EXHIBIT HALL RULES & REGULATIONS

1. CONTRACT
The following rules and regulations become binding upon acceptance of this contract between the applicant and the Gulf-Atlantic Veterinary Conference, the show sponsor. The Gulf-Atlantic Veterinary Conference reserves the right to interpret these rules, as well as make final decisions on any points the rules and regulations do not cover.

2. SPACE ASSIGNMENT
 Booth assignments will be made according to exhibitor’s request, sponsorship level, date the exhibit contract was received, and with care to separate competing exhibitors, where possible. The Gulf-Atlantic Veterinary Conference reserves the right to reallocate space as may be necessary. However, no change in space assignment will be made after space reservation has been confirmed, without consultation with the exhibitors concerned. Telephone requests for space will not be accepted. Applicants must use the official Exhibit Contract. Booth space pricing starting at $1995 per 8’ x 10’ booth. Full payment must be received with exhibit contract to reserve booth. No exhibit may be set up and displayed during the conference without payment in full.

3. RENTAL SERVICES
 Gulf Coast Expo is the official drayage firm to handle exhibit and setup. For more information, please refer to the Gulf Coast Expo Exhibitor Kit. Telephone: (813) 915-8066.

4. SHIPPING/EXHIBITOR SERVICE DESK
 Shipping and exhibitor services are handled by Gulf Coast Expo, (813) 915-8066. Freight will not be received or handled directly by the host hotel or the Gulf-Atlantic Veterinary Conference for this event. Gulf Coast Expo will maintain an Exhibitor’s Service Desk throughout the show’s installation and tear-down for your convenience.

5. CANCELLATION
 No cancellations; all exhibit reservations are final.

6. FIRE & SAFETY REGULATIONS
 All local, state and federal regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such standards.

7. LIABILITY & INSURANCE
 The hotel management and the Gulf-Atlantic Veterinary Conference will take all reasonable precautions to avoid loss of exhibitors’ property by theft, fire or other causes, but under no circumstances shall the hotel management nor the Gulf-Atlantic Veterinary Conference or any of its members be responsible for such losses; and it is recommended that exhibitors cover their property with suitable insurance. In the enforcement and interpretation of the following rules and regulations, the decision of the the conference management is final. In the event of fire, strikes or other unavoidable circumstances making the building unfit for use, the exhibit space contract shall not be binding. The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor’s display, equipment and other property while on the premises.

8. ELIGIBLE EXHIBITS & ADDITIONAL CONSIDERATIONS
 The Gulf-Atlantic Veterinary Conference Executive Director reserves the right to determine the eligibility of any company, product, or part thereof that, in his opinion, is not in keeping with the character of the exhibit. All exhibits are expected to be in the best interest of veterinary medicine. Exhibitors will be expected to comply with the rules and ethics of the American Veterinary Exhbitors’ Association and any state or federal guidelines associated with any displayed equipment or services. Any undignified solicitation on the part of any exhibitor should be promptly reported. The Gulf-Atlantic Veterinary Conference reserves the right to close any exhibit which conducts its solicitations in an objectionable manner or infringes upon the rights and privileges of other exhibitors.

9. NOISY & OBNOXIOUS EQUIPMENT
 No sound-making equipment or other devices may be set up in any exhibit booth which would disturb the orderly operation of the exhibit area.

10. SECURITY
 Gulf-Atlantic Veterinary Conference will arrange for security to supervise traffic flow in and out of the exhibit hall. Security will be provided during exhibit hall hours. All exhibitors and attendees entering the exhibit hall must wear Gulf-Atlantic Veterinary Conference issued name badges.

11. USE OF BOOTH SPACE
 Exhibitors may not subdivide, assign or sublet their space, nor any part thereof, nor purchase multiple booths for the intent or purpose of assigning or subletting to third parties, nor permit in their booth non-exhibiting companies’ representatives without the express written permission of the Gulf-Atlantic Veterinary Conference. Only individuals or companies that have contracted directly with the Gulf-Atlantic Veterinary Conference shall be listed in the exhibit hall directory or allowed on the exhibit hall floor as an Exhibitor. Any booth sign shall display only one company name per booth. No advertising devices, signs or corporate/company logo(s) on apparel shall be displayed in or outside the exhibit space other than those approved or furnished by the Gulf-Atlantic Veterinary Conference. Failure to comply with this provision shall be sufficient cause for the Gulf-Atlantic Veterinary Conference to require the immediate removal of the exhibit and/or the offending Exhibitor at the sole expense of the Exhibitor.

12. DAMAGE TO PROPERTY
 Exhibitors will be responsible for any damage caused by them or their employees to the building, floor, walls, columns, standard booth equipment or to other exhibitors’ property. Exhibitors must not apply paint, lacquer, adhesive or any other coating to the building, columns, walls, floors or to standard booth equipment.

13. BADGES
 Badges will be supplied for company representatives who will be manning the booth(s). Exhibitors shall not give badges to individuals who are not official representatives of their company. The badges will not admit the wearer into educational lectures, the business meeting or ticketed events. Badges can be picked up at the Gulf-Atlantic Veterinary Conference registration desk. Two badges included per booth. If the number exceeds two, an additional fee will be added to your company’s registration fee for each additional booth attendee. The booth attendee limit is seven (no exceptions).

14. BOOTH ATTENDEE NAMES
 Your company is entitled to up to two (2) complimentary booth attendees per booth. More than two (2) attendees per booth will incur additional charges. Please list all exhibit attendees on the exhibit contract. Exhibit attendee names must be received by September 2, 2016.

15. EXHIBIT HOURS (Tentative Schedule)
 Friday, September 30:
 Exhibit Hall Open 11:30 a.m. - 6:15 p.m.
 Lunch 12:00 p.m. - 1:15 p.m.
 Lunch Raffle Drawing 1:10 p.m. - 1:30 p.m.
 Coffee Break 2:20 p.m. - 3:20 p.m.
 Coffee Break Raffle Drawing 3:30 p.m. - 3:50 p.m.
 Friday Welcome Reception 5:10 p.m. - 6:15 p.m.
 Reception Raffle Drawing 6:15 p.m.
 Exhibit Hall Open 11:30 a.m. - 11:40 a.m.
 Exhibit Hall Open 11:40 a.m. - 12:00 p.m.
 Lunch 12:00 p.m. - 1:15 p.m.
 Lunch 1:15 p.m. - 2:30 p.m.
 Lunch Raffle Drawing 2:30 p.m. - 3:00 p.m.
 Reception Raffle Drawing 3:00 p.m. - 3:30 p.m.
 Exhibit Hall Open 3:30 p.m. - 4:00 p.m.
 Exhibit Hall Open 4:00 p.m. - 4:15 p.m.
 Exhibit Hall Raffle Drawing 4:15 p.m. - 4:30 p.m.
 Exhibit Hall Closes 4:30 p.m.
 Saturday, October 1:
 Exhibit Hall Open 9:00 a.m. - 10:30 a.m.
 Morning Break 10:30 a.m. - 11:00 a.m.
 Morning Break 11:00 a.m. - 12:00 p.m.
 Lunch 12:00 p.m. - 12:30 p.m.
 Lunch Raffle Drawing 12:30 p.m. - 1:00 p.m.
 Afternoon Break 1:00 p.m. - 2:00 p.m.
 Afternoon Break 2:00 p.m. - 2:30 p.m.
 Afternoon Break 2:30 p.m. - 3:00 p.m.
 Exhibit Hall Close 3:00 p.m. - 3:30 p.m.
 Exhibit Hall Close 3:30 p.m. - 4:00 p.m.
 Exhibit Hall Close 4:00 p.m.

16. Dismantle
 No exhibitor will be allowed to remove his exhibit or any part of it until the close of the exhibition without the prior consent of the Gulf-Atlantic Veterinary Conference Executive Director, and booths will be manned at all times during the official exhibit hours.

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