

# EXHIBITOR POLICIES and GUIDELINES

Florida Forestry Association

## TRADE SHOW

September 7-8, 2011

Renaissance World Golf Village Resort

St. Augustine, Florida

[www.worldgolfrenaissance.com](http://www.worldgolfrenaissance.com)

Space is available on a first-come, first-served basis (guaranteed upon receipt of payment). Full refund upon request if notice provided by August 15, 2011. The exhibitor fee includes one complete Annual Meeting registration. Additional participants at each booth must be registered and pay an additional registration fee.

No exhibitor is permitted to sublet, share (only one company per booth space allowed) or resell the contracted exhibit space to any other company or person.

All exhibit displays, equipment, products, etc. must stay within the boundaries of the contracted space. No exhibitor is permitted to block visibility of neighboring exhibits with their display, staff, equipment or products.

No exhibitor has the right to deviate from the approved floor plan for the said event.

No exhibitor is permitted to sell or display unprofessional, distasteful or offensive products.

The exhibit area will be locked during non-operating hours, and a staff person will be available in the room during hours designated as open. However, neither Florida Forestry Association nor Renaissance WGV Resort will be responsible for any lost, stolen or damaged property or goods.

The exhibitor understands that neither the Florida Forestry Association nor Renaissance WGV Resort maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain such insurance. The exhibitor assumes the entire responsibility for losses, damages and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the Florida Forestry Association, Renaissance WGV Resort, its owners and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

The Florida Forestry Association, its agents and employees will not be held liable for failure to hold the Trade Show as scheduled. Payments for booth space will be returned in that event, except that any expenses incurred in connection with the Trade Show will be deducted if the event is called off due to fire, any act of God or the public enemy, strike, epidemic or any law, regulation or public authority which makes it impossible to hold the event.

Exhibitor set-up: Tuesday, Sept. 6, 1 pm – 5 pm (preferred); Wednesday, Sept 7, 8 am – noon.

Exhibitor teardown: Thursday, Sept. 8, 6:30 pm – 10 pm; Friday, Sept. 9, 7 am – 10 am.