

AG EXPO 2019 RULES AND REGULATIONS



An Ag Educational and Networking Event

Rules and regulations are subject to change annually.

SHOW TIMES: Fri., Jan. 18 - 2 to 8 pm

Sat., Jan. 19 - 9 am to 4 pm

Ike Hamilton Expo Center, 501 Mane St, West Monroe, LA 71292

Set-up Wed. 1/16 - Thurs. 1/17 - Fri. 1/18 am to Noon

Tear down: Sat. 1/19 at 4.05 pm until 10 pm

Contact: Millie Marie Warden 318.355.2495 - mmwarden@agexpo.org

Payment

Payment for exhibitor space is due in full with application. The signed application becomes a binding contract when accepted by the Council. **Space reservations will be made only after payment has been received in full.** Cancellations will receive one-half refund when requested on or before December 31, 2018. No refunds will be issued for any reason after December 31, 2018. Credit cards are accepted with additional 3% handling fee. Call 318.355.2495 for details. Final deadline for all applications and payments is Friday, Dec. 14, 2018.

Space Reservations

Booth space is first granted to sponsors of record by October 12, 2018, then exhibitors, based on the date payment is received, availability of the requested area, amount of space requested, special needs and compatibility of exhibitors, and needs for the overall success of the exhibition.

The North Louisiana Agri-Business Council reserves the right to refuse booth space to any individual or group without explanation.

Exhibitor Badges (for exhibitor worker admission to show anytime)

Four (4) company badges will be provided to each exhibitor plus one additional badge per extra booth space purchased. Additional badges may be purchased at a cost of \$10.00 each. It is the responsibility of the exhibitor to make arrangements for workers. If workers need to share allocated badges, please provide a list of worker names to admissions at front door. You may leave extra badges there for arriving workers, and ask leaving workers to drop their badges at this location for arriving staff.

Booth Information

1. Standard booth equipment consists of one 10' wide by 10' deep booth area, one (1) 8' table with table cover and skirting on three sides, and 2 chairs. Drapes are hung from an 8' high pipe across the back of the booth. Side rails/drapes are 3' high. Nothing may be attached to the drapes. All additional decorations or construction will be exhibitor's responsibility. Any additional equipment needed will be at an extra cost, payable **prior to event**. Additional tables need to be reserved prior to the show at a cost of \$20.00 each. **A limited number of tables will be available at set-up, but cannot be guaranteed. Requests at set-up will be handled on first come, first served basis, at increased price, while supplies last through Gumbeaux Productions, our show decorator.**
2. Exhibitors who desire decorative flooring, special chairs or other accessories may rent them from Gumbeaux Productions, authorized show decorator. Registered Exhibitors will receive info for show booth extras from Gumbeaux Productions, about a month before the show.
3. **5 amps of electricity** are provided each single booth. This is a single outlet, not a duplex outlet. Exhibitors must provide their own electric extension cord and power strip to run from the power center along the back line of their booth. **There is not enough power available for electric heaters or cooking devices.** With advance notice arrangements may be made to provide additional electricity in **some** areas of the arena. Any exhibitor using more amperage than approved will be asked to remove items causing power outages.
4. Exhibitors agree to confine the presentation and distribution of materials entirely within the designated boundaries of the contracted space and to maintain a staff in the assigned exhibit space during Expo hours.
5. Exhibitors having any form of open flame must notify the Expo staff prior to the Expo and must have an approved fire extinguisher at hand. Some gas heaters may be used in the arena, but must be approved within 24-hours of show set-up.
6. No exhibitor shall assign, sublet or share the space allotted them without the written consent Ag Expo Staff.
7. Booths or display structures must be self-supporting, and not anchored to walls, floors or booth drapes. Displays and booth structures must not extend into the aisle.
8. It is not the desire of the Council to have unnecessary music, live demonstration or entertainment, flashing lights or noises during the Expo, however, if the Exhibitor has a need for any of these things, they must seek approval

from the Council. The Council reserves the right to halt any demonstration or attraction which may interfere with other exhibitors or the quality of the expo.

9. **Exhibitors may not sell or give away any beverage or any item offered by Ike Hamilton Expo Center concessions (Ike Hamilton Expo Center Rules per contract). Check with show management before ordering premiums.**
10. Please be aware that the floor of the IKE is dirt that will be packed and covered with a geotextile floor covering ON THE ENTIRE SHOWROOM FLOOR (Except Heavy Equipment area).
11. Exhibitors who wish to purchase inside heavy equipment space must also purchase table(s) if needed.

Installation of Exhibits

Heavy equipment to be exhibited in the arena must be in place by 4:00 p.m. on Thursday in order to reduce congestion for other exhibitors. Installation of any part of any exhibit may start on **Thursday between 8 am and 5 p.m.** **All exhibits must be installed by 11:00 a.m. on Friday.** All exhibits requiring forklift will receive space assignments on East side of arena (left of center aisle on floor plan). Only hand dollies will be permitted for moving show materials to the west side of the show floor. **NO DRIVE-IN TO BOOTHS. ONLY HAND DOLLIES AND EXPO CENTER UTVs and FORKLIFT PERMITTED ON GEOTEXTILE FLOOR.**

Special Notice: Exhibitors placed in Booth #s121 - 126, 139 & 140, and 151- 162 may set up AFTER 3:30 pm on Thursday. These booths are used for Ag Alley School Children special education sessions on Wed. and Thurs., and will require resetting after Ag Alley closes on Thursday.

Dismantling and Removal of Exhibits

Exhibits must remain intact until AG EXPO closing time at 4:00 p.m. on Saturday. **All exhibits must be dismantled, packed and removed by 10 pm Saturday night.** Materials/property not removed from facility by deadline will be moved and discarded to make way for next arena event.

Liability for loss or damage

Each exhibitor is responsible for providing his or her own insurance coverage. Security personnel will be stationed in the exhibit area during show hours. The building is secured overnight. Parties to this contract shall not be responsible for any injury, loss or damage except in the event that such injury, loss or damage arises out of negligence or willful act of such party. Signs or other articles may not be affixed, nailed or otherwise attached to the floors, walls, or doors in such a manner as to deface or damage the exhibit area. The exhibitor hereby agrees to assume all risks relating to such property and shall hold the Council and Ike Hamilton Expo Center harmless from all loss or liability related thereof.

Inflated Balloons

No exhibitor may give away or decorate with inflated balloons. Helium filled balloons are not permitted in the Ike Hamilton Expo Center.

Campaign Organizations

While the Council recognizes the important role government plays in agriculture, the Council remains neutral in its support for anyone seeking political office. No political campaign booths are allowed and no political campaign displays will be allowed in booths.

The North Louisiana Agri-Business Council reserves the right to interpret, amend and enforce these regulations as it deems proper to assure the success of the exposition.

Please return a signed copy of the Rules and Regulations along with the application and payment.

The exhibitor has read and agrees to the conditions of this document:

Company Name _____

Exhibitor's Signature: _____

Title _____ Date _____

Contact:
North LA Agri-Business Council
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www.agexpo.org