All exhibits and exhibitors/sponsors are subject to the following regulations. By registering for the show, you are agreeing to abide by all requirements, restrictions, and obligations as set forth in these documents.

The Central States ASLA (CSASLA) Conference Tradeshow is an adjunct to the professional and educational meetings held during the Central States ASLA Conference. The Tradeshow is meant to supplement the educational sessions by providing attendees with various types of products, services, and information available to them. Exhibitors/sponsors are expected to display the products and/or discuss their services with an awareness of the professional and practical needs of ASLA members.

Eligibility for Participation
The CSASLA Organizing Committee will determine the eligibility of any company or product(s) for exhibition at the Conference, in its sole discretion. Until an exhibitor’s application has been accepted by Central States ASLA in writing, no rights to exhibit are granted. CSASLA may refuse acceptance, installation or order dismantling of any exhibit or promotion, wholly or in part, that in its sole opinion is not in keeping with the character or purpose of the Conference.

Arrangement and Use of Exhibit Space
A booth exhibit space is 10’ x 10’ with a height of 8’. All tabletop hallway spaces will have a 6’ long table. All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The aisles, passageways, and overhead spaces will remain strictly under the control of CSASLA. No exhibit or advertising matter will be permitted to extend beyond the space allotted to the exhibitor without specific approval by the Show Managers representing CSASLA. Exhibitors’ use of music or audiovisual devices with sound, are permitted only in those locations and at such decibel intensity as not to interfere with the activities of other exhibitors. Helium balloons, glitter and confetti are prohibited without the express written consent of CSASLA. Additional canvassing or distributing printed matter, souvenirs or other articles outside of the exhibitor’s rented space is not permitted.

Line of Sight Restrictions
Each exhibitor is entitled to a reasonable sight line from the aisle, regardless of the size of his exhibit. Thus, all exhibit materials in excess of 36” in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor’s space which is within 5’ of
the back line. Exhibitors with large space (Example: 30 linear feet or more) should also be able to use as much of the total floor space as possible as long as they do not interfere with the rights of others. End cap booths have the right to an 8 ft high display, the full length of their back line. Height of all displays (except island and end cap booths) shall be limited to 3' in the front half of booth or must have a "see-through" look so adjacent exhibits will not be blocked from view. Height in rear half of booth is limited to ceiling height for your designated area.

Any outside contractors hired for installation and dismantling must abide by exhibit regulations and must provide certificate of insurance and required forms to the official show decorator.

Fire Marshall Restrictions
Aisles must be kept clear in accordance with Fire Marshall’s regulations. Violations will be removed at the exhibitor’s expense. CSASLA or the show decorator will not be responsible for damage resulting from encroachment in the aisle. Displays must be arranged to enable selling within the confines of space rented. No selling is allowed in the aisles.

Installation and Dismantling
All exhibits may only be installed and set up during the hours specified in the show schedule. No installation work is permitted outside these hours without permission from CSASLA and the onsite operations manager. If an exhibit is not set up by the end of the specified set up hours, CSASLA reserves the right to direct the official service contractor to set up the exhibit at the sole expense of the exhibitor or make such other use of the space as deemed necessary or appropriate. No exhibit can be dismantled before the official closing of the expo hall. Failure to observe this rule will result in a $200 fine. CSASLA reserves the right to remove all items left by the exhibitor at the end of the dismantling hours. Any items remaining after the allotted dismantling timeframe, shall be disposed of in a manner, which in CSASLA’s sole judgment, is deemed appropriate. CSASLA may, at its option, store such items and charge exhibitor a reasonable storage fee unless exhibitor makes alternative arrangements with CSASLA for the disposal of the property. Exhibitor shall indemnify, hold harmless, and defend the CSASLA and
the Prairie Gateway Chapter of the American Society of Landscape Architects (PGASLA) from
any claims, losses or damage to any property that is removed under this Paragraph. Exhibitor
shall also reimburse CSASLA /PGASLA for any costs and expenses incurred by CSASLA under
this Paragraph.

**Liability and Insurance**

Exhibitors are responsible for making provisions to safeguard their materials, equipment and
displays at all times. Neither CSASLA nor PGASLA is responsible for any property lost, stolen or
damaged before, during or after the Conference, whether belonging to Exhibitor or its
employees, agents, representatives, contractors, suppliers, guests, members, patrons, invitees
or customers. Exhibitors are advised to carry special insurance to cover exhibit material against
loss or damage and public liability insurance against injury to persons and property of others.
CSASLA and PGASLA will take reasonable precautions to safeguard exhibits by locking the
exhibition hall doors overnight after show hours. This is not and should not be interpreted as a
guarantee or indemnity against loss or theft of any kind. Exhibitors participate solely at their
own risk. Exhibitor agrees to indemnify, hold harmless and defend CSASLA, PGASLA, the
Hotel, its owners, managers, officers or directors, agents, employees, subsidies, and affiliates,
from any and all claims, liabilities, charges, damages and expenses, including reasonable
attorney fees, arising out of Exhibitor’s use of the property and participation in the 2018 ASLA
Central States Conference. Exhibitor’s liability shall include all losses, costs, damages or
expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences
to any person or persons, including the Exhibitor, its agents, employees and business invitees
which arise from or out of the Exhibitor’s occupancy and use of the exhibition premises, the
Hotel or any part thereof.

**Subletting of Space**

Exhibitors may not assign, sublet or share the whole or any part of the space allotted to them
and may not advertise or display goods or services other than those manufactured or sold by
them in the regular course of their business. No firm or organization not assigned space will be
permitted to solicit business within the exhibit hall.

**Direct Sales Restrictions**

Direct sales of any item from the booth while the trade show is in progress are strictly
prohibited.

**Solicitations Restrictions**

Sales or solicitations by individuals and/or firms not renting booth space in the show are
prohibited.
Contractor Services
Complete information, instructions, and schedules or prices regarding shipping, drayage, labor, electrical, furniture, carpet, etc., will be available through Fern Expositions Services and Kansas City Marriott Downtown Hotel. Special utilities, such as electricity or telephone; dedicated lighting; unpacking; erection and repackaging of display booth decoration and furniture other than those included in the standard booth are not covered in the exhibit fee. Arrangements for these items will need to be made by each exhibitor and additional fees will apply.

Regulations and Care of Space
The exhibitor must comply with all federal, state, and local ordinances and regulations, including those concerning safety, environmental laws, and hazardous materials. In the event that exhibitor is notified that any of its activities violate any law, ordinance or regulation, exhibitor agrees to immediately desist from or correct such violation. Exhibitors and their agents must not injure or deface walls, and shall not drive or permit to be driven any nails, hooks, tacks, or screws into the walls or floors of the buildings, the booths and/or the equipment or furnishings in the booth. The exhibitor will be held liable for any such damage caused by any agent of the exhibiting company. Exhibitor shall obtain written authorization from CSASLA before bringing into the Expo any flammable, radioactive, hazardous or toxic material, waste or substance (collectively "Hazardous Substances"). Gasoline-powered equipment is prohibited. The exhibitor shall also comply with all rules and regulations established by the Kansas City Marriott Downtown hotel.

Staffing
Exhibitors must open on time and staff the booth at all times during show hours.

Cancellation
Booth payment is non-refundable and non-transferable between booths and/or exhibiting companies.

In case of cancellation of the exhibition or unavailability of the exhibit space for the specified uses due to war, threats or acts of terrorism, governmental action or order, act of God, fire, strike, labor disputes or any other causes beyond the Association’s control, this Contract shall terminate, and the exhibitor shall be entitled to return of the rental fee for the exhibit space, less than pro rata share allocable to the exhibit space of the expenses incurred by the Association in connection with the exhibit; provided, however, that if the exhibition is rescheduled, the exhibitor shall not be entitled to a refund. The remedies in this section shall be the exclusive remedy of the exhibitor against the Association or the Kansas City Marriott Downtown in the event the exhibit is canceled or the exhibit space is unavailable for use.