

RULES AND REGULATIONS

The Monroeville Convention Center will be open for set-up on Tuesday, March 30, 2010 from 12 pm – 5 pm. Set-up is permissible on Wednesday, March 31, 2010 from 8 am to 12:00 pm only. All booths must be set up and wings cleared at 12:00 pm. Booths may be dismantled after the show until 12 am, and Thursday, April 1, 2010, from 8 am to 12 pm.

LOCATION: The Builders Association of Metropolitan Pittsburgh reserves the right to determine an exhibitor's final location. The location of assigned space may be changed by the management to prevent congestion; avoid confusion in firm names; solve competitive conditions; or to benefit the overall appearance of the show.

SUBLETTING: An exhibitor may not share or sublet any portion of their booth space with another company.

FIRE HAZARD: All exhibit and booth materials must be flame proof and otherwise must comply with federal, state and local fire laws, insurance underwriting requirements and other applicable site regulations. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of set-up and prior to the opening of the show. Exhibitors are restricted to the use of materials that would pass a fire inspection.

HEIGHT RESTRICTIONS: Exhibits, back walls and decorations shall not exceed 30 feet.

LOUD SPEAKERS AND SOUND DISPLAYS: Loud speakers and loud sound displays are prohibited.

NON-CONFORMING EXHIBITS: The Builders Association of Metropolitan Pittsburgh reserves the right to refuse any exhibitor which does not, in show management's judgment, conform to the general theme of the show.

SOLICITATION: Exhibitors are prohibited from soliciting business in the aisles or in other exhibitor booth areas. Samples, pamphlets, publications and catalogs, etc. may only be distributed by exhibitors from within the confines of their own booth area. Exhibitors must obtain prior permission from the show management to conduct any other type of promotional activities during the show hours.

MISCELLANEOUS:

- (a) Serving alcoholic beverages by exhibitors in any part of the show premises is prohibited.
- (b) Booths should be attended by the exhibitor during all show hours, in their own best interest.
- (c) Vehicles must enter through the loading dock areas and must have protection on the floor under the engine and keep a minimum amount of gasoline in their tanks
- (d) Absolutely nothing may be taped to Convention Center fixtures, floors or columns.
- (e) Electrical cords may not be run along Center's floor in customer traffic walkways.
- (f) Exhibitor is responsible for damage to floor caused by dragging of displays across the floor or use of sprays that may stain or damage the finish of the floor.
- (g) No helium balloons may be used in facility.

SIGNS AND NOTICES: All signs and notices shall be professionally lettered and any sign or notice which does not conform to the above shall be removed immediately. **HANDWRITTEN SIGNS ARE PROHIBITED.**

FREIGHT DELIVERIES: The Convention Center will not accept delivery of show materials or freight more than three days in advance of your move-in date. Drayage charges for on-site handling and/or storage will be applied and payment should be submitted in advance via the Monroeville Convention Center's Service Order Form. Freight carriers should reference the show name, show hall, name of exhibiting company, and booth number (if known). The physical address of the Monroeville Convention Center is 209 Mall Boulevard, Monroeville, PA 15146.

SECURITY AND LIMITATIONS OF LIABILITY: Show management will engage security guards but nevertheless assume no liability for loss damage from any cause whatsoever. Exhibitor understands and agrees that said security personnel are independent contractors and that any such security is provided by The Builders Association of Metropolitan Pittsburgh solely as a courtesy. Exhibitor further agrees that The Builders Association of Metropolitan Pittsburgh shall incur no liability and/or responsibility resulting from the acts or omissions of such security personnel. The Builders Association of Metropolitan Pittsburgh shall not be responsible for injury that may occur to an exhibitor or his employees, nor for the safety of any exhibit against theft, fires, accident or any other cause of loss or damage. If an exhibitor damages the building, he shall reimburse the owners of the building for the cost of repairing the damage. The Builders Association of Metropolitan Pittsburgh shall cooperate fully at all times but shall not be responsible for (a) damage to exhibitors property, lost shipments either coming in or going out, moving costs; or (b) any damage loss, delays, etc. Any damage to transported property is solely exhibitors responsibility. In light of the above exhibitors are strongly urged to purchase adequate insurance coverage against these risks and on equipment and exhibits with their regular insurance carrier. Extended public liability insurance is also advised for the exhibitors protection.

BREACH OF CONTRACT: If an exhibitor cancels for any reason whatsoever with a signed contract, they shall be held liable for the full amount of the booth cost. They shall also forfeit all monies which have been paid to reserve the space and be liable for the full cost of the space. The exhibitor will also be liable for all costs incurred by management in consideration of the exhibitor including, but not limited to tables, covering, skirting, chairs, signage and exhibitors listing in advertising placed on behalf of the exhibitor. **NO REFUNDS WILL BE ISSUED.** Show management will also have the right to use the space as it deems necessary to eliminate blank spaces in the show.

CANCELLATION: In the event the show is not held for any reason beyond the control of show management, The Builders Association of Metropolitan Pittsburgh will return to the exhibitor all monies paid for space rental less the exhibitor's pro-rata share of show management's out-of-pocket expenditures for production of the show. Should the show not be held for any other reason, all monies paid by the exhibitor for booth rental will be refunded within a 90-day period. In either of the foregoing situations, exhibitor hereby waives any claim of damage, compensation or refund of money paid to The Builders Association of Metropolitan Pittsburgh except to the extent agreed to above.

UNETHICAL CONDUCT: Unethical conduct or any infraction of the rules by the exhibitor, his agents or employees will subject the exhibitor to exclusion from the exhibitor area. In the event of such exclusion it is agreed that no refund shall be made to the exhibitor and The Builders Association of Metropolitan Pittsburgh shall not be liable for any damages or expenses incurred by the exhibitor as a result of such exclusion.

DISPUTE RESOLUTION: Any and all matters, questions and or topics not specifically discussed or addressed in the foregoing rules and regulations shall be subject to the decision of show management, which decision shall be final.

AGREEMENT TO TERMS: By erection of exhibit, exhibitor expressly consents to and accepts the foregoing rules and regulations and represents that full compliance therewith has been made by exhibitor.

ATTENDANCE: The Builders Association of Metropolitan Pittsburgh guarantees no number or quality of attendees.