



TPIE Show Rules and Regulations

Rules and regulations are an important part of any trade show because they set the scene for a smooth-running and successful show for all participants. Much consideration has been given to developing these trade show policies. Please review and make sure you and the people who'll be working your booth(s) understand and follow these rules. All rules and regulations will be enforced by the trade show manager and trade show operations and policy committee.

The most important rule for any trade show: Be a Good Neighbor!

Contract for Exhibit Space

A signed contract and full payment of rental charges together constitute a contract between the exhibitor and trade show management for use of specified exhibitor space. A signed contract clearly documents that the exhibitor has read and will comply with these rules and regulations.

Cancellation of Booth Space

Show management reserves the right to cancel any exhibitor prior to the opening of the show for non-payment of deposit, non-payment of balance or misrepresentation of products to be displayed.

Refund Policy

Booth deposits (50% of total booth cost) will not be refunded under any circumstance. Additional balances may be refunded if booth is cancelled prior to 90 days in advance of starting show date. Cancellation or booth reduction after October 21, 2016 will result in the loss of the entire booth fee.

Change of Dates

If show management shall consider it inadvisable to hold the trade show at the time and/or location originally published, show management shall have the right to change the dates and/or location. Exhibitor shall be given written notice regarding such changes to address shown on contract.

If Show is Not Held

In the event the trade show is not held for any reason beyond the control of show management the rental and lease space to the exhibitor shall be cancelled and terminated upon the return of the rental fee paid by the exhibitor for space in the trade show for this specific event. Return of the rental fee will terminate any liability of show management.

Space Assignment

Space assignment will be made on a seniority-priority system based on the number of continuous years in the show. Every effort will be made to place exhibitors in the area of their choice, however, show management reserves the right to place, move or relocate exhibitors in cases of necessity for the total benefit and operation of the show.

Sub-leasing of Booth Space

Exhibitor may not assign, sublet or apportion the whole or any part of the booth space assigned, nor permit any other party to exhibit therein without the express written consent of the trade show management. Exhibitor may distribute only promotional or advertising materials in his booth that refer to products or services manufactured, grown or sold by the exhibitor in the regular course of business. Any requests for sharing exhibit space must be submitted in writing 45 days prior to the show giving specifics of the request: reasons why exhibitors wish to share space, names and contact information of parties involved and full details on products to be displayed along with printed material on the products, if available.

Character of Exhibits

Exhibits are restricted to products and services of interest and related to the nursery and horticultural trade. Show management reserves the right to restrict exhibits which, because of noise, method of operation, or for any other reason become objectionable and to prohibit or evict any exhibit which, in the opinion of show management, may detract from the general character of the show. Any direct or indirect display for marketing purposes of artificial or preserved plants, trees or flowers in or on a display booth in the show is prohibited. In the event of restriction or eviction due to rules violation show management is not liable for any refunds on rentals or other exhibit expenses.

Models or Demonstrators

Models or demonstrators are permitted in the exhibitor's booth provided they are, in the opinion of show management, tastefully clothed and keep their activities within the parameters of the exhibitor's booths at all times.

Demonstrations and Sales Activities

All demonstrations and other sales activity must be confined within the limits of the booth(s) of each respective exhibitor. Distribution of printed material and displaying of signs, posters, banners, etc. must be limited to the confines of the booth(s) of each exhibitor and distributed and/or displayed in such a manner not to interfere with other exhibitors. Exhibitors wishing to distribute samples or advertising materials such as yard

sticks, shopping bags, etc. may do so from their own exhibit space only, provided it does not interfere with the security of the show. No sample plant material may be distributed or leave the exhibit hall prior to close of show on final day.

Over the Counter Sales

Over the counter sales (sale of items which the purchaser removes during the show) are strictly prohibited. This condition does not in any way restrict the normal trade show sales activity of taking orders for delivery after the show, nor does this condition have any relationship to the Internal Revenue Service ruling prohibiting sales at certain trade shows.

Sale of Display Items

The sale of material used as display items in the exhibit booth is permitted. However, the purchaser won't be permitted to remove items from the exhibit hall until close of show on the final day of TPIE and should have a receipt for items purchased.

Equipment with Oil or Gasoline Engines

The operation of oil or gasoline engines is prohibited and all engines must be free of fuel while in the exhibit hall. Tanks must be drained to one-fourth tank and taped or locked closed by order of the fire marshal. Battery cables must be disconnected.

Audio/Visual Equipment

All audio/visual equipment must comply with the requirements of fire prevention authorities, the policies of the exhibit hall and applicable labor unions. The use of loud speakers and public address equipment is prohibited. Exhibits which include the operation of musical instruments, radios or any noise-making equipment must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors. All plans for installation and operation of special equipment must be approved by show management prior to TPIE.

Food and Drink

No food or drink shall be given away or sold by exhibitors in the exhibit hall unless purchased through the concessionaire. The concessionaire has exclusive rights for the sale of all food and drink within the exhibit hall and on the premises.

Care of Exhibit Space

The exhibit hall floor and aisles will be cleaned daily. Exhibits must be put in proper order before the show opens each day. Booths not in order before opening hour may be straightened at the direction of show management at the expense of the exhibitor. Exhibitors must order booth vacuuming (includes emptying trash cans) from the show decorator if they wish to have that service. Exhibitors shall not injure, mar, mark, paint, drive any nails, hooks, tacks, pins, screws, use scotch tape, masking tape or in any way deface exhibition hall premises. Exhibitor shall be liable for any and all damages which he may cause to the building or otherwise in connection with his exhibit.

Storage and Handling of Crates and Boxes

Items in the aisles of exhibit hall when aisle carpet is ready to be laid will be thrown away. Crates & boxes can be stored by decorator for a fee.

Use of Outside Contractors

Any exhibitor wishing to use a firm other than the official service contractor for TPIE must notify show management at least 30 days in advance of the show with the contact information and supervisor in attendance. The outside contractor must supply show management at least 30 days prior to the show the names of exhibiting companies using their services, the names of personnel employed at show site and appropriate certificates of insurance.

Fire Laws

Federal, state and city fire laws must be strictly enforced. All booth decorations will be flameproof. Electrical wiring used by exhibitors must conform to National Electrical Code Safety Rules and the local fire department regulations. If inspection indicates that any exhibitor has neglected to comply with these regulations or otherwise creates a fire hazard, show management may cancel all or part of the exhibit that is irregular.

Security

Show management will provide security at the designated entrances and exits, as well as security for reported incidents during show hours. Show management will also provide security and lock down the exhibit hall after show hours. Each exhibit booth should further be manned during all show hours by employees of the exhibitor and in all cases and at all times the ultimate responsibility for booth security lies with the exhibitor. As further protection, exhibitors are encouraged to have a least one employee in the booth during the hours of move out to ensure security of the booth's materials. FNGLA (TPIE) and the Broward County Convention Center shall not be held liable under any circumstance for the loss or theft of any or all items from an exhibit booth.

Outside Exhibits

Under no circumstances shall exhibits be placed outside or in the parking area of the convention center.

Pets or Animals

No animals or pets are permitted in the building except as an approved exhibit, activity or performance legitimately requiring the use of animals. Seeing-eye dogs are exempt. Pets which are approved to be in the building must be insured and on a leash, within a pen or under similar control at all times. The exhibitor will be fully responsible for the animal(s) at all times. Proof of liability insurance coverage will be required.

Insurance

Exhibitors should consult their insurance companies to confirm or add coverage to insure trade show materials and displays.

Damage to Exhibits

While being loaded, unloaded or moved to booths by move-in crews and/or the show decorating company, said crews and company will not be responsible for damage to materials improperly packed, for concealed damage, for loss or theft of exhibit material after it has been delivered to the booth or before materials have been picked up for loading out of the booth. It is suggested that shipments be fully insured by the exhibitor.

Non-Compliance to Rules and Regulations

Each exhibitor, for himself and his employees, agrees to abide by these rules and regulations and by subsequent amendments and additions considered by the show management to be in the best interest of all exhibitors. Upon non-compliance with the rules, show management reserves the right to prohibit, reject or eject any exhibitor, exhibitor representative or exhibit, in whole or part, with or without giving cause from the show. If cause is not given, liability shall not exceed the return to the exhibiting company of rental fee unearned at the time of ejection. If an exhibitor is ejected for violation of these rules or any other reason, with cause, no return of rental fee shall be made.

Exhibit Hall Liability

FNGLA (TPIE) and the Broward County Convention Center shall not be liable to the exhibitor for any damage, loss or destruction of any exhibit or the property of exhibitor by fire, personal injury, theft or other liability.

Limitation of Liability

It is expressly understood and agreed that by purchasing exhibit space in an FNGLA-sponsored trade show, the exhibitor will make no claim against the trade show or FNGLA or any of its members or employees for any loss, damage or destruction of goods, nor for any injury that may occur to himself or his employees while in the exhibit area, nor for damage of any nature or character whatsoever.

Indemnification

Exhibitor further agrees to indemnify and hold harmless FNGLA and its trade shows, its successors and assigns against all loss, cost, expense, including attorney fees, claims, suit and judgments whatsoever in connection with injury to or death of any persons, loss or damage to any property arising from or in any way connected with performance of exhibitor, its personnel or equipment.

Fog Machines

No fog machines may be utilized in booth displays. Fog machines interfere with the laser fire protection systems.

Helium balloons

Helium balloons may not be used as giveaways. Helium tank storage inside the building is prohibited.

Protection of Lobby Areas

During move in or out at the Broward County Convention Center, no carts or dollies may be used on the carpeting or terrazzo in the lobby areas.

No Children during Move In/Out

No children will be allowed into the convention center during move-in or move-out as a safety policy of the Broward County Convention Center.

No Tipping

Please do not tip union personnel for services which they are already being compensated by the show decorator or show management.

Artificial Plants, Trees and Flowers

Any direct or indirect display for marketing purposes of artificial or preserved plants, trees or flowers in or on a display booth in the show shall be prohibited. The TPIE Committee has recently allowed an exemption for holiday décor, please contact staff to be included in the exemption.

Height Restrictions for Display Materials (including trees)

Due to the emergency fire detection systems used by the convention center, no material over 20' in height (including root ball) can be moved into the Broward County Convention Center. The largest equipment to bring in materials will be forklifts that have a maximum lift capacity of 5,000 pounds. Anyone with excessively heavy materials should contact the decorator to determine if provided equipment can handle the material and whether additional costs apply to bring in those items.

Items Not Covered

All points not covered herein are subject to settlement by the general policies of the trade show management, and said management reserves the right to make changes, amendments and additions to these rules and such further regulations as they shall consider necessary for the benefit of the show.

Revised 3/21/17