



I understand that agreeing to exhibiting/sponsoring at this event includes signing and adhering to the Rules and Regulations and COVID-19 protocols that will be provided after approval. In addition, I agree to the rules regarding sales of items. The exhibitor will not sell items at the event made outside of the United States or Canada. The exhibitor will not sell items bearing the IAFF logo unless authorized to do so under the IAFF Logo Policy.

### 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. This agreement is not effective until signed by the IAFF and returned to the applicant party.

### EXHIBITION LOCATION, DATES AND TIMES

Exhibits will be held in Shaw Centre, Ottawa, Ontario. All exhibitors 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.

#### Set-up/Install:

Saturday, August 6	9:00 a.m. – 4:00 p.m.
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#### Exhibition Hours:

Sunday, August 7	9:00 a.m. – 5:00 p.m.
Monday, August 8	11:00 a.m. – 5:00 p.m.
Tuesday, August 9	7:30 a.m. – 2:00 p.m.
Wednesday August 10	7:30 a.m. – 2:00 p.m. (Followed by break-down)

### BOOTH EQUIPMENT AND CONSTRUCTION

Exhibit space is a 10' x 10' area complete with a sign bearing the Exhibitor name and a booth number, a table, two chairs and a waste basket. 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 booths/aisles. All other furniture/equipment should be provided by the exhibitor.

### SPACE ASSIGNMENTS

Booth space is assigned based on level of sponsorship, date of receipt and availability. Preference for 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 at IAFF conferences are limited to selling, displaying and giving away items that are made in the United States or Canada and are union made whenever possible. Vendors 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 an exhibitor's permission to operate a booth if this policy is not followed. Any exhibitor who has any doubt as to whether he or she is in compliance with this policy is urged to contact the IAFF at [sponsorship@iaff.org](mailto:sponsorship@iaff.org) prior to submitting an application for exhibitor space. Cash or credit cards 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.

## **EXHIBITOR'S AUTHORIZED REPRESENTATIVES**

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

## **REGISTRATION OF BOOTH REPRESENTATIVES**

Each exhibitor shall provide the IAFF with a list 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 exhibits must be operated in a way that will not detract from other exhibits or the Conference 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 venue by any exhibitor/organization for any business, social or other event without the expressed written consent of the IAFF is prohibited.

## **INSTALLATION AND DISMANTLING**

The installation and dismantling process for the exhibition shall follow the schedules provided. Exhibitors shall employ only union labor where necessary by union agreement. 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 vendor booths and exhibit space shall be commenced as scheduled in Section of Exhibition Location, Dates and Times.

## **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.

## **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.

## **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 negligent or intentional conduct. 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 solely by 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. During 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.

## DISABILITIES

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

## IAFF WEBSITE

The IAFF will allow each exhibitor to link to their own website from the IAFF website devoted to the conferences. In addition, the vendor may provide to the IAFF a brief (up to 100 words) description and an image logo of the organization/company and their website address which will be placed with the link on the IAFF site. The website will remain available for at least one (1) month after the close of the conferences. The IAFF will upload the vendor information within five (5) working days after receipt of the above requested materials. Visit [www.iaff.org](http://www.iaff.org) for any updated information on the conference.

*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.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Vendor Name/Organization \_\_\_\_\_

## EMAIL THIS FORM TO [SPONSORSHIP@IAFF.ORG](mailto:SPONSORSHIP@IAFF.ORG) OR MAIL TO:

International Association of Fire Fighters  
Attention: Erin Lynch  
1750 New York Avenue, NW  
Washington, DC 20006

Office use only

\_\_\_\_\_ Date \_\_\_\_\_