



ASSOCIATION:

The word "Association" means the School Nutrition Association, its officers, directors, committees, agents or employees acting for it in the management of the exhibition.

ANC LOGO: An exhibitor wishing to use the SNA ANC logo shall submit its intended use to SNA, for prior approval, which shall be within the sole discretion of SNA.

I. PAYMENT & REFUNDS

A. Payment Policy: A 50% partially refundable deposit must accompany your contract to secure your booth. Booth space will not be held without a deposit. Full payment for all booth space is required by **December 2, 2011**. If full payment is NOT received by **December 2, 2011**, the Association shall have the right to retain the deposit as liquidated damages and cancel the booth reservation. Contracts received **AFTER December 2, 2011**, must be accompanied by full payment.

B. Cancellations/Reductions: All cancellations and reductions must be made in writing to Exposition Management. If notice of cancellation is made prior to **December 30, 2011**, a refund less 75% of the total cost of the booth will be issued. Please note that after **December 30, 2011**, NO REFUNDS WILL BE ISSUED on booth space that is cancelled or reduced. Any space not occupied by the opening of the conference for which no special arrangements have been made may be reassigned by the Association without obligation to make any refund whatsoever.

C. Membership and Other Fees due: Any payments, rents, dues, membership fees, sponsorship or advertising owed to the Association must be paid in full **PRIOR to the show dates**. Any exhibiting firm with outstanding booth rent will not receive their Exhibitor Service Kit until payment is made in full. Any

exhibiting firm with outstanding booth rent, advertising, sponsorship or membership fees owed to the Association will not be permitted onto the trade show floor. Exhibitors will not be permitted to set-up their booth until full payment has been received.

II. PERMISSIBLE PRODUCTS IN SNA EXHIBIT SHOWS AND SPONSORSHIPS

A. Permissible Products: Companies exhibiting at SNA's Annual National Conference and/or showing their product at a predetermined sponsored meal or event may only include products that are within the USDA regulations to be sold in Child Nutrition (CN) programs. All products must be manufactured in the U.S.A. Representation includes demonstrating or featuring the product or logo in the booth design or dispensing cups, napkins, etc. It also includes demonstrating written material, signage, any give-aways such as tote bags and T-shirts, or any other merchandise or material with the logo or product name.

B. Non-Permissible Products: Products that may not be sold in CN programs, and therefore may not be represented in trade shows and sponsorships, are defined as foods of minimal nutritional value as identified by 7CFR 210 Appendix B and include, but are not limited to:

1. Soda
2. Water ices
3. Chewing gum
4. Certain candies such as hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn.
5. Products not manufactured in the U.S.A.

C. A la Carte Items: A la Carte items will be allowed in the exhibit hall at the sole discretion of the Association.

D. Visit www.fns.usda.gov/cnd/menu/fmnv.htm for more information.

E. If your company has been given an official USDA Exemption Letter for a non-permissible product, please forward documentation to Meetings Department at email: exhibits@schoolnutrition.org.

III. SPACE RENTAL & ASSIGNMENT OF LOCATION

A. Contract Acceptance: The Association reserves the right to exercise its sole discretion in acceptance or refusal of applications. If an application is not accepted by the Association, all money paid will be returned to the applicant.

1. The School Nutrition magazine (the Association magazine) is the only "official magazine and electronic publication" that exhibits on the floor.

B. Booth Assignment: Prior exhibitors are given the first opportunity to reserve space for the following year at the current show. Booths will be assigned to those companies and others exhibiting at the current show according to the established priority point system. All contracts received thereafter will be assigned on a first-come, first served basis. The Association reserves the right to use its sole discretion in reassigning space in cases where competitive products have adjacent exhibits.

IV. USE OF SPACE

A. Permissible Exhibits: All activities, including booth character personnel, must occur within the Exhibitor's allotted exhibit space. No activity, demonstrations, sampling, giveaways, solicitation, etc., will be permitted in the aisles.

B. Food Sampling: All food must be prepared or served within the requirements of the City & County of Denver and the Colorado Convention Center (CCC). Exhibitors who will be distributing food samples must

complete and file the Food Sampling Booth Form, found in the Exhibitor Service Kit, with the **CCC** Catering Department – **Centerplate**.

C. Exhibit Space and Hall:

1. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns.

2. No holes may be drilled, cored, or punched in the building.

3. No painting of signs, displays, or other objects is permitted in the building.

4. Promotional devices may not obstruct name badge in any way.

5. No exhibits, displays or presentations will be permitted at any time in hotel rooms, suites and/or meeting rooms without written approval from the Association Exposition Management.

6. Contests, drawings, etc., MUST receive PRIOR approval from the Association Exposition Management.

7. Giveaway items that are carried or worn as visible advertisement shall be controlled by the Association. Exhibitors may distribute bags to attendees.

8. When dispensing food or beverages, exhibitors are to provide their own trash containers. Trash containers inside booths must be maintained by the general service contractor. CCC Housekeeping can also supply large 44 gallon trash cans in the aisles near any sampling booths if provided a list of booth numbers.

9. Loud noises, bright lights or other distractions are not permitted. Sound volume of amplifiers or audiovisual presentations must be regulated so as not to disturb nearby exhibitors. Please follow the 80/30 rule explained under Sound and Noise Producing Devices below.

10. Helium balloons may not be sold or distributed inside the facility. If helium balloons from an authorized display are released within the facility,

labor costs to remove balloons from ceilings or ventilation fans will be charged. Helium (or like) balloons distributed outside the CCC should not be brought into the facility.

11. SNA & Colorado Convention Center reserves the right to approve all signage, staging, props, and décor. Signs, banners, or posters are not to be taped, stapled, nailed or affixed in any other manner to the walls or columns in the Convention Center. No hanging signs are permitted without prior written approval from exposition management.

12. Display vehicles brought into the Colorado Convention Center for display purposes must comply with the National Fire Protection Association Life Safety Code. All fuel tank openings shall be locked or sealed shut. Fuel tanks shall be no more than one-quarter full or contain less than five (5) gallons of fuel, whichever is less. Battery cables shall be disconnected. Carpet protection shall be placed under the engine. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped down. Vehicles may not be moved during show hours. A set of keys to the vehicle must be left with show security management. Vehicles staying in the building during the show must be approved by the Colorado Convention Center Nashville and inspected by the Fire Marshall.

13. Containers of flammable liquids are prohibited from display or use with the facility. Spray painting is not permitted within CCC. CCC sewer lines or drains may not be used to dispose of hazardous waste. Any materials left on the premises after move out will be disposed of at the expense of the Lessee. Examples of hazardous material would include but not be limited to gasoline type products, cooking grease, any type of paint or adhesive. Use or storage of

liquid petroleum (LP) gas by exhibitors is restricted.

14. The removal of hazardous materials are the responsibilities of the exhibitor. The exhibitor is responsible for removal of hazardous waste and must comply with all Federal, State and Local regulations regarding the handling and disposal of materials. Hazardous waste includes materials that are toxic, corrosive, reactive, ignitable, or biohazard. A Material Safety Data Sheet (MSDS) must be provided.

15. The use of hazer or smoke/fog machines must be approved through CCC. Fire watch is required for all times when the haze/fog or smoke machines are used, including rehearsals. Fire watch personnel can be arranged through Conference Services at the prevailing rate. A schedule of rehearsal and show times must be submitted no later than three (3) weeks in advance. Only water based machines are permitted.

16. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair, shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or CCC management for compliance. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the CCC should have written authorization by the CCC management and the Fire Prevention Bureau. Permits may be required.

17. No adhesive items or decals will be allowed in the hall. No pins, tacks, or adhesives of any kind are permitted on any CCC wall, door, or column. Any tape applied to the floor must be approved by CCC.

18. No exotic, wild or non-domesticated animals may be brought onto the premises. Permission for any

domesticated animal (cats, dogs, etc.) to appear in a show or booth must first be approved by SNA and the CCC. Additional insurance may be required. Seeing eye/assistance animals are always permitted.

19. Glitter or confetti is **highly** discouraged, and extraordinary housekeeping charges will be assessed if used.

20. No storage of any kind is allowed behind booths or near electrical service. Colorado Convention Center public areas and service hallways cannot be used for storage of supplies or equipment by guests or contractors. Service hallways and service areas are to be kept clear of all empty crates and cases. Empties are to be placed back on trucks. (Empties can be stored in the respective production / exhibits "bone yards" with regard of fire exits, egress and ingress). All empty crates and boxes should be stored in areas approved and assigned by the CCC management and the Fire Prevention Bureau.

21. ADA: All Exhibitors shall be responsible for compliance with the Americans with Disabilities Act (ADA). The Exhibitor shall hold SNA or its directors, officers, employees, agents or subcontractors harmless from any consequences of exhibiting company's failure in this regard. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

ADA, Civil Rights Division
800-514-0301
www.usdoj.gov/crt/ada/adahom1.htm

Claims made in exhibit booths and products displayed are required to (a) meet all or part of the reimbursable meal pattern for school lunch or school breakfast or (b) provide nutrient composition which must be substantiated by the following

conditions: The manufacturer or service provider must keep on file documents of verification that will substantiate such claims. These documents must be available for review at any time by SNA representatives or members should a question arise. At the request of the Association, before or during the Exhibition, exhibitor must promptly furnish the Association with sample products, packages, labels, advertising and promotional literature that would be or are being distributed before the exhibitor will be eligible to participate or continue in the Exhibition. The Association, in its sole discretion, reserves the absolute right to determine which firms and products are appropriate, in its judgment, for inclusion in the Exhibition and to refuse, cancel or restrict any applicant or exhibit. This provision applies to exhibitor's conduct, articles, printed matter, samples, questionnaires or any other item that the Association deems objectionable. If the Association decides, in its sole discretion, that any of these do not meet its standards or is not suitable, the exhibitor must immediately comply with the Association's decisions or withdraw. If the exhibitor chooses to withdraw, the booth must remain intact until the end of the show day.

D. Aisles & Archways:

1. Vertical aisles can only be purchased if there are an even number of participating booths involved (i.e., there must be an even number of booths on both sides of the aisles that are participating in the grouped exhibit section). Horizontal aisles (cross aisles) may not be purchased.

2. Archways may only be placed at the beginning and ending of vertical aisles that are even across. Archways may not interfere with the set-up of non-participating exhibit booths. Archways must be contained within the 10' x 10' booth space. Archways may not be placed on aisle carpet. Contact

the SNA Exposition Management for further details.

E. Subletting of Space: Exhibitor may not assign this contract, or sublet any space contracted for hereunder, or show in such space any articles other than those manufactured by the exhibitor and shall not place any name signs or courtesy cards on any equipment it loaned for demonstration purposes unless the supplier of such equipment also is an exhibitor in the Exhibition.

V. CANVASSING & PROHIBITED MATERIALS

A. Activities that Cause Aisle & Booth Blockage: Exhibitors must cease the activities of any kind whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. If the exhibitor does not take action to stop such activities that are causing aisle or booth blockage, show management has the authority to stop such activity immediately. It is the sole responsibility of the exhibitors to "police" their own lines.

B. Canvassing & Other Activities: No person, firm or organization not having contracted with the Association for the occupancy of space in the Exhibition will be permitted to display or demonstrate its products, processes or services, or distribute promotional materials in the Exhibit Hall, convention center or corridors or in hospitality suites. In addition, exhibitors with contracts may not distribute materials in the convention center corridors. Any infringements of this rule will result in the prompt removal of the offending persons from the Hall, and exhibitors waive any and all rights for claims against the Association arising out of the enforcement of this rule.

1. Circulars or other promotional material may be distributed only from the exhibitor's booth space.

2. The Association reserves the right to reject, cancel, remove or restrict exhibitors whom, because of noise or

any other reason, shall interfere with the best interests of the Exhibition as a whole.

C. Sale or Distribution of

Merchandise: Exhibitors may show, discuss, explain and demonstrate items or services but shall not make sales that result in exchange of merchandise or money in the Exhibit Hall. Exhibitors engaging in objectionable methods shall be subject to eviction without refund and the loss of all priority points for the current year.

D. Prohibited Materials: The use of characters, musicians, entertainers, loud speakers, sound systems and noise-making devices is restricted to within the booth. Balloons, horns, use of other mechanical devices that create objectionable noises, odors or congestion are prohibited. Show management reserves the right to determine when such items become objectionable.

E. Eviction: Show management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, are determined by Show Management to be objectionable to the successful conduct of the Exposition as a whole. Use of so-called “barkers” or “pitchmen” is strictly prohibited.

VI. ARRANGEMENT & CARE OF EXHIBITS

A. Booth Construction and Arrangement: The Association will provide and arrange for construction of necessary draped backgrounds of uniform style. Drapery is flameproof fabric. Unfinished or unsightly ends of exhibits must be draped by the service contractor at the expense of the exhibitor. The Association does not

allow for “end caps”, peninsulas, or islands less than 400 square feet.

B. Booth Configuration & Restrictions:

All exhibits must be confined to the limits of their respective booths as indicated on the floor plan. Back wall of booth is 8 feet high; side dividers are 3 feet high. No special signs, booth construction, apparatus, equipment, lighting fixtures, etc., will be permitted to extend **above 8 feet** with the exception of island or perimeter spaces. Perimeter booths (booths located on the outer wall of the exhibit floor) are **restricted to 10 feet in height**. Island booths (exhibit exposed to aisles on all four sides) having exhibit fixture & components **exceeding 12 feet in height** must submit drawings for approval by SNA and its General Contractor. Based on the facility design, **new height restriction for a structure within an Island booth is 16 feet**. Materials up to 8 feet in height may be placed within 5 feet from the back wall. Exhibit material must not be set up so as to interfere with the view into adjoining booths. All materials must conform to local building, electrical and fire department codes and regulations.

C. Care of Exhibit Space: Specific dates and hours for installation of exhibits will be communicated to exhibitors. If erection of any exhibit has not started by five hours prior to opening (unless prior written approval is received from the Exhibits Manager) the Association shall order the exhibit to be rejected and the exhibitor billed for all charges incurred. All exhibits must be fully operational and completely installed no later than two hours prior to opening. After this time, no installation work will be permitted without special permission from the Association. The Association follows the general guidelines for booth construction as established by IAEE (International Association for Exhibitions & Events).

D. Two-Story Booth Guidelines: An Exhibitor must submit an accurately-scaled floor plans and a list of materials to be use in the construction (supplied by a licensed architect and/or structural engineer) to SNA by email or fax 60 days prior to the event. **No later than April 30, 2012.**

Send one copy to: SNA
 School Nutrition Association
 Meetings & Exhibits Dept.
 meetings@schoolnutrition.org
 Fax: 301-686-3115

Double deck booths must be approved by the Fire Prevention Bureau via the Colorado Convention Center. Any covered area of 299 sq. ft or larger within a booth needs to be approved by the Fire Prevention Bureau.

VII. HANGING SIGNS

A. Definition: An exhibit component suspended above or displayed on an exhibit for the purpose of displaying graphics or identification.

B. Height Restrictions: Hanging identification signs and graphics will be permitted to a **maximum height of 16 feet only for island booths**, but only when written approval is received from Exposition Management. Hanging signs are part of the overall exhibit presentation and whether suspended or attached to the exhibit fixture will be permitted to a maximum height that corresponds to the appropriate exhibit configuration.

C. Length: Hanging signs and graphics will be permitted to a total length not to exceed 50% of the corresponding dimension of the booth. The size and number of hanging signs must be limited in order to minimize the stress to the facility ceiling structure on the part of any one exhibitor.

D. Structural Integrity: Exhibitors hanging signs must have drawings

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available for inspection by Exposition Management and the installation and dismantling contractor prior to the installation of the booth. Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure. Any large or heavy structure that will be rigged from the ceiling should also be approved by the CCC. Each exhibitor is entitled to reasonable sight lines from the aisle regardless of the size of the exhibit space. We ask that those companies exhibiting within island booths to be mindful & courteous to your neighboring exhibitors. Please do not create a structure that will block the sight line of the aisle.

E. Approval: All hanging sign requests must be submitted with floor plans or diagrams in writing to the School Nutrition Association. All hanging sign requests must be received no later than **April 30, 2012**. Signs not approved in advance will not be hung.

VIII. AUTHORIZED EXHIBITOR REPRESENTATIVES

A. Badges: The exhibit is limited to individuals, business firms and manufacturers who have contracted and paid for space assignments. Each exhibitor shall furnish the Association with the names of its representatives. **For each 10 foot by 10 foot booth, each exhibitor is entitled to badges for five (5) representatives at no charge. Additional badges are available at \$75 each.** The exhibitor and its representatives are required to wear these identification badges throughout the Exhibition. The badges are not transferable, and the Association reserves the right to withdraw the use of the badge used to gain admission to the Exhibition by any person other than the one for whom it was issued. **THE CONFERENCE BADGE IS FOR EXHIBITORS ONLY!**

False certification of individuals as Exhibitor representatives, misuse of Exhibitor badges, or any method or device used to assist unauthorized persons to gain admission to the conference shall be cause for expelling the violators from the exhibit hall. Food Service Professionals cannot register as an Exhibitor. If your organization is sponsoring a Food Service Professional, please complete the Foodservice Attendee Registration form. If a foodservice professional is registered with a company badge, the foodservice attendee will not receive CEUs or tickets to special events.

B. Replacement Badges: Exhibiting companies will be charged \$75 for each replacement badge to a maximum of five badges.

C. Admittance: No one under the age of sixteen (16) will be allowed in the Exhibit Hall Floor or Loading Docks. No exceptions will be made.

D. Personnel: All exhibitor personnel attending the convention and exposition shall be required to register. Contracted booth space includes trade show passes for booth personnel. The number of show passes varies with the size of the contracted booth space. All employees, representatives, subcontractors or agents representing the exhibitor must be fully identified by the official Association badge. During install/dismantle, subcontractors must have proper SNA sanctioned identification. Each exhibitor must provide at least one attendant within his/her exhibit space during the open hours of the exposition. All attendants must be bona fide non-temporary employees of the exhibiting firm or authorized subcontractors. Live models will be admitted onto the exhibit floor only if in costume and with activities approved of in advance by the Association. They must be 16 years of age or older. Models must be properly and modestly clothed. False

certification of individuals as exhibitor's representatives, misuse of exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the violator from the exhibition hall and banning the exhibitor from future entrance onto the exhibit floor and forfeiture of fees. All agents or representatives who are performing services at the exhibit facility directly for an exhibitor (other than the exhibitor's employees) MUST provide the Association with a certificate of insurance within 30 days prior to the show dates.

IX. INSTALLATION & REMOVAL

A. Set-up Times and Hours (subject to change):

Fri., July 13, 2012 8:00 a.m.-5:00 p.m.
 Sat., July 14, 2012 8:00 a.m.-5:00 p.m.
 Sun., July 15, 2012 8:00 a.m.-5:00 p.m.

NOTE: All exhibits must be completed by 5:00 p.m. Sunday, July 15, 2012. This deadline will allow the official official service contractor time to place carpeting in the aisles. Any exception to this deadline must receive prior written approval by Exposition Management.

B. Anticipated Exhibit Hours (subject to change):

Mon., July 16, 2012 10:00 a.m.-2:00 p.m.
 Tues., July 17, 2012 8:30 a.m.-2:00 p.m.
 Wed., July 18, 2012 9:15 a.m.-12:15 p.m.

All exhibits must remain intact on **Wednesday, July 18, 2012**, until after the official close of the exhibit hall and exit of the ANC attendees. Dismantling may begin at 12:30 p.m. **Exhibitors, who dismantle before 12:30 p.m., will forfeit priority points and will be subject to a \$500 fine.** The amount of priority points forfeited is at the discretion of the Exposition Management.

X. SOUND & NOISE PRODUCING DEVICES

A. Sound Systems: Each exhibitor must have the opportunity to meet and talk with buyers, unimpeded by excess noise from another exhibitor.

B. The 80/30 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth or is clearly identifiable more than 30 feet from the booth is considered objectionable. If sound levels become excessive or if an exhibitor fails to reduce the sound level, or later turns the volume up, the sound will again be monitored and the exhibitor will be given a second warning. The third time an exhibit is found to be in violation, all electrical power to that booth will be terminated for the remainder of the day. The exhibitor will also incur the expense of reconnecting the electrical service to the booth and will forfeit 15 priority points.

C. Monitoring Decibel Levels: The SNA Exposition Management will utilize professional electronic monitoring equipment, which can objectively monitor sound levels at individual booths. The Exposition Management will advise exhibitors to adjust their sound systems to be under the pre-determined decibel level. Sound levels on the exhibit floor must not exceed 80 decibels.

D. ASCAP/BMI: It is the sole responsibility of the exhibiting company to pay all ASCAP (American Society of Composing Authors and Publishers) and/or BMI (Broadcast Music Incorporated) fees and expenses if music is played (either taped or live) in the exhibit booth or at any exhibitor-sponsored function or hospitality event.

E. Cooperation: Remember that the use of sound systems or public address equipment in exhibit booths is a privilege, not a right. Each exhibitor is asked to monitor their own booth site

to make sure the sound levels do not infringe upon the business activities of neighboring exhibitors.

XI. FOOD PREPARATION AND/OR BEVERAGE SAMPLING

A. Sampling of Food Products: All products prepared and/or sampled must be approved by the CCC and Centerplate Catering. All exhibitors offering a sample of food and beverage product must comply with all local, state and national regulations of transport, storage, preparation and distribution of the product to include refrigeration of any perishable products. The product must properly dispense in full compliance with all applicable federal, state and local health and sanitation regulations. You are responsible for complying with applicable City & County of Denver Health Department regulation, which include, but are not limited to:

1. Food sampling is permitted only by the manufacturing company or the distributor of the product.
2. The product is offered in single bite size portions no larger than 4 ounces for food and beverage.
3. Proper hand wash facilities must be provided at each booth (sanitary towelettes are acceptable). Tongs, plastic gloves or other appropriate utensils are required in the handling of food products.
4. Food temperatures must be 140 degrees F. or above (hot), 41 degrees F. or below (cold). Poultry products must be cooked to 165 degrees F., beef and pork must be cooked at 155 degrees F. and seafood and eggs must be cooked at 145 degrees F. Metal stemmed thermometers must be provided at each booth to monitor product temperature.
5. Adequate refrigeration must be available for proper food storage.
6. Samples must be protected from contamination by sneeze guards, domes, or covers.

7. At least a five (5) gallon container of water with approved sanitizing such as 1.5 teaspoon of bleach for each 1 gallons of cool water must be available to clean and sanitize utensils or pans that may have been dropped or need cleaning.

8. No smoking or eating is permitted in any booth preparing or serving food.

9. A fire extinguisher must be provided in any area using canned heat, gas or fire.

10. Adequate extension cords must be available and stored to prevent electrical shock or a tripping hazard.

11. All food must be stored off the floor.

12. All parties affiliated with our show are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials.

B. Cooking and Food Preparation:

1. Any exhibitors cooking and preparing food in their booth must complete the **FOOD SAMPLING BOOTH FORM** in the Exhibitor Service Kit.

2. Any food that is fully or partially baked, grilled, fried, heated or otherwise prepared in the booth for attendee sampling must be listed on the **FOOD SAMPLING BOOTH FORM**, located in the Exhibitor Service Kit. Temperature sensitive foods such as dairy products, fish, or any other product that requires a regulated temperature should also be listed on the **FOOD SAMPLING BOOTH FORM**.

C. Heated and Cooking Oil or Grease Operations:

1. Exhibitors using heated oil or grease for cooking or any other purpose must have a type "K" fire extinguisher present during the demonstration. An example of this extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher. Disposal shall follow storm water and EPA guidelines.

2. All booths having cooking demonstrations that use liquid propane gas equipment must have a 2A-10BC fire extinguisher and have Fire Marshal approval.

3. Liquefied petroleum gas (LPG) shall not be used inside buildings, tents or in other areas.

4. All appliances and equipment fired by natural gas shall be approved by the Plumbing Inspector and/or Fire Marshal before being used.

5. Each exhibitor shall provide an approved non-combustible container with approved cover for daily accumulation of waste material.

D. Dishwashing Facilities: Two exhibitor clean-up areas will be available during show days and set-up time. RESTROOMS AND JANITORIAL CLOSETS ARE NOT FOR THIS USE.

E. Water/Waste Disposal/Ware Washing: No oils, combustibles, or any liquids other than water may be poured in the CCC drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in CCC restrooms. Fountains, aquariums cookware, pools, etc., may not be filled.

XII. LABOR AND SERVICES

A. Auxiliary Services: Decorating, drapery, furniture rental, drayage, sign painting and labor will be handled by the official service contractor.

1. The exhibitor shall provide only the material and equipment that is owned and is to be used in the exhibit space. All other items used in the booth are to be provided through arrangements with the official service contractor. Payment for services provided to the exhibitor by the contractor is the responsibility of the exhibitor. All services not ordered in advance must be procured through the Exhibitors' Service Area, which will be maintained in the Exhibit Hall.

2. Forms for ordering auxiliary services (Exhibitors' Service Kit) will be supplied to you 90 days prior to show time from the official service contractor.

B. Special Services: Exhibitors requiring exceptional or unusual services should submit their orders well in advance to ensure availability of such services. All labor requirements can be acquired from the official service contractor.

C. Union Requirements:

1. Exhibitors may hand carry, in or out, their own equipment so long as they use a designated entrance and said equipment is delivered to the booth solely by the exhibitor with a minimum amount of trips and without the use of carts or dollies.

2. Exhibitors may set up and dismantle "pop-up" exhibits in their booth with a minimum amount of tools if the display can be completed in thirty (30) minutes or less.

3. Exhibitors may plug in certain products in their booth to pre-designated outlets as long as they do not exceed 110 volts.

XIII. STORAGE AND SHIPPING

A. Storage Behind Booths: Because of fire regulations, NO STORAGE will be allowed behind booths. If any exhibitor has special problems in this area, please advise the official service contractor during set-up.

B. Frozen Food and Refrigeration Storage: Information on this topic is in the Exhibitors' Service Kit. This kit will be mailed to exhibitors approximately 90 days prior to show time from the official service contractor.

C. Shipping Instructions: Delivery receipts, waybills and bills of lading are to show weight, number of pieces and classification. Shipments to the warehouse should be timed to arrive no later than seven (7) days prior to the opening of the conference. CCC does not accept freight shipments

for exhibitors. Questions regarding shipping should be directed to the official service contractor.

XIV. MISCELLANEOUS

A. Exhibitor Housing: Housing information and other necessary forms will be sent from SNA once a signed contract is received and exhibit space has been paid in full.

B. Social Functions: Hospitality suites and meeting rooms must receive prior written approval by Meetings Department to obtain a release from the hotel. The Association does not restrict social functions in hotel suites with the exception that functions may not compete against any official ANC event or program and that these social functions end prior to midnight. NOTE: RESERVATIONS FOR SUITES IN ANY PARTICIPATING HOTEL MUST BE APPROVED BY THE SNA MEETINGS DEPARTMENT. A request form for meeting rooms and hospitality suites will be included in Exhibitor Service Kit. **Sunday, Monday and Tuesday evenings (July 16, 17 & 18, 2012, respectively),** are the "free" nights: (subject to change) on which no SNA functions are planned for attendees. Violation of the public space rule by any exhibitor could cause this rule to be reversed to the use of hospitality suites only, and the violator's firm name will be made public to all participating exhibitors.

C. Security: Twenty-four-hour security will be provided by the Association throughout the entire Exhibit, including set-up and teardown days at the entrances to the Exhibit Hall and Freight Doors. Any theft is to be reported to show management immediately and a theft report must be completed. Security also will be available in the aisles during clean-up each day. Exhibitors must provide adequate insurance in their own insurance policies for theft. Individual

booth security is available at an additional fee to exhibitors and is recommended by show management, as show security will be circulating the hall. Although general overall security service will be provided by the Association for the exhibition period, the Association and the security service will not be responsible for the loss of any material by or for any cause.

D. Signs: A two-line standard sign (7" x 44") is provided complimentary to exhibitors, including booth number and company name. Additional signs may be ordered through the Exhibitors' Service Kit.

E. Official General Service

Contractor: GES Global Experience Specialists, Inc. is the official general service contractor for THE SNA Show and is in charge of show production.

GES Global Experience Specialists, Inc.

7050 Lindell Road
Las Vegas, NV 89118-4702
Phone: (800) 475-2098
Fax: (866) 329-1437
Internat'l: (702) 263-1520
Website: www.ges.com

F. Exhibitor Service Kit: The official general service contractor will distribute to each Exhibitor, approximately ninety (90) days prior to the show opening, an information and service manual that provides Exhibitors with complete shipping instructions, production information, and other forms for all services needed during installation, show days and dismantle. If you have any questions in advance, please call GES at the aforementioned address.

The Exhibitor must be in "*good standing*" with the Association in order to receive the Exhibitor Service Kit.

XV. LIABILITY

It is agreed that the exhibitor shall make no claim of any kind against the

Association, operator of the Gaylord Opryland Convention Center Nashville, City & County of Denver and SMG, its Officers, Agents & Employees, its agents or employees, or against any of the Association's agents or employees for any loss, damage, theft or destruction of goods; nor for any injury that may occur to itself or its employees while in the Exhibit Hall; nor for any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to its business by reason of the failure to provide space for an exhibit or removal of the exhibit, or for any action of the Association or its participants, agents or employees in relation to the exhibit or exhibitor, and the exhibitor shall be solely responsible to its own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of the leased space or exhibit.

XVI. EXHIBITOR INSURANCE

Exhibitors must carry:

A. Comprehensive General Liability:

Insurance with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury or death and property damage, including coverage's for personal injury, contractual, and operation of mobile equipment, products and liquor and liability (if applicable).

B. Worker' Compensation:

Insurance as required by Colorado State law;

1.) Employers Liability Insurance-

with limits not less than \$1,000,000 for each occurrence. Workers compensation insurance coverage is required when there are paid Licensee employees on site working the event. However, coverage can be waived in certain circumstance when applicable, such as the following:

- Other than Show Management, no

paid staff

- Sub-contractors or temporary agencies staffing utilized.
- Volunteers used for event work
- Associations, clubs, religious, charitable organizations without employees
- Your organization is State Exempt from coverage, i.e., independent contractor/sole proprietorship; non-profit organization; volunteer associations etc.; organization with no employees.

2.) Automobile Liability Insurance-

with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage's for owned, non-owned and hired vehicles, including loading and unloading operators. The coverage protects SMG, our municipal partners, as well as our clients from the risk and liability exposures inherent to vendors, exhibitors and sub-contractors driving upon our docks and exhibit hall floors during set-up and taken down operations. Comprehensive General Liability, Workers' Compensation and Automobile Liability Insurance policies required shall name as additional insured's: the **City & County of Denver and SMG, its Officers, Agents & Employees.**

1. Each insurance policy required above shall include the following required provisions within the body of the insurance contract or by endorsement to the policy:

(a) The term of this insurance is for the duration of this contract which includes the period from the right of access to set up through the period allowed for removal of property.

(b) Companies issuing the insurance policies shall have no recourse against City & County of Denver and SMG, its Officers, Agents & Employees for payment of any premiums or assessments for any deductibles, which all are at the sole responsibility and risk of Lessee.

(c) The term “City & County of Denver and SMG, its Officers, Agents & Employees” shall include all authorities, boards, bureaus, commissions, divisions, departments, and offices of City and the individual members, employees and agents thereof in their official capacities, or while acting on behalf of the City & County of Denver and SMG, its Officers, Agents & Employees.

(d) The policy clause “Other Insurance” shall not apply to any insurance coverage currently held by City & County of Denver and SMG, its Officers, Agents & Employees, to any such future coverage, or to City’s self-insured retention of whatever nature.

(e) City & County of Denver and SMG, its Officers, Agents & Employees reserves the right to review the insurance requirements during the effective period of the contract and to adjust insurance coverage’s and limits when deemed necessary and prudent by the City’s Risk Management Division of the Human Resources Department.

Certificates of Insurance: Copies of additional insured endorsements and primary coverage endorsements and, if requested, complete copies of policies, satisfactory to SMG, shall be furnished to SMG no later than sixty (60) days before the first move-in day of the Event. Certified copies of the Certificate of Insurance or policies shall provide that they may not be canceled without thirty (30) days advance written notice to SMG. A copy of the Certificate of Insurance must be sent to SNA Exhibits Operation at least 90 days prior to the show and must be on file with show management before an exhibitor may take possession of the assigned booth space. All sub-contractors must carry the same insurance coverage as all exhibitors. SNA must receive proof of this insurance prior to the exhibit hall set-up. It is strongly recommended that exhibitors also carry insurance to cover

loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the Exhibition site. While the Exhibition provides security guards, this is solely as an accommodation to exhibitors, and the Association, CCC and the City & County of Denver and SMG, its Officers, Agents & Employees assumes no responsibility for any loss, damage or injury to any property of the exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever.

XVII. INDEMNIFICATION BY EXHIBITOR

Neither the Association, the management of the Association, nor the operators of the CCC premises, City & County of Denver and SMG, its Officers, Agents & Employees, its agents or employees shall be held liable for injuries to any persons or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to, arise from or be in any way connected with the exhibitor’s occupation of display space, or on account of the neglect by exhibitor of any rule, regulation or instruction of the Association; or any rule, regulation or instruction of the premises; or on account of violation of any law, ordinance or governmental regulation of any kind. The exhibitor shall indemnify and hold the Association, the management of the Association and the operators of the premise harmless against all such claims. To the fullest extent permitted by law, the exhibitor is responsible for all damage to the exhibit hall, and for any and all claims and demands on account of any injury or damage to property occurring in or upon the exhibitor’s booth space or occurring in whole or in part due to or arising from the acts of the exhibitor, its employees, agents, licensees or

contractors. The exhibitor expressly agrees to save and hold harmless the Association, its management, agents and employees from any and all claims, liabilities and losses for injuries to persons (including death) or damage to property arising in connection with exhibitor’s use of the exhibit space.

XVIII. CONFERENCE POSTPONEMENT AND/OR CANCELLATION

The Association, in its discretion, shall have the right to postpone or cancel the conference and exhibit and shall be liable in no way to the exhibitor for losses resulting from such delay or cancellation. The Association will not be liable for the fulfillment of this contract as to the delivery of exhibit space if no-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Exposition, or for any cause beyond its control. In the event of its not being able to hold an exhibit for any of the above-named reasons, the Association, in its sole discretion, shall determine the amount of exhibit fees to be refunded, if any, less legitimate expenses incurred, and the exhibitor hereby waives any further claim against the Association, its directors, officers, agents or employees for losses or damages that may arise in consequence of such inability to occupy the assigned space.