

2021 IASB Annual Convention & Trade Show Regulations

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1. **INSTALLATION, EXHIBITION AND TEARDOWN** – The exhibit hall will be open for **set-up** Wed. Nov. 17, 2021, from 10 a.m. to 2:30 p.m. The Member-Vendor Reception will be held on Wed. Nov. 17 from 3:30 to 5:00 p.m. No late set-up will be allowed. The exhibit is open Thurs., Nov. 18 from 9 a.m. - 2 p.m. Booths must be occupied by Exhibitor staff during show hours. No display shall be dismantled or removed from the exhibit hall until the end of the exhibit show at 2 p.m. All displays must be removed by 5 p.m. on Thurs. Nov. 18 unless prior written permission of the IASB's representative, Matt Vinsand, is obtained. Any exhibit remaining on the exhibit floor after 5 p.m. on Thurs. Nov. 18 will be dismantled and removed at the cost of the Exhibitor. IASB is not liable for theft or damage to exhibits.
2. **PURPOSE OF DISPLAYS** - The Exhibitor agrees that the purpose of displays is for educational and communicative purposes to inform schools on the availability of various products and services of interest to the board members and school personnel attending the convention.
3. **PAYMENT FOR BOOTH** – Booths will only be assigned once the signed Contract and payment are received at IASB office. Credit card payments are not accepted.
4. **CANCELLATION AND REFUNDS** – Either party may cancel this Contract at any time for any reason. If the Contract is cancelled by IASB, for any reason other than those set out in numbered section 16 below, all payments made by Company will be refunded. If Company cancels this Contract, 100% of booth fees paid will be refunded if written cancellation is received by Matt Vinsand on or before October 15, 2021. There will be no refunds of any kind for written or verbal cancellations received after October 15, 2021.
5. **BADGES** – Badges will be distributed to the Exhibitor only. IASB does not allow for shared or sublet booths or badges.
6. **BOOTH ALLOCATION** – Booth assignments will be made by IASB; booth assignments will be allotted after the signed Contract and payment have both been received.
7. **BOOTH SPECIFICATIONS** – Booth fee includes a 10-ft wide by 10-ft deep booth with 8-ft draped backdrop and 36-in draped side rails, and a booth sign. Tables, counters, chairs, electrical outlets, rugs, freight, storage, etc. are **NOT** included in the booth fee. A packet of order forms for services and equipment will be emailed to the person listed on the reverse of this Contract by Freeman Decorating. The Exhibitor is required to make any arrangements for equipment and services and to assume the cost of same.
8. **BUS PERMITS** - Bus Exhibitors must have on hand all necessary permits to allow display of the bus **prior** to entering the exhibit hall. If permit is not displayed, bus will not be permitted to enter the hall. Also note Safety Regulations (number 12 on this Contract) clause.
9. **USE OF SPACE** - Exhibitor agrees not to interfere in any way with the ordinary use by others of any portion of the building or grounds. Exhibitor shall not obstruct the aisles adjacent to exhibit space. **No booth structure or sign will be allowed which obscures adjoining exhibits, causes fire or safety concerns to attendees or adjoining booths, or which projects more than four feet outward from the backdrop.** Exhibitor shall not sublet, divide, or share its space to any other than identified in the exhibit to this Contract without expressed permission of the IASB. Distribution of advertising material is limited to the area of each exhibit space. Exhibits will be arranged so that nothing is attached to the walls and no tacking or marring is permitted. Disturbing noises or forms of attracting attention which may properly be objected to will not be permitted. The IASB reserves the right to restrict exhibits which may be objectionable; also to prohibit or remove any exhibit which may detract from the general character of the display. This includes persons, things, conduct, printed matter or anything of a character which may not be in keeping with the exhibit as a whole.
10. **EXHIBIT INSTALLATION AND OPERATION** - Exhibitor shall furnish all necessary stagehands, property men and other labor as shall be essential to install, operate, service, and remove all equipment belonging to the Exhibitor. Iowa Events Center has entered into a contract with a concessionaire to furnish any special decorating necessary to be done in or about the convention center in connection with any event held therein, and any decorating required by Exhibitor must be in accordance with said contract. Exhibitor agrees to conform to the terms and conditions of the concessionaire contracts of Iowa Events Center for special decorating and electrical work or service required by the Exhibitor. All charges or freight and handling on delivery, installation of equipment, or electrical requirements, or other expenses incident to the setting up or dismantling, or operation of the booth, shall be the obligation of the Exhibitor. Electrical power is supplied to the exhibit floor by Iowa Events Center. **IASB is not responsible for any injury, loss or damage that may result from an interruption in electrical power.**
11. **MUSIC** Exhibitor is not permitted to perform, display, transmit, produce or otherwise use any musical work as part of the exhibit or as background music for the exhibit unless the Exhibitor obtains an appropriate musical performance license from ASCAP and BMI and submits documentation of those licenses to IASB not later than 3:00 p.m. on set-up-day.
12. **FOOD PRODUCTS** – Sample-sized food or beverages may be prepared and given away on show floor by companies exhibiting food service products or equipment (4 oz. beverages or 2 oz. of food.) Other companies may give away pre-wrapped candies if they are bite-sized and individually wrapped. Distribution of peanuts in the shell is prohibited on the show floor. No alcoholic beverages will be allowed. Companies wishing to purchase food from the official caterer must directly contact Iowa Events Center, 730 Third St., Des Moines, IA, 50309, (515) 564-8000.
13. **SAFETY REGULATIONS** - Strict adherence to all safety regulations regarding all motor vehicles will be insisted upon. Where any gasoline-driven mobile vehicles are brought into the building for display purposes, gas contents must be at a minimum, gas tank cap must be sealed with tape, gas tank less than ¼ full, and battery disconnected. No bottled gas or L.P. gas or empty cylinders are permitted in the building. Exhibitors are requested to be completely familiar with and comply with all other fire and safety regulations of the convention center.
14. **DEFACEMENTS** - Exhibitor shall not injure, mar, nor in any manner deface the premises or any equipment contained therein, and shall not cause or permit anything to be done whereby the premises or equipment therein shall be in any manner injured, marred or defaced; and will not drive or permit to be driven nails, hooks, tacks, or screws into any part of said building or equipment contained therein, and will not make or allow to be made any alterations of any kind to said building or equipment contained therein, and will not affix or permit to be affixed by adhesives any signs, posters, notices or graphics of any description without written consent of the Manager of the Iowa Events Center. Exhibitor agrees that if the premises are damaged by the act, default, negligence of the Exhibitor, or Exhibitor's agent, then Exhibitor shall pay to Polk County upon demand such sum as shall be necessary to restore said premises to their original condition, ordinary wear and tear excepted.
15. **USE OF LASERS OR OTHER HAZARDOUS ACTIVITIES OR MATERIALS** - If Lasers are to be used, they shall be manufactured and operated under United States Food and Drug Administration Compliance Policy Guide Statement #22. The Variance Number, as issued by the United States Food and Drug Administration Center for Devices, and its expiration date, shall be supplied to Polk County. The use of wild animals, operating vehicles or other equipment and materials or the undertaking of other activities which pose a substantial risk to the health and welfare of participants or invitees shall be allowed only with express written permission of the Manager of the Iowa Events Center and on such terms and conditions as the Manager prescribes. Exhibitor agrees to provide any additional insurance which County may require in connection with such activities.
16. **LIABILITY & INSURANCE** – **IASB SHALL NOT BE RESPONSIBLE FOR ANY INJURY, LOSS, OR DAMAGE THAT MAY OCCUR TO THE EXHIBITOR'S DIRECTORS, OFFICERS, EMPLOYEES, AGENTS OR REPRESENTATIVES, OR PROPERTY PRIOR, DURING OR SUBSEQUENT TO THE PERIOD COVERED BY THIS EXHIBIT CONTRACT. WITHOUT LIMITING THE FOREGOING, ALL PROPERTY BROUGHT ONTO THE PREMISES BY THE EXHIBITOR SHALL BE AT THE SOLE RISK OF THE EXHIBITOR AND IASB SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE THERETO, OR FOR ANY INJURY TO THE EXHIBITOR, ITS DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, OR REPRESENTATIVES. EXHIBITOR SHALL BE SOLELY RESPONSIBLE FOR MAINTAINING AT ITS EXPENSE ADEQUATE INSURANCE TO COVER ANY LOSSES AND/OR DAMAGES TO ITS PROPERTY AND FOR ITS ACTIVITIES AS AN EXHIBITOR AT THE CONVENTION. EXCEPT AS PROHIBITED BY APPLICABLE LAW, THE EXHIBITOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS IASB AND ITS DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES FOR ANY LOSSES,**

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CLAIMS, DAMAGES, AND/OR EXPENSES, INCLUDING, WITHOUT LIMITATION, REASONABLE ATTORNEY FEES, RELATING, DIRECTLY OR INDIRECTLY, TO THIS CONTRACT AND THE ACTIVITIES OF THE EXHIBITOR ON THE PREMISES DESCRIBED IN THIS CONTRACT.

17. **RULES AND REGULATIONS** - The Exhibitor agrees to abide by the rules and regulations of the Iowa Events Center and agrees to abide by, conform to and comply with all the laws of the United States and the State of Iowa, and all rules and ordinances of Polk County, and all the ordinances of the City of Des Moines, together with all rules and requirements of the Police, Fire and Health Departments of the City of Des Moines, and will not do, or suffer to be done, anything on the premises during the term of this agreement, in violation of any such rules, laws or ordinances, and it is understood that this agreement may be terminated and canceled for any such violation. IASB may cancel without refund any exhibit space for non-compliance with the terms, conditions and regulations of this Contract or for non-payment of booth fees.