



**Terms & Conditions**  
Event - Saturday, September 29, 2018 - 2pm - 5pm

**PAYMENT**

If a booth reservation is made before the Balance Due date of September 15, 2018, a \$150 payment is required at time of booking to secure booth space. If reservation is made on or after the Balance Due date, the total amount due must be paid at that time to secure booth space. Any and all returned checks will be assessed a \$15 charge the first time they are returned and a \$20 charge if returned a second time. If the balance is paid more than one week past the due date, a \$15 late charge will be added to the total amount due, unless payment arrangements are made.

**CANCELLATIONS**

If the expo is cancelled by Twin River for any reason, other than an act of God or an act of war, the amount paid by exhibitor will be refunded. If you cancel one month or more prior to the event, all monies paid will be returned. You forfeit any monies paid if you cancel within one month before the Expo. If you cancel within one month before the Expo, and if Twin River cannot resell your booth space, you will be charged the full amount of the booth. If you do not cancel and do not exhibit, all monies paid are forfeited and, if the booth is not paid in full at that time, you will be charged the full amount of the booth.

**EXPO HOURS**

All exhibits must be set up before the expo opens on Saturday, September 29, 2018 by 1:00 pm for 2:00 pm Doors, and must stay intact during expo hours. Expo management reserves the right to pull tables out of any booth not set up by 1:00 pm the day of the expo. Each booth must be staffed during all expo hours. All exhibits must be broken down on Saturday, September 29<sup>th</sup> by 11:00 pm.

Banners, signs, items on display and anything in or on the booth must stay intact until the expo is over. ALL attendees must have valid identification and show proof of age (21 plus event) and exhibitors are required to present a show badge for admittance to all show events.

**SEMINARS AND SHOW EVENTS**

All seminars and show events are available on a first-come, first-serve basis.

**LOADING AND UNLOADING**

Loading and unloading must be done through the Event Center loading dock. Parking in the loading dock area is allowed while loading or unloading and the vehicle must be moved immediately after.

Load-in will begin on Friday, September 28<sup>th</sup> from 12pm – 5pm; Load-in will continue on the day of the Expo between 7:00 am and 1:00 pm and load out will be between 5:00 pm and 11:00 pm that same day. All exhibitor materials must be out of the exhibit space no later than 11:00 pm.

## **SHIPPING**

Exhibitors will be responsible for their own shipping arrangement before and after the exposition.

## **BOOTH SPACE ASSIGNMENT**

Booth location will be assigned by expo management. Expo management reserves the right to relocate booth space which may be affected by the floor plan, or in the interest of optimum traffic control and exhibitor exposure. All exhibits must be set up by 1:00pm on Saturday, September 29<sup>th</sup>.

## **BOOTH SPACE**

Each booth is supplied with a 6' covered table, 2 chairs and a trash receptacle. If needed, extra tables and chairs may be ordered. All items that are not a part of the display must be kept out of sight during the expo. The size of the FULL BOOTH space depends on where it is located. The entire exhibit must be contained within the assigned space.

## **ADDITIONAL BOOTH REQUIREMENTS**

Standard electrical needs (110 volts, 20 amp) can be purchased for \$75.00 per single booth space.

Wireless internet accessibility can be purchased for \$50.00 per single booth space.

Ice can be purchased for \$25.00 per 10 gallons.

6 foot covered table \$50.00 each.

## **BOOTH RESTRICTIONS**

Attaching signs or anything else in any way to posts, walls, seating areas, columns or any other piece of property is strictly prohibited. Spray paint and bubble machines are strictly prohibited. If any part of this rule (no attaching signs, spray paint, and bubble machines) is violated, the exhibitor will be billed \$100.00 (one hundred dollars) per square foot for any repairs needed, with a minimum cost of \$150 (one hundred fifty dollars).

All banners, signs, etc. must be made of **non-flammable** material and a certificate must be provided to Expo Management if asked. No open flames are allowed.

Subletting and sharing of booths is not allowed.

Literature, business cards and any other material handed out at your booth must not include the name, phone number, address or any other vital information about any other company besides that represented by your booth, unless that company is exhibiting in the expo. The only exceptions are exhibiting magazines and newspapers. Any literature that represents a company not in the expo will be discarded by expo management. If the literature continues to be handed out, exhibitor will pay an additional fee equal to the cost of booth space. In addition, said company may be restricted from exhibiting in future Twin River Casino expos.

No literature may be handed out in any other part of the venue – outside the perimeters of your booth – unless it is by another participating company, at their booth, in the expo.

Exhibitor must give full disclosure of every type of product or service that will be presented in the booth space, even if it is all listed under the exhibitor's company name.

## **TASTE TEST/SAMPLING – RETAIL**

Consumers may sample or be offered tasting of whiskey brands on the licensed premises only under controlled circumstances which ensure the beverages are not served to underage persons. Bracelets and tickets will be used to control the number of samples for each guest. No samples will be given without a ticket exchange. Samples of the product may not be given to the consumer to be taken off the licensed premise – NO EXCEPTIONS. Pouring guidelines will be distributed and will need to be reviewed and signed for prior to the event.

All applicable taxes must be paid in full on the alcoholic beverages to be offered in any taste testing or sampling program

## **AMPLIFIED SOUND**

Amplified sound is not allowed during expo hours unless previous authorization has been given to Expo Management in writing. This includes, but is not limited to, the use of microphones, sound systems and tape players or CD players with speakers. Televisions and computers are allowed within reason and are to be kept at a low level, not amplified. The sound should not be heard outside the perimeters of your booth.

## **MEDIA DEVICES/CAMERAS**

No cameras or media devices allowed without written permission from show management.

## **INSURANCE**

Exhibitor is solely responsible for any and all occurrences inside his/her booth. Proof of insurance must be sent in with registration form.

## **SECURITY**

Although security is provided during the expo, Twin River is not liable for lost or stolen items.

## **ADVERTISING**

The expo name may be included in exhibitor advertising; however expo management must be informed in advance of the content. Twin River has the right to use your company's name in advertising in so far as to say that the company is participating and showcasing products or services at the expo.

## **MARKETING PROGRAM**

Twin River encourages and supports Exhibitors marketing the expo through current customers, website, and other marketing materials. Special show program listing all sponsors and exhibitors. E-marketing including broadcast emails, e-newsletters and website banners. Complimentary passes for your best customers. Free Promotions of your show specials. Free marketing and public relations support. Free distribution of your media kit on site.

## **DRAWINGS, PROMOTIONAL GIVE-ALWAYS AND MAILING LISTS**

All exhibitor drawings and promotional give-always must be free and clear of financial obligation on the part of the winner. All contest terms and conditions, and list of prizes available and their value must be clearly posted.

Expo management reserves the right to cease any drawings which do not meet with the above criteria.

Mailing lists compiled by exhibitors at the expo may not be sold or otherwise distributed and are for the exclusive use of the exhibitor listed on the contract.