



AzOWRA Onsite Wastewater Educational Conference Exhibit Rules

These rules and regulations governing the AzOWRA Onsite Wastewater Educational Conference are supplemental to the EXHIBIT APPLICATION and they have been established for the protection of everyone against the abuses of a possible few. (The word "management" as used herein shall mean officers, committee members, or employees acting with authority from the AzOWRA Onsite Wastewater Educational Conference.)

1. BOOTH IDENTIFICATION

Absolutely NO company identification may be placed outside the area of the booth. No identification may be placed on posts or pillars adjacent to booths occupied by exhibitors, or on carpeted areas of the aisles beyond the 10'x10' standard booth limits.

2. DISTRIBUTION OF SOUVENIRS AND SAMPLES

To attract a greater audience in the exhibit hall, exhibitors may donate items to be given away in a daily door prize drawing if one is established by the conference management. Souvenirs or samples which have no resale or negotiable value may also be given away. Any distribution must be conducted within the exhibitor's designated booth space.

In all cases, exhibitors planning giveaways of any nature should make arrangements well in advance with the show management, which reserves the right to prohibit the distribution of anything which, in its opinion, is not in keeping with the character of the AzOWRA Onsite Wastewater Educational Conference.

3. DISPLAY REQUIREMENTS AND RESTRICTIONS

All displays or exhibited materials must be fireproof to conform to Federal, State, and City fire laws. Displays must be self-supporting and nails or screws are not permitted in building floors or walls. Displays must be wholly confined within exhibitor's booth and must not obstruct the clear view of nearby exits or other exhibits.

ALL WIRING ON BOOTHS OR DISPLAY FIXTURES MUST CONFORM TO ASSOCIATION OF

UNDERWRITERS AND LOCAL FIRE DEPARTMENT REGULATIONS (3-WIRE ONLY).

The side of any display cabinet or structure facing a side aisle, or adjacent exhibitor's booth, must be finished or suitably decorated at the expense of the exhibitor erecting or installing such displays.

No exhibit may exceed eight feet high; maximum height of 8 feet may only extend up to 3 feet from rear of booth. Maximum height of the display in the balance of the area is 4 feet; with the exception of product standing on the floor may extend higher than this limit, but must be positioned as close to the back wall as possible, to avoid blocking the view of adjoining exhibitors. **NOTE PARTICULARLY THAT NO PART OF A SIGN OR SOLID DISPLAY MAY EXTEND HIGHER THAN 8 FEET ABOVE THE FLOOR.**

NOTE: ANY DISPLAYS NOT CONFORMING TO THE EXHIBIT SPECIFICATIONS OUTLINED IN THESE RULES MUST BE APPROVED BY THE AZOWRA ONSITE WASTEWATER EDUCATIONAL CONFERENCE MANAGEMENT IN WRITING PRIOR TO THE MOVE-IN DATE.

4. BOOTH PERSONNEL & ACTIVITIES

With the exception of convenience help, such as office assistants or professional product demonstrators, all booth personnel must be REGULAR EMPLOYEES of the company, or its representatives, who are fully capable of explaining the technical aspects of products or processes on display at the conference.

No exhibitor may advertise or promote any outside activity, such as an open house or separate exhibits wherever located, occurring during the hours the AzOWRA Onsite Wastewater Educational Conference exhibits are open, or which detracts from the exhibit or convention operations.

5. LIABILITY AND THEFT

Show and exhibit hall management will not be responsible or liable for injury to the person or property, nor loss of property of exhibitors, their guests, invitees, employees, or agents. Furthermore, the exhibitor agrees to defend or hold harmless the AzOWRA Onsite Wastewater Educational Conference, AzOWRA, its directors, employees, and agents from any liability of personal injury and loss or damage to property. EXHIBITORS SHOULD INSURE AGAINST SUCH CONTINGENCIES. Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is, nevertheless, responsible for the booth rental.

Exhibitors should be on hand to supervise during set-up and dismantling of products, projection equipment and other

items of high value. A person assigned booth duty should be required to remain with the exhibit until visitors have left the premises at the closing hour each day.

At move-out, specific arrangements should be made to package or place under lock any items of extremely high value and especially items of general interest such as small instruments, walkie-talkies, high fidelity equipment, projectors, etc.

6. SUB-LETTING EXHIBIT SPACE

No exhibitor may assign, sublet or apportion any of the space contracted for by him/her without prior approval of the AzORWA Conference Chairman.

7. MATERIALS HANDLING

The handling of exhibitor's material into, out of, and within the exhibit buildings, shall be at exhibitor's expense. Exhibitors should make arrangements to remove any of their empty crates, boxes and cartons from the show area before the opening time.

8. SECURITY

The doors to the indoor exhibit hall will be locked during non-exhibit hours. **THIS DOES NOT GUARANTEE EXHIBITORS AGAINST LOSS; NEITHER DOES IT IMPLY AN ASSUMPTION OF LIABILITY FOR EXHIBITORS' PROPERTY BY THE AzOWRA ONSITE WASTEWATER CONFERENCE.** Any equipment to be removed from the exhibit area during the conference must be authorized by the Exhibit Manager.

9. INTERPRETATION OF RULES

The AzOWRA Onsite Wastewater Educational Conference management shall have final authority as to the interpretation of these rules and their applications and shall have the authority to establish penalties in the event of violations.

10. AMENDMENTS TO RULES AND REGULATIONS

The AzOWRA Onsite Wastewater Educational Conference management reserves the right to amend these rules and regulations or to make additions thereto.

11. BOOTH ASSIGNMENT PRIORITY

In the event of duplicate application for the same space, priorities will be based on the application postmark date.