



## INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS



10th Biennial EMS in the Fire Service Conference

### **Official Exhibition Rules and Regulations**

**Fontainebleau Hilton Resort Hotel**

**June 7-10, 2009**

**Miami Beach, Florida**

### **OFFICIAL EXHIBITION RULES AND REGULATIONS**

All exhibitors are subject to the following rules and regulations. The letters IAFF refer to the International Association of Fire Fighters acting through its officers, employees, or agents and the words "Show Management" refers to the IAFF or Convention Services Limited, the IAFF's contractor in the management of the exhibition. This Agreement is not effective until signed by the IAFF General President and returned to the applicant party.

### **EXHIBITION LOCATION, DATES, AND TIMES**

All exhibits must be opened and staffed during the hours listed below. The IAFF reserves the right to change the dates and/or times and will notify all registered exhibitors of any such changes as soon as possible.

Sunday, June 7 – 7:00 AM – 12 Noon – Set-up/Install

#### Exhibition Hours:

Sunday, June 7 – 12 Noon – 6:00 PM

Monday, June 8 – 7:30 AM – 5:00 PM

Tuesday, June 9 – 7:30 AM – 5:00 PM

Wednesday, June 10 – 7:30 AM – 11:00 AM

Wednesday, June 10 – 11:00 AM – Breakdown

**CONTRACT FOR SPACE**

Applications for exhibit space are to be received on the provided IAFF Application Form. Your full payment of **\$2,000.00 (US)** for a standard booth or **\$1,500.00 (US)** for a non-profit/government booth must accompany this form. Cancellations must be in writing and received by May 25, 2009. If the exhibitor cancels the contract on or before May 25, 2009, **\$100.00** will be retained for handling and processing. The remainder of the fee will be returned. If the exhibitor cancels between May 26, 2009 and June 5, 2009, **50%** of the full fee will be returned. After June 5, 2009, no refund for cancellation will be issued. Space not occupied by the registered exhibitor by 12 Noon on Sunday, June 7, 2009, will be forfeited and no monies shall be returned.

**BOOTH EQUIPMENT AND CONSTRUCTION**

Exhibit space is a 10' x 10' area complete with pipe/draping, a sign bearing the company/organization name and a booth number, a table, two chairs and a wastebasket. Displays must be self-supporting; attachments, including nails and screws are not permitted in the building floors, columns or walls. Exhibits must not obstruct the view or interfere with the displays of neighboring exhibits. Janitorial service will be provided to the aisles. All other furniture/equipment must be obtained through Show Management or provided by the exhibitor.

**SPACE ASSIGNMENTS**

Booth space is assigned based on date of receipt and availability. Preference for prime exhibit space and special requests will be accommodated as possible. All dimensions are approximate. The IAFF reserves the right to make modifications.

**USE OF EXHIBIT SPACE**

No exhibitor shall reassign, sublet or share space allotted without written consent of the IAFF. Demonstrations, interviews and other activities must be confined to the allotted space. To maintain uniformity and prevent the obstruction of view to adjoining booths, displays must not be higher than 8 feet in the back and 3 feet along side dividers and aisles, unless it is an island space and a height waiver has been requested and received from the IAFF.

**SALES OF ITEMS**

Vendors/exhibitors at IAFF Conferences are limited to selling items that are made in the United States or Canada and are union made whenever possible. Vendors/exhibitors are prohibited from selling items bearing the IAFF logo unless the vendor is authorized to do so under the IAFF Logo Policy; a copy of which is attached. The IAFF reserves the right to revoke without refund a vendor/exhibitor's permission to operate a booth if this Policy is not followed. Any vendor/exhibitor who has any doubt as to whether he or she is in compliance with this Policy is urged to contact the IAFF prior to submitting an Application for Exhibitor Space.

**VENDOR'S/EXHIBITOR'S AUTHORIZED REPRESENTATIVES**

The IAFF will have sole control over all admission to the conference and exhibition.

**REGISTRATION OF VENDOR'S/EXHIBITOR'S REPRESENTATIVES**

Each exhibiting organization shall provide the IAFF with a list, by May 26, 2009, of all personnel who will be responsible for the installation, operation and removal of the display at the conference. A badge will be issued to each of these individuals and shall be worn at all times during the exhibition and conference.

**ACCEPTABILITY OF EXHIBITS**

All products and services exhibited must be consistent with the interests of the IAFF and its affiliates, and must be operated in a way that will not detract from other exhibits or the convention as a whole. Exhibitors may not advertise or display goods or services other than those manufactured and/or sold by them in the normal course of business. The IAFF reserves the right to determine eligibility of any organization/products for inclusion in the exhibition and reserves the right to require immediate withdrawal of any exhibit/product.

**SIGNS AND GRAPHICS**

Absolutely no signs or graphics may be placed outside of the assigned exhibit space. This includes the walls in or adjacent to the standard booth, as well as, in the aisle area beyond the standing booth limits.

**PUBLIC ANNOUNCEMENT SYSTEMS**

The exhibit hall public announcement system is not to be used for any announcements other than those expressly approved by the IAFF.

**RESTRICTIONS IN OPERATION**

If the operation of any equipment or apparatus produces noise of a certain volume or objectionable odors to neighboring exhibitors or guests we will require that such operations be discontinued. The exhibitor agrees that PA systems, radio, television, motion pictures or other sound or visual aids will be operated in such a manner and places as to provide no inconvenience to other exhibitors.

No copyrighted music if licensed through ASCAP, BMI, or SESAC may be played in the exhibit area at any time. This applies to both recorded and live music. All wiring of booths or display fixtures must meet local fire department regulations. This applies to all booth construction and electronic equipment. Be sure these specifications are met before sending your display to the exhibit site. The IAFF reserves the right to prohibit use of any equipment contravening these rules. No balloons or other helium-inflated items can be used within the exhibit hall unless approved in advance by the IAFF.

**MEETING ROOM**

The assembling of attendees in any meeting or special function room at the Fontainebleau Hilton Resort Hotel by any exhibitor/organization for any business, social or other event without the expressed written consent of the IAFF is prohibited.

**ON SITE SALES**

Cash or Credit Card sales are permitted. License, taxes to sell, payment of sales tax and any other legal business requirements are the sole responsibility of the exhibitor. Purchasers of goods must be provided with a bill of sale or receipt.

**INSTALLATION AND DISMANTLING**

Exhibitors may begin installation on Sunday morning, June 7, 2009 beginning at 7:00 AM and must be completed by 12 Noon. Any exhibitor using an outside contractor for installation, dismantling or operation should employ only union companies as necessary. If outside contractors are used, the exhibitor must notify the IAFF, in writing, identifying the contractor(s), listing the supervisory personnel and supplying evidence of adequate liability insurance coverage by authentic copy. Breakdown and dismantling of booths and exhibit space shall not commence until 11:00 AM on Wednesday, June 10, 2009.

**STORAGE OF PACKING CRATES/BOXES**

Exhibitors will not be permitted to store storage crates and/or large boxes within their exhibit space during the conference. These items properly marked will be stored in a storage area within the Exhibit Hall. It is the responsibility of the exhibitor to mark and identify their crates and boxes. The IAFF assumes no liability in the storage of these items.

**CARE OF FACILITIES**

The exhibitor in the installation and dismantling of the booth display may not post, tack, staple or otherwise affix anything to the exhibit hall property. The exhibitor shall be liable for any and all costs to repair and/or replace property damaged or destroyed.

**SECURITY**

The IAFF will use reasonable care to protect the exhibitor from loss and will provide security guard service during installation, dismantling and non-exhibit hours. The furnishing of such services shall not be construed to be an assumption of obligation with respect to exhibitors personal or company/association property. Exhibitors should insure their display against loss or damage. All packages, cases, etc. are subject to examination before removal from the exhibit hall.

**FIRE, SAFETY AND HEALTH**

The exhibitor assumes all responsibility of compliance with local, city and provincial ordinances as well as regulations covering fire, electrical wiring, safety and health. Cloth decorations must be flameproof. Wiring must comply with local fire department rules. Aisles and fire exits must not be blocked at any time by exhibit materials, crates and/or boxes, etc. No combustible decorations, such as crepe paper, cardboard etc. shall be used at any time. All packing containers, wrapping materials, etc. shall be removed from the floor and may not be stored in the exhibit area.

**LIABILITY, INSURANCE AND INDEMNIFICATION**

The exhibitor is responsible for all damages to the exhibit facilities, which includes any and all claims and/or demands on account of any injury or damage to property done, occurring in or about the premises used by the exhibitor, his/her agents, employees, servants licensees or contractors occasioned by negligence or intentional contact. The exhibitor agrees to indemnify and hold harmless, the IAFF, their agents, employees, affiliates, and contractors for any liability arising from operation of the exhibit, excluding any liability caused by the sole negligence of the IAFF. The exhibitor is responsible for and must provide adequate insurance to cover indemnification. The exhibitor further acknowledges that he/she is responsible for obtaining insurance in such amounts as deemed necessary to comply with obligations contained herein and for his/her own protection during the course of the event including transport.

**FULFILLMENT OF CONTRACT**

In the event that any part of the exhibit facility is damaged or destroyed by fire, the elements, civil commotion, labor unrest or by any other cause of circumstances that warrant it impossible for the IAFF to permit exhibits to occupy the exhibitor's assigned space assigned during any part of the period covered, the exhibitor will be charged for space only for the period that the space was or could have been occupied. Under such circumstances, the IAFF will not be liable for the fulfillment of the contract as to the delivery of space.

**GENERAL / AMENDMENTS**

These rules and regulations are to be construed as part of all space contracts. All interpretations as well as answers to questions or matters not specifically covered by the rules and regulations will be decided by the IAFF. These rules and regulations may be amended at any time by the IAFF and will be equally binding on all parties affected. Written notification of any such amendments will be provided to exhibitors.

**AMERICANS WITH DISABILITIES ACT**

Please advise the IAFF if you or any of your exhibiting staff may require special assistance or accommodations to maximize your participation.

**IAFF WEB SITE**

As part of the vendor fee, the IAFF will allow each exhibitor to link to their own Web site from the IAFF Web site devoted to this Conference. In addition, the vendor may provide to the IAFF a brief (up to 100 words) description of the organization/company and their Web site address which will be placed with the link on the IAFF site. The IAFF anticipates this section of our Web site ([www.iaff.org](http://www.iaff.org) <<http://www.iaff.org>>) will be available by April 1, 2009 and will remain available for at least one (1) month after the close of the Conference. The IAFF will upload the vendor information within ten (10) working days after receipt of the above requested materials.

*I certify by my signature that I have read the rules and regulations of exhibiting at this IAFF Conference and agree to abide by them.*

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***SIGNATURE***

***DATE***

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***VENDOR NAME / ORGANIZATION***

***PLEASE SIGN AND RETURN THIS FORM TO:***

International Association of Fire Fighters  
Division of Technical Assistance/Information Resources  
Attn: Lori Moore-Merrell  
1750 New York Avenue, NW  
Washington, DC 20006

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***HAROLD A. SCHAIBERGER***  
**IAFF General President**

***DATE***