

Rules, regulations, and requirements for Exhibitors at CASMEC

Please accept the rules/terms below

1. **Application:** Application for space is made by an electronic registration form (<http://www.casmech.org/store/store.php>), which will be available to prospective exhibitors in the summer of each year. CBDA accepts credit cards processed through Stripe. *Registration is not complete until payment and/or the Exhibit Host receives Stripe receipt.* Indemnifying clause applies as stated in the contract.
2. **Insurance Certificate is required:** Include a copy of your company certificate of insurance or a letter acknowledging your responsibility for insurance to cover merchandise.
3. **Cancellations:** Cancellations must be made in writing. For cancellations prior to December 1 all monies less a \$100 service charge will be refunded. While cancellation notice is still required, there will be no refunds after the December 1 deadline.
4. **Space allocation and reservation deadline:** All space assignments will be made when all materials and payment has been received on a first-come/first-served basis. The Exhibit Host reserves the right to assign booths and assignments are considered final once notification has been sent out.
5. **Set up time and show hours:** This information is included in the online registration form, and will also be sent out upon request. For the convenience of booth representatives, the hall will be open to them at least one hour prior to the scheduled exhibit hours.
6. **Content of booth:** Exhibitor must obtain license for copyrighted work (such as music and literature) used in exhibit space and will indemnify and defend CBDA and affiliated organizations against any claims or suits alleging copyright infringement for use of copyrighted material by the exhibitor.
7. **Sound level:** USE OF SOUND SYSTEMS IS A PRIVILEGE, NOT A RIGHT. Careful attention by the exhibitor is expected to avoid excessive use of musical instruments in the booth-a source of annoyance to adjacent exhibitors and nearby activities. Exhibitors featuring musical instruments are strongly urged to direct instrumental players to face *away from the south wall (or to accompany player to the south freight hallway)*.
8. **Objectionable Exhibit/Person:** Exhibit Host reserves the right to censure any exhibit that may be objectionable or detracting from the general character of the exhibit area as a whole. If the situation is not corrected, the Exhibit Host reserves the right to prohibit or evict such exhibit. Said exhibit, person, or persons hereby hold CBDA, its affiliated organizations, and exhibit hall property owner harmless from, and waive any right, and/or claim for damage arising from said prohibition/ejection. In the event of restriction, eviction, or ejection, CBDA is not liable for refunds or other expenses.
9. **Solicitation:** Disposition of circulars and promotional material is permitted only within the space assigned to the exhibitor. No firm, organization, or school sales representatives are permitted to solicit business within the exhibit area if not official exhibitors, (meaning those who have not purchased space).
10. **Care of Building & Equipment:** Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building structure or furniture.
11. **Empty Cartons/Crates, etc.:** Empty cartons/crates are not to be stored in the exhibit booth. CBDA and the affiliated organizations shall not be responsible for empty cartons/crates not properly marked for storage.
12. **Special Services:** All special electrical services, carpenters, and additional furniture or equipment needs must be made through the appointed event management company according to instructions using the forms ("service pack") sent to exhibitors with the booth confirmation packet. Payment for these services is the sole responsibility of the exhibitor.
13. **Shipping/Drayage/Freight:** The appointed event management company, TriCord Tradeshow Services, handles all freight; forms are provided in the service pack provided by TriCord Tradeshow Services. All crates should be clearly labeled with accurate information including company name, booth number,

show name (“CASMEC”) and the address. ADVANCE SHIPMENTS ARE SENT TO DRAYAGE ADDRESS, NOT EXHIBIT PROPERTY). All personnel staffing the booth must know how and when shipments are made in case a problem should arise. If extremely large and/or cumbersome equipment is included in a display, the event management company should be notified so adequate set-up time is allocated. Please consult the service pack for detailed information.

14. **Security:** Reasonable security is provided. CBDA and the affiliated organizations will use reasonable care to protect exhibitors from loss and will have security on duty when exhibit hall is not open to conferees. It is strongly recommended that exhibitors remove small display items and cover the display with a cloth during the time exhibits are closed.

15. **Dismantling before closing time is strictly prohibited!** In signing the contract, exhibitors agree thereby to hold booths intact and remain in compliance with the schedule. This is a CBDA REQUIREMENT, A MUSIC INDUSTRY REGULATION, AND AN EXHIBIT HALL REGULATION. Violation of this regulation may result in a company not receiving preferred booth location or being prohibited from exhibiting at a future CASMEC.

16. **Regulations in force:** On completing registration, the Exhibitor enters into an agreement with CBDA, of which the above regulations are a part. All regulations are in force once registration is complete. Items not specifically covered above are subject to the decision of the Exhibit Host and/or the CBDA Board.

____ By accepting these terms, I attest to having the right to agree to these terms, and I am not, and will not be, under any disability, restriction or prohibition, contractual or otherwise, with respect to these terms and agree to comply with the terms thereof.
