



## **PLEASE NOTE . . .**

YOU WILL RECEIVE YOUR BOOTH NUMBER & AN EXHIBITOR KIT FOR ORDERING ELECTRICITY, OR ANY OTHER EXHIBIT SUPPLIES YOU MIGHT NEED. PLEASE GET THE NECESSARY FORMS BACK TO OUR EXPO CONTRACTORS AS SOON AS POSSIBLE, SO THAT THEY CAN SERVICE YOUR SHOW NEEDS IN AN EFFICIENT AND PROFESSIONAL MANNER.

### **DIRECTIONS TO THE MORRISTOWN NATIONAL GUARD ARMORY**

From the North or South, take Route 287 to Exit 35 onto South Street going West. Go about 1 mile to the center of town and go 3/4 of the way around the Square. Turn right onto Washington Ave. Go to the 2<sup>nd</sup> traffic light and turn left onto Western Ave. The Courthouse is on your left. Proceed about 1.5 miles to the Armory and turn left into the parking lot. You will be directed where to Check In.

### **EXHIBITOR RULES AND REGULATIONS**

By entering into this Contract, Exhibitor Agrees to follow all Rules & Regulations pertaining to this show as stated here-in, or as amended and interpreted by JMK EVENTS Management. Management considers such Rules and Amendments an intrinsic part of the Contract for Exhibit Space, including the right to establish further regulations as may be deemed necessary for the well being and success of the show. These rights include, but are not limited to the reassignment of Booth Space or location if Management considers it necessary.

Exhibitor further agrees to release JMK Events, the Facility, and/or their agents and employees, from all liabilities for injury to self or employees and/or show attendees while within the Exhibitor's exhibit space, or from any damage or loss to Exhibitor's merchandise from time of arrival to departure of Exhibitor. Exhibitor agrees to not hold JMK EVENTS and Facility Management responsible in any way for loss due to theft, fire, flood, damage, accident, natural disaster, or any other cause. Exhibitors are advised to carry their own insurance to cover all of the above stated items.

JMK EVENTS reserves the right to reject, prohibit, or expel any Exhibit which in its sole judgment is not in keeping with the character of the Show. This reservation is all inclusive as to persons, things, printed materials, products, advertisements, behavior, presentation, etc.

### **FIRE, SAFETY & GOVERNMENT REGULATIONS**

Exhibitors are required to follow all Fire Regulations pertaining to exhibiting in this show, including the use of fire retardant or non-combustible table coverings, draperies, curtains, tenting, and decorations of any kind. A notarized flame proofing certificate should be available for any combustible type of materials. The use of petroleum, butane, propane, liquefied petroleum, helium, etc. is prohibited from use in any exhibit in the show.

Exhibits or displays may not extend beyond the limits of the Exhibitor's booth, and may not protrude into any aisles or passageway. No display may block or obscure any adjacent or neighboring display.

Electrical wires must contain 3-prong grounded plugs. "Household" type electrical wires and extension cords are prohibited from use, and will be removed from service if being used in any exhibit which may be a fire hazard.

Exhibitors are bound by all pertinent municipal, state and federal laws, regulations, and codes affecting the operations of the Exhibitor's business as it relates to its participation in this show. It is the Exhibitors responsibility to obtain the proper licensing and certifications necessary to conduct their Show business.

Security personnel will be provided throughout the run of the Show, from move-in to move-out. Shop lifting incidents, if any, should be reported immediately to Show management. We DO prosecute shoplifters.

### **GENERAL SHOW RULES & POLICY**

Exhibitors are required to move in and set up during specified Set-Up Hours, prior to the Show's opening, and to remain set up until the Show is officially closed by management at 6PM on Sunday. Exhibition area is to be kept neat and clean during all show hours. Noise must be kept to a minimum, so as not to offend other Exhibitors or the public. Only qualified Company representatives may staff a booth. Booths may not be shared or sublet without the knowledge and approval of Show management. Sales solicitations and distribution of promotional literature is permitted only within the confines of your own booth.

Exhibitors are required to leave the Armory's Exhibition Area with all their merchandise and materials by the end of the Breakdown and Move-Out period. Any Materials and merchandise not removed by the end of the Move-Out period shall be removed at the sole expense and responsibility of the Exhibitor. Show Management and Facility Management will not be responsible for the safe-keeping and return of any items left at the end the Move-Out Period.

It is hereby understood and agreed by the Exhibitor, that should the Exhibitor fail to comply in any respect with the exhibit and Payment Terms of this Contract, then Show Management shall have the right, without notification, to offer for sale the Exhibit Space covered by this Contract. Exhibitor agrees to be liable, upon demand, for any monetary deficiency, loss or damage suffered by the Show as a result of the herein stated breach of contract for the specified space.

It is further agreed that the actual occupation of the exhibit space by an Exhibit is of the essence thereof, and that should the Show not be able to effect the sale of the space as herein provided, the Show is then expressly authorized to cause said space to be occupied in such manner as it may deem to be in the best interests of the Show, without any rebate or credit whatsoever to the Exhibitor, and without releasing in any way said Exhibitor from any liability to pay the Show the full amount as stated herein.

JMK EVENTS will not be liable for the fulfillment of this Contract if non-delivery of the said exhibit space is due to any of the following causes: - By reason of the facility being destroyed or damaged due to an act of God, a war or insurrection, a fire or flood, a strike, the authority of the Law, a postponement or cancellation of the Show, or for any cause beyond the control of JMK EVENTS. If the Show cannot take place due to any of the afore-mentioned reasons, JMK EVENTS will then reimburse exhibitors on a pro rata basis for any amount paid in, less any and all legitimate expenses incurred for salaries, advertising operating expenses, facility rental, etc.

**DO NOT HESITATE TO CALL US IF YOU HAVE ANY QUESTIONS. WE LOOK FORWARD TO PRODUCING A SUCCESSFUL, ENJOYABLE, WELL ATTENDED SHOW.**

**CORDIALLY,**

**THE STAFF & MANAGEMENT OF JMK EVENTS**

**6 PILGRIM DRIVE SUCCASUNNA, NJ 07876  
(973) 927-2794**