SECURITY

- A security guard will be hired for the closed hours of the show: Yes No
- Will anyone be allowed into the Exhibit Space during closed hours? Yes No
- Exhibitor is required to provide all insurance and/or policy riders to cover booth contents. Yes No

2. SHOW LAYOUT

Show Promoters: you may want to include a floor plan of the booth layout. Otherwise, vendors need not choose their space.

3. OTHER SERVICES

You may want to include a listing of other available services, such as audio-visual equipment, florists and greenery suppliers, and decorating / booth set-up specialists. Exhibitors may access Grand Wayne Convention Center’s **SERVICE ORDER FORM** on the Center’s website: <https://grandwayne.com/exhibitors>

RE: SERVICE ORDER FORMS:

If you have selected Grand Wayne Convention Center as the **Show Decorator**, exhibitors should use **Access Code “1111”** to order additional equipment, such as electrical hook-up, tables (with or without skirting), seating, and technological services.

If Grand Wayne Convention Center is providing **Electrical and Technology Services only**, exhibitors should use **Access Code “0000”**.