



# AG EXPO 2011 RULES AND REGULATIONS

\*Rules and regulations are subject to change annually.

Contact: North LA Agri-Business Association  
P. O. Box 2356  
West Monroe, LA 71294  
Voice: 318.355.2495  
Fax: 318.644.5698  
Email: [agexpo@bayou.com](mailto:agexpo@bayou.com)  
[www.agexpo.org](http://www.agexpo.org)

## Payment

The North Louisiana Agri-Business Council must receive all contracts for exhibit space and **payment in full by Friday, December 17, 2010**. The signed application becomes binding as a contract when accepted by the Council. **Booth assignments will be made only after payment has been received in full.** Cancellations will receive one-half refund when requested on or before January 5, 2011. No refunds will be issued for any reason after January 5, 2011. The North Louisiana Agri-Business Council reserves the right to refuse booth space to any individual or group without explanation.

## Exhibitor Passes

Four (4) company passes (badges) will be provided to each exhibitor and one additional pass (badge) per extra booth space purchased. Additional passes may be purchased at a cost of \$6.00 each. It is the responsibility of the exhibitor to make arrangements for workers. Exhibitors needing more than 20 passes may purchase them at a discount prior to the Expo.

## Booth Information

1. Standard booth equipment consists of one 10' wide by 9' deep booth area, one (1) 6' table with table cover and skirting on three sides. 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, cash only basis, at increased price, while supplies last.**
2. **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 any 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.
3. 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.
4. 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.
5. No exhibitor shall assign, sublet or share the space allotted them without the knowledge and written consent of the Ag Expo staff.
6. 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 in such a way as to obstruct traffic.
7. 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.
8. Vendors may not sell any beverage or any item offered by Ike Hamilton Expo Center concessions.
9. Please be aware that the floor of the Ike will be dirt that is packed and chemically treated with dust retardant. Show management will also lay a geotextile floor covering in the aisles for dust control. Exhibitors are encouraged, but not required, to provide floor covering for their booth area. Exhibitor may bring in their own covering or make arrangements for floor covering with the show decorator, Henly Decorators. A separate sheet is provided in this packet for ordering individual exhibit flooring directly from Henly Decorators. **DEADLINE APPLIES.**
10. Exhibitors who wish to purchase inside heavy equipment space must also purchase at least one inside booth space.
11. Booth space is first granted to sponsors of record by October 15, 2010, then exhibitors, based on the date each application and 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.

**Installation of Exhibits**

Heavy equipment to be exhibited in the arena must be in place by 10:00 p.m. on Wednesday, January 12<sup>th</sup> in order to reduce congestion for other exhibitors. Installation of any part of an exhibit may start on Thursday, January 13 between 7:00 am and 7 p.m. All exhibits must be installed by 11:00 a.m. on Friday, January 14<sup>th</sup>. The aisle geotextile covering will be installed Thursday evening. No driving or forklifts will be permitted in the arena during Friday morning installations. Only hand dollies will be permitted for moving show materials after installation of the aisle coverings.

**Show Hours: Friday, January 14: 2 pm to 8 pm; Saturday, January 15: 9 am to 4 pm**

**Dismantling and Removal of Exhibits**

Exhibits must remain intact until AG EXPO closing time at 4:00 p.m. on Saturday, January 15<sup>th</sup>. All exhibits must be dismantled, packed and removed by 12:00 noon on Sunday, January 16<sup>th</sup>. Materials/property not removed from facility and facility site 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 and overnight during set-up and show. 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 is to give away 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 nr allowed in booths.

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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.

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***Please return a signed copy of the Rules and Regulations along with the application and payment to:  
AG EXPO, P. O. Box 2356, West Monroe, LA 71294***

The exhibitor has read and agrees to the conditions of the contract attached:

Company Name \_\_\_\_\_

Exhibitor’s Authorized Representative Signature: \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

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