



## Exhibitor Guidelines

**1. LOCATION:** The World Soybean Research Conference Trade Show will be held at the Savannah International Trade & Convention Center in Savannah, Georgia, USA, on September 11-12, 2017.

**2. SPACE ASSIGNMENT:**

- Booths will be assigned based on space requirements. Companies requesting larger booths will be assigned first.
- After large booth spaces are assigned, smaller booths will be assigned. Companies will be contacted in the order in which their booth registration is received.
- Trade show floor plan subject to change.
- ***Deadline for receipt of contract and payment for guaranteed booth assignment is Friday, August 18, 2017.***

**3. BOOTH PRICES**

10x10	\$2,500
10x20	\$5,000
10X30	\$7,500
10x40	\$10,000
20x20	\$9,000

**4. PAYMENTS:** Full payment of booth fees must be submitted with the contract. No applications will be processed without proper payment.

**5. CANCELLATION:** Exhibitors are eligible to receive a full refund (minus a \$100 processing fee per booth) for booth cancellation prior to Friday, August 18, 2017. There will be no refund of booth fees after August 18, 2017. Request for refund **must** be made in writing.

**6. BOOTH RENTAL INCLUDES:** Standard booths are 10' wide and 10' deep, with a 10' high back drape and 3" side rail drapes. Each booth will include an exhibitor name sign, one six-foot draped table, two chairs and a wastebasket.

Carpet and Electricity are **NOT INCLUDED** in the booth package. Additional equipment can be secured at the exhibitor's expense from the official decorating firm designated by WSRC 10. A complete Exhibitor Service Kit will be emailed to the booth contact identified during booth registration. An exhibitor kit can also be mailed if requested.

**7. BOOTH STRUCTURE GUIDELINES:**

- a) **Single In-Line 10 x 10** – booths have neighboring exhibitors on the left and right, leaving only one side exposed to the aisle. Booth includes 8’ back wall and 3’ draped side rails. A maximum height of 8 ft. is allowed only in the rear half of the booth space with a 4 ft. restriction imposed on all materials in the remaining space forward to the aisle.
- b) **Corner 10 x 10** – booth at the end of a series of single booths with exposure to intersecting aisles on two sides. Booth includes 8’ back wall and 3’ draped side rails. A maximum height of 8 ft. is allowed only in the rear half of the booth space with a 4 ft. restriction imposed on all materials in the remaining space forward to the aisle.
- c) **Endcap 10x20** - booth has exposure on 3 sides and contains two booths. The maximum back wall height of 8 ft. is allowed only in the rear half of the booth and within 5 ft. of the two side aisles. The remaining back wall is 3’ high.
- d) **Peninsula 20x20 that backs up to two (2) single booths** – the maximum back wall height is 12 ft. and width is 20ft. Any booth structure or framing that is visible from neighboring, adjacent booth must be dressed so that logos or signage are not visible from adjoining booth.
- e) **Island Booth or Bulk Space (minimum 20x20) and not connected to any other booths** - the entire cubic content of the space may be used up to the maximum allowable height of 25 ft, including signage. Hanging signs are permitted; however, exhibitors **must** order labor and equipment from the Official Show Decorator.

**8. EXHIBITOR PERSONNEL:** Each 20x20 and 10x40 booth will received two (2) complimentary attendee registrations. Each 10x10, 10x20, and 10x30 booths will receive one (1) complimentary attendee registration. Complimentary attendee registrations are equivalent to full conference registrations and will allow access to the trade show floor, sessions and ticketed lunches. If additional registrations are required, they can be purchased at a later date.

Registration forms will be provided to register Booth Personnel. **All booth personnel must register in order to participate.** Your booth contract **does not** automatically register you for the conference.

**9. SET UP:** Exhibitor booths must be installed on Sunday, September 10, 2017 from 8:00AM EST – 3:00PM EST. Booths not set up by 3:00PM EST, Sunday, September 10, 2017 will be considered vacant and space will be assigned to waiting list companies (unless special arrangements have been made). ***Please make travel arrangements accordingly.***

**10. TEAR DOWN:** All exhibits **must** stay in place until 6:00 PM Tuesday, September 12, 2017. **No booth materials will leave premises prior to tear down.** ***Please make travel arrangements accordingly.***

**11. SOLICITATION:** Solicitation by non-exhibitors is strictly prohibited. Any person, representing a non-exhibitor, identified soliciting in common areas of the convention center, will be asked to vacate the premises.

**12. EXHIBIT RESTRICTIONS:** WSRC 10 reserves the right to accept or reject any exhibit space application. The exhibition is a closed trade show designed to provide a showcase for equipment, goods and services used or sold by the soybean industry. WSRC 10 will refund the deposit of any prospective exhibitor whose Exhibitor Application is not accepted by WSRC 10.

WSRC 10 reserves the right to refuse rental of display space to any company whose display of goods or services is not likely to be, in the opinion of WSRC 10, compatible with the general character and objectives of the exposition.

WSRC 10 reserves the right to restrict exhibits which, because of noise, method of operations, or any other reason

are deemed objectionable, and may also prohibit or evict any exhibit which, in the opinion of the Organizing Committee of WSRC 10, may detract from the general character of the show. In the event of such restrictions or eviction, WSRC 10 is not liable for any refunds, rentals or other exhibit expenses.

- 13. USE OF SPACE:** No exhibitor may assign, sublet, or apportion the whole or any part thereof, of space allotted nor exhibit therein any goods other than those manufactured or handled by the exhibitor in the regular course of his/her business, nor permit any representative of any other firm to solicit business, take orders, or sublet in his/her space. Booth personnel are expected to be present in booth space during trade show hours.
- 14. FIRE CODES:** Fire regulations will be in accordance with the Savannah Fire Department, Savannah, GA, USA. If exhibiting a fuel-powered piece of equipment or machinery - fuel tanks must be full and taped closed. All battery leads must be disconnected. Any company exhibiting equipment with moving parts **MUST** provide a safety barrier to prevent anyone from accessing the equipment during demonstration.
- 15. SIZE LIMITATIONS:** Exhibits will not be permitted to protrude into the aisles or significantly impede the visibility of neighboring exhibitors. See description of **BOOTH STRUCTURE GUIDELINES**.
- 16. THE GENERAL RULE OF THE SHOW: BE A GOOD NEIGHBOR!** No exhibits will be permitted which interfere with other exhibits, impede access to them, or impede free use of the aisle. Booth personnel, including demonstrators, receptionists, and models are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has contracted with WSRC 10, no part of the Savannah International Trade & Convention Center or its grounds may be used by any organization other than WSRC 10 for display purposes.
- 17. MUSIC AND AMPLIFICATION:** Due to ASCAP and BMI licensing requirements and U.S. copyright laws, no copyrighted music, live or recorded, will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. Exhibitor agrees to indemnify, defend, and hold harmless WSRC 10 from any liability arising due to use of copyrighted music by Exhibitor.  
  
This rule includes background music and audiovisual presentations. The use of amplification, recordings, videos, slides, or other audiovisual devices is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level or be objectionable to neighboring exhibitors.
- 18. PALLET JACKS:** Exhibitors may use their own hand pallet jacks for set up and tear down. No power pallet jacks are permitted.
- 19. RENTAL EQUIPMENT:** Furniture, special decorating, art, and sign work may be secured from the Official Show Decorating Contractor. Skilled labor for the installation and dismantling of displays may be secured from the Official Show Decorating Contractor. Order forms covering all of these materials and services will be forwarded to each exhibitor in advance of the Trade Show. The Show Decorating Contractor will be available to exhibitors throughout the show to assist with any problems or alleviate any concerns that might arise.
- 20. SELL OUT/WAITING LIST:** After all booths have been assigned, a waiting list will be established based on the remaining exhibitor contracts and the date of receipt. Upon the cancellation of a booth, the first name on the waiting list will be contacted. Securing a place on the waiting list is highly recommended.
- 21. SHIPPING INFORMATION:** Please consign and make shipments of display materials per instructions received from the Official Show Decorating Company. Whether by common Carrier or Air Freight, **SHIPMENTS MUST BE PREPAID**. Copies of bills of lading or notice of shipment should be promptly forwarded to the Official Show Decorating Company. Personnel to assist in handling display materials will be available at the established rate through the Decorating Company. Personnel for electrical work, carpentry work, etc. will be available through the Savannah

International Trade & Convention Center at established rates. Please indicate your needs for any such labor in advance.

**22. SHOW CANCELLATION OR POSTPONEMENT:** In the event that the Trade Show is postponed due to any occurrence not occasioned by the conduct of WSRC 10 or Exhibitor, whether such occurrence be an Act of God or the common enemy or the result of war, riot, civil commotion, sovereign conduct, terrorism, or the act or conduct of any person or persons not party or privy to this Lease, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement.

In the event that such occurrence results in cancellation of the Trade Show, the obligations of the parties under this Agreement shall be automatically terminated and all payments made under this contract shall be refunded to Exhibitor, less a pro rata share of expenses actually incurred by WSRC 10 in connection with the Trade Show. No monies will be returned should the dates or location of the show be changed by WSRC 10, but exhibitor will be assigned space that the exhibitor agrees to use under these same Terms and Conditions. WSRC 10 shall not be financially liable in the event the show is interrupted, cancelled, moved, or dates changed except as provided herein.

**23. LIABILITY:** It is expressly understood and agreed between exhibitors and the 2017 World Soybean Research Conference 10 that WSRC 10 shall be under no liability for loss of, or damage to goods or property of exhibitors, or personal injury to the exhibitor or exhibitor's employees. Exhibitor hereby agrees to protect, defend, indemnify and save WSRC 10, its officers, directors, employees, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of WSRC 10 and its employees and agents.

**24. INSURANCE:** Exhibitor shall obtain and keep in force, during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance insuring the liability set forth in this Exhibitor Contract, in an amount not less than \$ 1,000,000 combined single limit for personal and property damage. Exhibitor acknowledges that WSRC 10 does not maintain insurance covering exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by the Exhibitor.

**THESE REGULATIONS** are incorporated by reference to the Exhibitor Contract. All points not covered are subject to the decision of the Organizing Committee of the WSRC 10, in its sole discretion, which reserves the right to amend these regulations as necessary.