

SHOW RULES & REGULATIONS

1. SHOW HOURS

Tuesday, March 16

9:00 a.m. VIP Entrance (sponsors will be notified)

10:00 a.m. - 7:00 p.m.

Wednesday, March 17

9:00 a.m. - 3:00 p.m.

Each exhibiting firm must provide an attendant in its booth space during all show hours.

2. INSTALLATION OF DISPLAY

Set-up: Monday, March 15
12:00 p.m. - 11:59 p.m.

ALL DISPLAYS MUST BE FULLY SET UP AND READY BY 7:00 A.M. ON TUESDAY MARCH 16. If exhibitor's booth is not set by 7:00 AM on Tuesday, LEDUCATION reserves the right to set the booth at the exhibitor's expense.

3. DISMANTLING AND REMOVAL OF DISPLAYS

Dismantling period begins at 3:00 p.m. on March 17 and must be completed by 11:59 p.m. that evening. All exhibitor displays or materials left in the hall after 11:59 p.m. on March 17 will be packed and shipped at the discretion of show management and all applicable service charges will be applied to the exhibitor of record.

IN NO CASE WILL DISMANTLING BE ALLOWED BEFORE 3:00 P.M., ON WEDNESDAY, MARCH 17 Penalties for future exhibits will be imposed for any firm beginning to breakdown before 3:00 p.m.

4. PAYMENTS, CANCELLATIONS, REFUNDS

Contracts must be submitted with a minimum of \$500 deposit of the total space rental charge with the balance due on or before September 18, 2020. LEDucation will charge a \$500 late penalty for any exhibits not paid in full by September 18, 2020. LEDUCATION reserves the right to cancel exhibit space if the balance has not been received by November 1, 2020. **NO EXHIBITOR WILL BE ALLOWED TO SET UP OR ENTER THE HALL IF THEIR BALANCE HAS NOT BEEN PAID.** SHOW MANAGEMENT RESERVES THE RIGHT TO HAVE SERVICE CONTRACTOR HOLD FREIGHT AND ORDERED SERVICES IF BALANCE HAS NOT BEEN PAID

Listing in the Exhibit Listing cannot be guaranteed for contracts received after February 12, 2021.

No refund will be made for space that is not used or for space that is unused during part of the exhibit. Should space remain unoccupied at the opening of the exhibit, LEDUCATION may rent or use it without obligation of refund.

CANCELLATION POLICY: Spaces confirmed are not transferable, and a charge of 100% of the total cost of space rental will apply for all cancellations after September 18, 2020. The exhibiting company will be responsible for this charge even if payment has not been made before cancellation. No refund for exhibit space will be made after

September 18, 2020. All Cancellations must be in writing and be received by email to info@leducation.org

5. USE OF EXHIBIT SPACE

Show management reserves the right to refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of show management, compatible with the general character and objectives of the exhibit, or to remove or change exhibits it finds offensive.

6. SERVICES INCLUDED IN RENTAL FEE

Booth rental includes space, standard tabletop backdrop (8' high x 6' wide white drapes), side rails (42" high side drape), one standard identification sign, one table (optional – 6' long x 2' wide x 30" tall), one wastebasket, and shared standard power drops. LEDucation recommends you bring along additional extension cords and surge protectors. All other services provided by AEX Convention Services will be at the sole expense of the exhibitor.

7. AISLE

The aisle is under LEDucation control and must not be used in any manner for exhibit space or promotion. This includes use of your rep groups. All rep groups will need to request in writing any use of aisle space and will require approval from show management. This includes but is not limited to stickers, bag trees, signage, etc.

8. SUBLETTING OF EXHIBIT SPACE

Exhibitors are prohibited from assigning or subletting booths or any part of the space allotted them except upon written permission from LEDucation. Please contact show management prior to exhibition.

9. SOUND & LIGHTING

LEDucation reserves the right to eliminate sound and/or lighting that interferes with other exhibitors; for example: bands, intercom systems, etc.

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10. **SERVICE CONTRACTOR**

The official service contractor is:

AEX Convention Services
3089 English Creek Avenue
Egg Harbor TWP, NJ 08234
Phone: 609/272-1600
Fax: 609/272-1680

A complete exhibitor service kit will be sent to each exhibitor in early December.

The official service contractor will have complete control of all dock and loading facilities. AEX Convention Services will receive all direct and advance shipments and van loads, handle all freight and provide all labor and equipment, as required. All services not ordered in advance must be procured through the Exhibit Service Desk, which will be maintained outside the exhibit hall.

11. **NON-OFFICIAL CONTRACTOR RULES**

Exhibitors must use their own bonafide personnel or personnel hired from AEX Convention Services for installing and dismantling exhibits.

Non-Official Installation and Dismantling Contractors must use labor supplied by AEX Convention Services. Supervision of AEX Convention Services personnel by the Non-Official is allowed.

The following is required:

Exhibitor must advise AEX Convention Services by email, thirty days prior to the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise the erection of their exhibit.

Non-Official must furnish proof of adequate insurance, in the form of a policy rider furnished by their broker to the AEX Convention Services office no less than thirty days in advance of the actual installation dates.

Non-Official must furnish Show Management the names, addresses, and telephone numbers of key executives for emergency contact.

All personnel must be properly badged at show site.

This statement and insurance rider is not required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Official Installation and Dismantling Contractors (supervisors) will be allowed on the exhibit floor only during official installation and dismantling hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

12. **MATERIAL HANDLING**

Work rules require that the official drayage contractor off-load all equipment and display material from common carriers or van lines. The use of fork trucks and pallet jacks is permitted only by personnel of the official drayage contractor. Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be bonafide, full-time company employees of the exhibiting company.

They must be off-loading from a car, van, or truck owned by personnel of the exhibiting company.

They may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are not permitted in the lobby at anytime within the property. The use of fork trucks, pallet jacks and any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

13. **LABOR/UNION INFORMATION**

Electrical, Telephone, Plumbing, Audio Visual, and Food and Beverage Services are exclusive contracts performed by employees of Hilton Midtown Hotel. Licensed electricians provide all building power sources and perform hard-wiring installations as required. PSAV will be responsible for all electrical and wireless internet connection purchases. {Please see **SERVICE ORDER FORMS** in the Service Kit}

14. **CARE OF BUILDING**

Nothing can be posted on, taped, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other properties of Hilton Midtown. At the conclusion of the exhibit, the exhibiting firm must surrender space occupied by it in the same condition as it was at the time the space was initially occupied. Cost of repairing any damages to Exhibit Hall will be billed to the responsible exhibitor.

If you need a list of the basic minimum rules and regulations for all shows, exhibition, special events, and function operated within the Hilton Midtown, please contact the events department at the New York Hilton Midtown directly by calling 212-586-7000.

SHOW RULES & REGULATIONS

15. **LIABILITY AND INSURANCE**

INDEMNIFICATION

Exhibitor waives, releases and agrees to indemnify and save harmless the Designers Lighting Forum of New York (DLFNY), including its officers, employees or agents, from all damages, losses, expenses, claims and injuries, including liabilities for injuries to persons or property, and for damage to property, including the loss of use thereof and the costs and expenses of defending any and all claims arising out of the use of the New York Hilton Midtown by the Exhibitor or any person admitted to the New York Hilton Midtown by the Exhibitor or by reason of any person's affiliation with the Exhibitor or that are sustained at the Exhibitor's booth or on account of the Exhibitor.

INSURANCE COVERAGE REQUIREMENTS.

Exhibitors shall procure, pay for, and maintain at least the minimum insurance said forth below.

1 Commercial General Liability/or broad form comprehensive general liability, to include:

- a. Premises/operations
- b. Products/completed operations hazard
- c. Broad form contractual liability
- d. Personal injury liability
- e. Designers Lighting Forum New York operations inclusive
- f. Limits of not less than \$1,000,000 combined single limit for bodily injury, personal injury and property damage

2 Workers' Compensation Insurance.

The limits provided shall be statutory. If the Exhibitor is a self insurer for Workers' Compensation, a Letter of Certification from the industrial commission of its state of domicile showing them to be an approved or authorized self insurer or member of the state compensation fund shall be provided.

3 Employer's Liability Insurance with the following limits shall be provided:

- a. Bodily Injury by Accident: \$100,000 each accident
- b. Bodily Injury by Disease: \$100,000 policy limit
- c. Bodily Injury by Disease: \$100,000 each employee

4 Commercial Property or Inland Marine Insurance.

These policies shall specifically insure the property of the Exhibitor in, on or adjacent to the New York Hilton Midtown against the normal perils covered by such insurance on a broadform, all-risk basis. Each insurer of any policy of such insurance (or if any self insurance retention program or deductible exists with respect to such claim, the Exhibitor) shall waive its right of subrogation or its right to pursue in its favor any and every claim arising in its favor against Designers Lighting Forum New York with respect to any loss or claim arising from or as a result of the Exhibitor's participation in or

presence at Designers Lighting Forum New York LEDucation Convention and Tradeshow.

5 Commercial Automobile Liability Insurance or Business Auto Policy, covering:

- a. Bodily injury (including death) or property damage arising from any accident or occurrence caused by or arising from the ownership, maintenance or use of any owned, non-owned, hired or leased vehicle used by the Exhibitor.
- b. The minimum limit to be provided by this policy shall be not less than \$1,000,000 combined single limit for bodily injury or property damage liability.
- c. Designers Lighting Forum New York shall be named as additional insured, but only with respect to the operations of the Exhibitor on, at, in or adjacent to the premises of the New York Hilton Midtown during the entire period commencing on March 15, 2021 and ending on March 18, 2009 both dates inclusive.

CERTIFICATE OF INSURANCE. Exhibitor shall furnish Designers Lighting Forum of New York with a Certificate of Insurance on or before February 27, 2009.

1. The certificate shall be completed so as to certify that Designers Lighting Forum of New York has been added as additional insured under both the general liability insurance policy and the automobile liability insurance policy issued to the Exhibitor.
2. The insurance policies certified by that certificate may not be materially changed or terminated without 30 days prior notice to Designers Lighting Forum of New York
3. The policies issued to the Exhibitor shall explicitly provide that they shall cover all operations of the Exhibitor and the entire Exhibitor's property located at, in, or on the convention facility.
4. The insurance carriers used to provide the insurance satisfying the insurance requirements set forth below shall be licensed and admitted to do business in the state in which the convention facility is located, or shall be named on the list of qualified unauthorized insurers maintained and approved by the insurance department of the state in which the convention facility is located. Such insurance carriers in no event shall have an A. M. Best's rating of less than A.

16. **FIRE REGULATIONS**

All materials used in the Exhibit Hall or any other room of the New York Hilton Midtown must be non-flammable to conform to the Fire Regulations of the State of New York. Exhibitors having said materials MUST have available for inspection a "Certificate of Flame proofing" while attending the trade show. Packing containers, excelsior, wrappings, and similar materials must be removed from the exhibit area and not stored under tables or behind displays. Exhibitor shall not, without the prior written consent of Designers Lighting Form of New York and the New York Hilton

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Midtown put or operate any engine or motor or machinery on the premises, or use oils, burning fluids, gasoline, kerosene, naphtha, propane gas or any other type of bottled gas or engine for either mechanical or other purposes. Electrical wiring and equipment installation must conform to the National Electrical Code and the Electrical Code of the New York Hilton Midtown. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.

If you need a list of the basic minimum guidelines and requirements for all shows, exhibition, special events, and function operated within the New York Hilton Midtown please contact 212/586-7000.

17. **PROMOTION OR SALES SCHEMES**

To protect exhibitors from expensive schemes or other competitive advertising projects, Designers Lighting Forum of New York does not authorize any firm or individual to solicit exhibitors on any basis because of their participation in the show. The names of any individuals or firms doing so should be promptly reported to show management. This restriction does not pertain to solicitations for the regular issues of recognized roofing trade publications or other publications specifically authorized to solicit.

18. **BADGES/REGISTRATION**

Each exhibiting company will receive **three complimentary registrations** for each booth for which they have paid. A fee will be required for each additional badge.

No one will be allowed in the exhibit hall (before, during, or after trade show hours) without proper registration identification.

19. **OUTSIDE ENTERTAINMENT AND SPECIAL MEETINGS**

Show Management must be notified of all requests for exhibitor-sponsored functions, (including hospitality suites, social activities, and business meetings) in writing no later than February 1, 2021. A request for space should be sent via email to info@leducation.org

Exhibitors shall not organize, promote, publicize, or invite organized group attendance at, or provide transportation to or from any outside entertainment or meeting (including hospitality suites, social activities, and business meetings) for persons attending the Convention, or any of the advertised convention dates during periods when either exhibits, seminars, or regular convention events are scheduled except as approved in writing by the Designers Lighting Forum of New York. Penalties for future exhibiting will be imposed.

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20. **HOTEL RESERVATIONS**

Designers Lighting Forum of New York will be using the New York Hilton Midtown for this year's headquarter hotel.

To take advantage of the special convention rates, your reservations must be made directly to the New York Hilton Midtown reservations department at 212/586-7000.

Reservations can also be made on-line by logging on to www.leducation.org. All hotel information can be found under the **Venue** tab. We will have a direct link to reserve rooms for your convenience.

The cut-off date to receive the discounted rate is February 19, 2021. Any reservation made after the cut-off date are on a space availability basis and subject to prevailing rates.

All reservations must be guaranteed and accompanied by a first night's room deposit, guaranteed with a major credit card.

New York Hilton Midtown cancellation policy requires rooms to be cancelled 48 hours prior to the day of arrival in order to avoid a cancellation penalty. Failure to give proper notification will result in the first night's room rate being charged to the guest. A valid cancellation number is necessary to avoid a no-show charge.

21. **INTERPRETATION AND ENFORCEMENT**

Designers Lighting Forum of New York has full power of interpretation and enforcement of these rules and may amend them at any time. Any matters not specifically covered herein are subject to decision by Designers Lighting Forum of New York and all decisions so made shall be binding and all parties affected by them as the original regulations. Designers Lighting Forum of New York reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any such change.

22. **RESOLUTION OF DISPUTES**

In the event of a dispute or disagreement between an exhibitor and an official contractor, or between an exhibitor and a labor union or labor union representative, or between two or more exhibitors, all interpretations of the rules governing the exposition, actions or decision concerning this dispute or disagreement by show management intended to resolve the dispute or disagreement shall be binding to the exhibitor (the exhibiting firm's employee, representative or agent). Show Management may close the offending exhibiting firm's display. The exhibitor expressly agrees to hold show management harmless and prepayment will not be refundable. Show management also reserved the right to refuse to rent future exhibit space to the offending exhibitor.

23. **ADDITIONAL INFORMATION:**

All inquiries should be directed to:

Designers Lighting Forum of New York
PO Box 7252
New York, NY 10116
E-mail: info@leducation.org