

Exhibitor Prospectus

2019 ACPA Education Conference
Gaylord Palms Resort & Convention Center

October 6 - 7, 2019
Kissimmee, Florida

#2019ACPAedconf



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DEFINITIONS

Exposition – 2019 ACPA Education Conference

Exposition Owner/Exhibition Management – National Ready Mixed Concrete Association (NRMCA)

Gaylord Palms Resort & Convention Center – Includes all indoor facilities, parking lots, marshaling areas, exhibit areas and designated demonstration areas (if any).

Equipment/Services – Product (equipment or services) displayed by any exhibitor, which must comply with the rules and regulations for eligibility.

Exhibit Space/Booth – The indoor area of the Gaylord Palms Resort & Convention Center assigned to an exhibitor for displaying eligible products and services based on qualifications and full payment for said space.

Official Exposition Period – Includes conference and exposition dates of Saturday, October 5 through Monday, October 7, 2019.

Official General Contractor – GES

Years Exhibiting Number – Exhibition management will use the total number of years a company has exhibited at ACPA Education Conferences since 2010.

Past Participation SF Number – Exhibition management uses the total square footage purchased by an exhibitor for the ACPA Education Conference. If a company acquired another company(s), the parent company can use the newly-acquired company(s) space as part of its total, but cannot exceed the maximum space sizes allowed by the rules and regulations.

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QUICK FACTS

EXPOSITION LOCATION, DATES & HOURS

The exposition will be held at the Gaylord Palms Resort & Convention Center, Kissimmee, Florida.

Exhibits must be fully assembled by Saturday, October 5, at 2:00 pm for final walk through and inspection by exhibition management. Exhibitors may not begin dismantling until Monday, October 7 at 1:15 pm. Exhibitors must have all materials removed from the hall no later than 5:00 pm on Monday, October 7. Exhibition management is not responsible for any materials left in the exposition hall after that time.

Setup hours are as follows:

Friday, October 4, 2019	7:00 am – 11:00 am – Rolling Stock Only (subject to change)
Friday, October 4, 2019	11:00 am – 6:00 pm
Saturday, October 5, 2019	7:00 am – 2:00 pm

Note: Exhibitors with rolling stock will be contacted by GES to determine your specific drive-in time. Vehicle spotting fees will be invoiced directly to exhibitors by GES.

Exhibit hours are as follows:

Saturday, October 5, 2019	4:30 pm – 7:00 pm
Sunday, October 6, 2019	7:00 am – 8:00 am 10:15 am – 1:45 pm 4:45 pm – 6:45 pm
Monday, October 7, 2019	7:00 am – 9:30 am

Note: Exhibitors do not need to man their booths after 9:30 am, but cannot begin dismantling until 1:15 pm due to an ACPA lunch event taking place in the hall from 12:00 pm - 1:00 pm.

Teardown hours are as follows:

Monday, October 7, 2019	1:15 pm – 5:00 pm
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Note: See note above regarding tear-down time.

EXHIBIT SPACE COST

The rate for exhibit space at the 2019 ACPA Education Conference is:

Member Rate: \$14 per square foot (package does NOT include registration costs for exhibitor personnel)

Non-Member Rate: \$24 per square foot (package does NOT include registration costs for exhibitor personnel)

Exhibitor Attendee Registration Rate: \$350 per member exhibitor attendee | \$500 per non-member exhibitor attendee

Member Spouse/Guest: \$350 | Non-Member Spouse/Guest: \$500

Exhibitor shall pay ACPA 100% of the exhibit fee at the time of application to reserve exhibit space.

PLEASE NOTE: No assignment of space will be made until the FULL exhibit payment along with a signed exhibitor application and registration form is received.

ASSIGNMENT OF EXHIBIT SPACE

A Priority Point Formula will be used in the assignment of exhibit space. The Formula is as follows:

Years Exhibiting x 10 + Total SF in 2017 show/100 = Priority Number

APPLICATIONS RECEIVED PRIOR TO July 1, 2019: Applications and payment received prior to this date will be part of the Priority Assignment Process. The first assignment of exhibit space priority will be based on the Priority Point Formula, with the process as follows: All past exhibitors at ACPA Education Conferences will be assigned by priority number first. All new exhibitors will then be assigned in the order in which they were received.

APPLICATIONS RECEIVED ON OR AFTER July 1, 2019: Applications received on or after this date will be assigned on a first-come, first-served basis by exhibition management. No applicant will be allowed to select an exhibit space unless the application is signed and payment has been received. Exhibition management will make every attempt to accommodate every request for space, including the preferred location and booth dimensions. Exhibition management reserves the right to reassign exhibitors at any time during the show planning process. If all available space has been assigned, a wait list for space will be kept. When an opening becomes available, exhibit space will be assigned based on the date the application was received. Exhibit space costs for the 2019 ACPA Education Conference can be found on the exhibitor application and registration form. All applications received by July 3 will be assigned booth space at the same time, no later than July 9. All applications received after July 3 will be processed as received.

EXHIBITOR BADGES & WORK PASSES

Registering for exhibitor badges is a simple process. ***Pre-registering will better serve you with shorter lines and quicker service on-site.***

Please visit the following website to download the exhibitor attendee registration form: <http://bit.ly/2019ACPAedconf>

Please wear your badge and/or wristband at all times when on the show floor.

During the installation and dismantling periods, only exhibition management and their official agents, exhibitors and contractors appointed by exhibitors will be allowed on the exhibit floor. Exhibitors and their employees can enter the exhibit area during installation and dismantling only if they are part of the crew assembling the exhibit area and are identified with work passes obtained from exhibition management.

Individuals such as exhibitor-appointed contractors who are involved with the installation and dismantling but not attending the exposition will be required to wear work passes obtained from the company they have been contracted through or by exhibition management if arranged in advance. This will assist in maintaining security and keeping unwarranted persons out of the exhibition hall.

Please designate on the registration form a main point of contact for the exhibiting company who can pick up contractor work passes from the ACPA registration desk (ballroom level) of the Gaylord Palms during official registration hours.

FREQUENTLY ASKED QUESTIONS

What is included in a standard booth package?

The standard booth package includes a booth with standard pipe and drape, and side rails. Also included is a 6' skirted table, (2) two chairs, (1) one wastebasket, (1) one basic electric drop (one 500 watt/4 amp 110/120 volt), carpet, (1) one-line/7" w x 44' l identification sign with the exhibitor's name in black block letters on a white background, a complimentary company description in the Exhibition Directory, complimentary Expo TV and handout submissions for the exhibition hall (more information on these complimentary opportunities on page 9).

Back drape will be 8' high; side drapes will be 3' high. Additional furniture is available at an extra charge from GES. Additional electric, wi-fi and rigging is available at an extra charge from the Gaylord Palms Resort & Convention Center.

How many registrations are included with my booth package?

None. The cost of registration is NOT included in your booth package fees. You will have to register all exhibiting personnel using the Exhibitor Registration Form. All personnel from an exhibiting company is eligible for the exhibitor attendee rate of \$350 per person (or \$500 non-member rate), whether or not they are working the booth.

How do I register myself and my booth staff?

Attendee registrations are NOT included in your booth package fee. Each person wishing to attend the conference from an exhibiting company, whether that person is working the booth or not, is entitled to the discounted member exhibitor rate of \$350 per person (\$500 per non-member exhibitor attendee). To register for the conference, please complete the Exhibitor Attendee Form on page 23.

What is the exhibition hall schedule?

The hall will be "open for business" beginning on Saturday with the Opening Ceremony and extended hours leading into the Welcome Reception. On Sunday and Monday, in addition to the meal activities (breakfasts, lunch, receptions, breaks, etc.) that will take place in the hall, there are also several hours during which there are no competing activities – this is dedicated exposition time for our registrants to be able to spend in the hall with you, without having to choose between that and other activities. During the times where other activities take place (such as education sessions), the hall will remain available to you should you have any side meetings you may want to schedule with customers and prospective customers.

2019 ACPA Education Conference exhibition schedule is here: <http://bit.ly/2019ACPAedconf>

When will the exhibitor service kit be available?

The exhibitor service kit will be available in July 2019.

Are free customer passes available for the exhibition hall?

No, but ACPA will provide you with a company-branded electronic exhibition hall invitation that you can send to your customers and prospects. They can simply bring that invitation to ACPA's on-site registration desk and we will issue an exhibition hall pass (only good for accessing the hall, not for any other activities during the conference). After the show, ACPA will bill you \$50 for each exhibition hall invitation turned in which is branded with your company name.

Are there opportunities to sponsor conference activities, and if so, who do I contact?

There are great opportunities to advertise and sponsor activities at the 2019 ACPA Education Conference. Visit <http://bit.ly/2019ACPAedconf> to find out more. Contact Sue Schumacher at (614) 431-5618 or sue@concretepumpers.com to become a conference sponsor.

There are also paid and complimentary promotional branding opportunities available to exhibitors, separate from event sponsorship. More information on those opportunities can be found on page 9.

How do I order internet access for the conference?

Basic internet is offered in the exhibition hall. If you require high-speed internet for your booth for presentations, streaming, etc., you MUST order a wired or wireless internet connection through the Gaylord Palms Resort & Convention Center at an additional cost which will be the responsibility of the exhibitor. To order additional internet for your booth, please fill out the internet order form that will be provided in your exhibitor kit.

Are lead retrieval scanners available at the conference?

No. ACPA will encourage attendees to exchange information via the event mobile app. Information for this app will be released to attendees two weeks prior to the start of the conference.

Can my company hold a meeting during the conference?

ACPA kindly requests that you **do not** hold side meetings during official ACPA events/hours. Companies can reserve ancillary meeting space at the conference by contacting Courtney Berry at cberry@gaylordhotels.com at the Gaylord Palms Resort. The cost of meeting space, food and beverage is the company's responsibility.

Is security provided in the exhibition hall?

Loading dock security personnel are provided during load-in and load-out hours. Security personnel are stationed within the exhibition hall when the hall is closed. Badge checkers for the exhibition hall are stationed at the front doors during exhibition hall hours. The level of security is intended to control the access of people and material to and from the exhibition hall in a safe and organized manner. It is not intended as individual security for your booth and materials. Please remember that the hotel is a public building. Do not leave items of value in your booth during load-in and load-out periods without taking security precautions.

Where/Who do I ship my booth to?

Advance shipments should arrive at the GES warehouse beginning Tuesday, September 3rd 2019 through Tuesday, October 1st 2019. We will be accepting shipments at the show site beginning on Friday, October 4th.

Advance Shipment to Warehouse	Direct Shipment to Show Site
GES	2019 ACPA Education Conference
2019 ACPA Education Conference	Exhibiting Company Name, Booth #
Exhibiting Company Name, Booth #	Gaylord Palms Resort & Convention Center, E-F Halls
7945 Mandarin Dr, Orlando, FL 32819	3206 Gaylord Way, Kissimmee, FL. 34746

**Important Rolling Stock Note: Friday, October 4, 2019: 7:00 am – 11:00 am,
Rolling Stock Move In Only (subject to change)**

Can I carry exhibit materials into the hotel and to my booth?

Yes. Exhibitors may hand carry materials through the door, provided they do not use material handling equipment to assist them.

How do I locate my booth materials upon arriving at the conference?

Exhibitors must first check in at the ACPA Registration Desk upon arrival to pick up the conference badges that are required for exhibitors to enter the hall while it is closed to participants. The show's decorator, GES, handles exhibitors' shipping needs. Freight shipped to GES will be placed at exhibition booths by GES on load-in days. It is recommended that exhibitors have their tracking number available to help identify the location of any missing materials.

I don't want to pay the non-member rate. Can I become an ACPA member?

Yes. Information on ACPA membership may be obtained by contacting: Janet Kasson, (614) 431-5618, janet@concretepumpers.com.

How do I contact exhibition management?

Please contact exhibition management at (240) 485-1152 or meetings@nrmca.org.

COMPLIMENTARY PROMOTION OPPORTUNITIES

There are two complimentary branding opportunities at the 2019 ACPA Education Conference. To take advantage of these opportunities, be sure to check off and complete the information on your booth application.

EXPO TV

Expo TV will be hosted on TVs placed in and around each of the lounge areas in the exhibition hall. The TVs will loop through a combination of ACPA and exhibitor videos. Exhibitors are encouraged to submit a video no more than 2 minutes in length to exhibition management via [dropbox](#), **NO LATER THAN MONDAY, SEPTEMBER 2, 2019.**

Specifications: DVD Quality, MP4 video suitable for display on a 50" TV (1080p). File name should include your company name.

EXHIBITOR PROMOTIONAL OPPORTUNITY

ACPA will distribute goodie bags to each attendee at the time of registration. Exhibitors can provide one piece of promotional paper literature or other promotional item such as hats, pens, koozies, flash drives, etc. to be included in each attendee's bag. Literature must be a single letter size page (either one or two-sided, color). Items included will be at the discretion of the ACPA - no catalogs please.

1. Please email acpa@concretepumpers.com to let us know what you're sending.
2. Please send a quantity of 250 and follow the shipping procedure (link below) with planned arrival **BETWEEN SEPTEMBER 27 AND OCTOBER 1, 2019:** [DOWNLOAD GAYLORD PALMS RESORT SHIPPING INSTRUCTIONS HERE](#)



PAID PROMOTION OPPORTUNITIES

The Gaylord Palms Resort offers its groups the opportunity to allow for event-specific branding of areas throughout the ACPA meeting space and exhibition hall. ACPA is notifying you of these opportunities should you wish to take advantage. These orders must be placed through ACPA to ensure only exhibitors receive these promotion opportunities.

Specifications and pricing are listed for each type of branding opportunity. These are available to exhibitors on a first-come, first-served basis. If you are interested in purchasing any of these branding opportunities, please fill out the information on the exhibitor booth application.

COST	PROMOTION OPPORTUNITIES	QTY. AVAILABLE
<p>\$1,500 ea.</p>	<p>Convention Center Bridge Window Decals</p> <p>28 window spots available. Your signage will be viewed by attendees as they enter the convention center.</p> <p>Details: Single-sided, 36.623" w x 37.625" h.</p> <p>Note: Adhesive or clings must NOT take the film on the window off or there will be a \$250 per window replacement fee.</p>	<p>28</p> 
<p>\$3,500 ea.</p>	<p>Mezzanine Column Wraps</p> <p>4 columns available upstairs and 4 columns available downstairs on exhibit level. Your signage will be viewed by attendees as they walk towards Halls E-F.</p>	<p>4</p> 
<p>\$2,500</p>	<p>Mezzanine Railing Banners</p> <p>Your signage will be viewed by attendees as they walk towards Halls E-F.</p> <p>Details: Single-sided, 4' h x 16' w and a 4" sewn pocket.</p>	

*** These prices do not include signage/banner production. Signage production is the responsibility of the exhibitor and must be approved by exhibition management. Production information will be made available upon purchase of a promotional item.**

GENERAL INFORMATION

TARGET INSTALLATION DATES

Exhibitors will receive their targeted installation dates and times from the official general contractor. Every attempt will be made to ensure that their materials will be delivered to their booths on the day that they are scheduled to arrive. Any exhibitor wishing to change its scheduled installation date and time must submit its request in writing to the exposition's official general contractor's freight department.

FAILURE TO HOLD THE EXPOSITION

Should any contingencies prevent the holding of the exposition, exhibition management will refund to the exhibitor the amount of the rental fee paid, less a proportionate share of the expo expenses, and shall then have no further obligation or liability to the exhibitor. Should any contingencies require the moving or postponement of the exposition, no refunds will be made.

SHOW REPRESENTATIVE

Each exhibitor will be required to appoint at least one individual authorized to represent its company in all dealings with exhibition management. Each exhibitor will furnish exhibition management with the name of its official show representative at the time it submits its space application. This representative shall be authorized to enter into any such service contracts as may be necessary and for which the exhibitor shall be responsible. It is the responsibility of the exhibitor to notify exhibition management with the name of another representative should the primary representative be unavailable.

EXHIBITOR SERVICES MANUAL

An exhibitor service manual will be provided to the official show representative for each exhibiting company. The manual will contain all necessary information and forms for installation and services as well as registration, housing and official function schedules.

EXHIBITOR DATA

As part of the application process, exhibitors are required to provide certain corporate and/or personal information, including, but not limited to, name, address, telephone and fax numbers, web and

email addresses and the identity of and information pertaining to contact persons. By submitting an exhibit space application and contract, the exhibitor acknowledges and agrees that all data provided by the exhibitor may not be sold, but may be distributed by exhibition management to its members as well as any other registrants and exhibitors at ACPA's Education Conference and NRMCA's ConcreteWorks in the absolute and sole exclusive discretion of exhibition management.

ELIGIBILITY & EXHIBIT SPACE

ELIGIBILITY

Exhibitors must manufacture equipment, components and parts, provide raw materials for or provide services related to the concrete industry. Specific guidelines have been set for distributors, rental houses, product support providers and auction houses. These guidelines are as follows:

DISTRIBUTORS, RENTAL HOUSES & PRODUCT SUPPORT PROVIDERS

May display their company's services. They may display product or literature depicting product only if one of the following criteria are met: 1) they have obtained written permission from the exhibiting original equipment manufacturer (OEM); or 2) they are the sole U.S. master distributor to a non-U.S. manufacturer.

AUCTION HOUSES

May display their services; however, new or used equipment cannot be sold from the company's exhibit stand. This includes actual product being displayed, online auctions, live auctions or showing a live broadcast from an off-site location. Live auctions are not allowed on the exposition floor.

REMANUFACTURED AND USED EQUIPMENT

Remanufactured equipment and components may be exhibited by the OEM of that product or products for the purpose of showing the role of manufacturing in the OEM's business. Exhibitors may not exhibit in their space any used equipment, except: 1) remanufactured equipment as explained above and 2) equipment produced by the exhibiting company that has a historical theme or background.

EXHIBIT SPACE COST

The cost of exhibit space is based on the desired amount of square footage multiplied by the appropriate rate. The square footage rate is based on the applicant's membership affiliation and status in the ACPA. In order to be eligible for member prices, applicants must be an ACPA member in good standing as of January 31, 2019 or apply and pay to become a member before securing your booth space.

The rate for exhibit space at the 2019 ACPA Education Conference is:

Member Rate: \$14 per square foot

Non-Member Rate: \$24 per square foot

Information on ACPA membership may be obtained by contacting:

Janet Kasson: (614) 431-5618 or
janet@concretepumpers.com

PAYMENT FOR EXHIBIT SPACE

Exhibitor shall pay ACPA 100% of the exhibit fee at the time of application in order to reserve exhibit space. PLEASE NOTE: No assignment of space will be made until the FULL exhibit payment along with a signed exhibitor application and registration form is received.

EXHIBITOR PACKAGE PLAN

The cost of exhibit space includes the following exhibitor package plan, which will reduce the cost to exhibit and add value to your investment:

- Full use of the reserved space within the guidelines of the exposition rules & regulations;
- One 6' draped table, two chairs and one wastebasket;
- One company identification sign;
- Company recognition and listing in the show directory;
- Pipe and drape for all booths (all except islands will have 8' high back wall drape and 3' high side drape);
- Basic electric (one 500 watt/4 amp 110/120 volt); and
- One pre-show and one post-show attendee mailing list, including individuals' names, mailing addresses and email addresses.

Note: Package does NOT include registration costs for exhibitor personnel. See page 5.

STORAGE AND PACKING MATERIALS/CLEAN FLOOR POLICY

All packing boxes and crates must be stored by the official general contractor for the duration of the exposition. No boxes or crates may be stored behind the exhibitor's back wall. Proper identification tags will be available from the official general contractor's service desk. All flammable packing materials such as paper, straw, etc. must be totally enclosed in containers. Materials not complying with these requirements will be considered refuse and will be disposed of by the cleaners.

A clean floor policy will be implemented for ACPA's Education Conference and NRMCA's ConcreteWorks 2019. All crates, cardboard boxes, fiber cases and storage items must be labeled and ready for pickup by 12:00 pm on Saturday, October 5. Crates not labeled and ready for pickup will be removed regardless of status. Labor and equipment charges will apply if this policy is not met.

All aisles must be 100% clean of products and any other items that may impede the final aisle cleanup by 2:00 pm on Saturday, October 5.

NATURE OF SPACE ASSIGNMENT

The assignment of space to an exhibitor is not to be construed as a leasing of property. It is merely the granting to the exhibitor of a license to enter upon the designated space for the sole purpose of exhibiting products in conformity with these rules and regulations and subject to the terms of certain leases between Gaylord Palms Resort & Convention Center as lessors, and exhibition management, as lessee, for the period of ACPA's Education Conference and NRMCA's ConcreteWorks 2019.

EXHIBIT SPACE SIZE

A minimum of 100 sq. ft. and a maximum of 3,500 sq. ft. may be reserved by each exhibiting company. The maximum space size is set in order to create a floor plan that will adhere to fire and safety regulations. The maximum space size is set to include the parent company and all its divisions and subsidiaries. Companies and their divisions/subsidiaries applying for multiple exhibit spaces still may not exceed the maximum limit set by exhibition management for their space totals.

A space size reduction shall not be required for an exhibitor who acquires another exhibiting company within 6 months prior to

the opening of ACPA's Education Conference and NRMCA's ConcreteWorks 2019, even if the combined space size of the exhibitor and the acquired exhibitor exceeds the maximum space size stated above.

SUB-LEASING OF EXHIBIT SPACE

The exhibitor agrees not to reassign, grant, sublease or license the use of space, or any part thereof allotted to them. Exhibitors are not permitted to display separately in their space any equipment, components or products built by non-exhibiting manufacturers or other non-qualifying divisions of exhibiting manufacturers (hereafter "non-exhibiting manufacturers"), unless the space shared is with a member in good standing with ACPA and/or NRMCA.

If a component made by a non-exhibiting manufacturer is normally furnished as an integral part of the equipment being exhibited, the exhibitor of the equipment may include the component but cannot call any special attention to it, provided that this component not occupy more than 50% of the exhibit space.

SHARED EXHIBIT SPACE

Exhibitors must notify exhibition management of their intent to share their allocated space. If an exhibitor does not notify exhibition management, exhibition management will take action described under "Penalties for Violation of Exposition Rules" section.

EXHIBITS

Exhibits are permitted only in the official areas of ACPA's Education Conference and NRMCA's ConcreteWorks.

NO OTHER EXHIBITS OR DEMONSTRATIONS

ACPA's Education Conference and NRMCA's ConcreteWorks exhibitors and their dealers and/or distributors will not exhibit or participate in any exhibit or demonstration within 100 miles of the Gaylord Palms Resort & Convention Center during the official exposition period.

NO HOTEL EXHIBITS

Exhibition management will not permit exhibitors to do the following: 1) rent or assign any public space or sleeping rooms for exhibit purposes at any time during the official exposition period, nor 2) permit the use of any public space or sleeping rooms for entertainment purposes or press conferences during the hours of the official exposition period.

SPACE REDUCTION POLICY

Any company decreasing its space prior to August 8, 2019 will receive a refund of the difference in booth costs, less a \$125 administrative fee. Any company reducing its space on or after August 8, 2019 will not receive a refund.

CANCELLATION POLICY

Any notice of cancellation of exhibit space by an exhibitor must be made in writing to exhibition management. This cancellation policy does not depend upon whether the exhibit space is resold or reassigned.

Any company cancelling its exhibit space before August 8, 2019 will receive a refund of 50% of its payment. Any company cancelling on or after August 8, 2019 will not receive a refund.

EXHIBITOR PROPERTY SOLD

If an exhibitor's property/organization changes management or is bought by another company, the booth space becomes the asset of the new exhibiting company.

ADMISSION TO THE EXHIBITS

Admission to the exposition floor will be by badge only. Adequate precautions will be taken to ensure that only authorized persons are admitted to the exhibit area. Exhibition management will take immediate and firm steps to remove anyone from the exhibit floor who is not entitled to be there in accordance with exposition rules.

REGISTRATION

Exhibit personnel will be required to register by submitting an exhibitor personnel registration form. We strongly recommend that all exhibitor personnel register in advance of the exposition. Exhibitors may register their guest, spouses or children through the same means.

Exhibitor personnel registration costs are as follows:

Member: \$350

Non-Member: \$500

Member Spouse/Guest: \$350

Non-Member Spouse/Guest: \$500

CHILDREN

Under no circumstances will children under 18 years of age be permitted on-site during the installation and dismantling periods. During exposition hours, children

under 18 years of age will be allowed in the exposition hall only under the supervision of an adult who is also registered to attend the exposition. Children younger than 18 years of age must be registered for identification purposes.

EXHIBITOR ADMITTANCE DURING NON-EXPOSITION HOURS INSTALLATION & DISMANTLING PERIODS

During the installation and dismantling periods, only exhibition management and their official agents, exhibitors and contractors appointed by exhibitors will be allowed on the exhibit floor. Exhibitors and their employees are allowed to enter the exhibit area during installation and dismantling only if they are part of the crew assembling the exhibit area and are identified with exhibitor badges and work passes obtained from exhibition management. Individuals such as exhibitor-appointed contractors who are involved with the installation and dismantling but not attending the exposition will be required to wear work passes obtained from exhibition management. This will assist in maintaining security and keeping unwarranted persons out of the exhibition hall.

OFFICIAL EXPOSITION DAYS

Representatives of exhibiting companies will be permitted to enter the exhibit area one hour before the start of official exposition hours and one hour after the close of the exposition, provided they have properly checked in with exposition security.

If an exhibitor wishes to have any dealers, press or customers in its booth during non-exposition hours, permission must be received in writing from exhibition management. Permission granted for such a request will only be valid for the time period of two hours prior to the opening and two hours after the close of the exposition and only on the day of the request.

PHOTOGRAPHS & VIDEOS

Any exhibitor can prohibit the taking of still photographs or video within its exhibit either completely or selectively. Delegates will not be allowed to take photos and/or videos during the installation or dismantling periods without permission from the exhibitors. Delegates will be allowed to take photographs and video from the aisle during the hours of exposition.

WORK RULES & EXHIBITOR-APPOINTED CONTRACTORS

EXHIBITOR CERTIFICATE OF INSURANCE

The exhibitor shall insure against said risks of loss or damage to property and injury and secure and furnish exhibition management with each insurer's covenant not to exercise any legal or equitable right it may have against exhibition management or the Gaylord Palms Resort & Convention Center and provide exhibition management with a Certificate of Liability insurance evidencing such coverage with exhibition management, ACPA, NRMCA, GES and the Gaylord Palms Resort & Convention Center named as additional insureds.

Exhibitors must provide exhibition management copies of certificates of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the state in which the exposition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name exhibition management, ACPA, NRMCA, and GES as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Exhibition management must receive the Certificate(s) of Insurance no later than 30 days prior to the commencement of installation.

Certificates of Insurance can be mailed to:

Exhibition Management
900 Spring Street
Silver Spring, MD 20910
Fax (301) 565-8200
Email: meetings@nrmca.org

If failing to insure against all such risks, or failing to secure and furnish each insurer's covenant not to sue, the exhibitor shall indemnify and hold harmless exhibition management, ACPA, NRMCA and the Gaylord Palms Resort & Convention Center from any convention center loss or damage to property and injury aforesaid.

EXHIBITOR-APPOINTED CONTRACTORS

An Exhibitor-Appointed Contractor (EAC) is any company other than the designated official general contractor that provides services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit any time during installation, exposition dates or dismantling.

RULES & REGULATIONS

If the exhibitor wishes to use an independent contractor, the following rules and regulations must be adhered to by the exhibitor and the independent contractor. THESE RULES WILL BE STRICTLY ENFORCED. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the exhibit site. The exhibitor must complete the non-official contractor request form in the exhibitor services manual. Also, the exhibitor must inform whether this contractor is authorized to order exposition services on the exhibitor's behalf.

Exhibitors must submit a non-official contractor form for all EACs working on their behalf no later than August 8, 2019. This form can be found in the hotel exhibitor kit.

The EAC shall refrain from placing an undue burden on any of the exposition's official contractors by interfering, in any way, with the official contractor's work.

The EAC will not solicit business on the exposition floor during any of the overall days of the exhibition, including installation, exposition dates and dismantling.

The EAC is responsible for adhering to all rules and regulations requiring badging.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Exhibition management will have the final decision in such instances.

EAC who provide installation and dismantling services will be sent the proper information from the exhibitor services manual upon receipt of request by the authorizing exhibitor.

In performing work for its clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contractors as determined by the commitments made and obligations assumed by exhibition management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the exhibit site.

INSURANCE REQUIREMENTS FOR EXHIBITOR-APPOINTED CONTRACTORS

A Certificate of Insurance is required for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the state in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name exhibition management, ACPA, NRMCA and GES as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Exhibition management must receive the Certificate of Insurance no later than August 8, 2019 prior to the commencement of installation.

SERVICES PROVIDED REGULATIONS

Exhibitor-appointed contractor services will be limited to the erection, dismantle and preparation of "display" materials only. Labor and/or services for the installation and dismantling of "products" to be displayed by exhibitors must be contracted from the official general contractor designated by exhibition management for that service.

The official general contractor will handle the use of power washers to clean equipment. The use of power sprayers or spray paint to touch up equipment and tires will only be allowed in designated areas in the marshaling and assembly areas. Exhibitors can hand wipe, buff or touch up paint (with brushes) their own equipment and display pieces within the exhibitor's assigned exhibit space. Spray painting is not permitted inside the exhibition hall.

WORK RULES: EXHIBIT INSTALLATION, OPERATION AND DISMANTLING

All work involved in the erection and dismantling of exhibits or the movement of freight in the Gaylord Palms Resort & Convention Center is under the official general contractor's jurisdiction. Exhibitors are expected to comply with the official general contractor's union requirements in effect at the Gaylord Palms Resort & Convention Center.

In the interest of the exhibitors, exhibition management has selected certain firms as official contractors for such services as handling of exhibit shipments, rental of furniture and other stand equipment, decorations, signs, flowers, etc. All service contractors selected by exhibition management employ appropriate personnel. Exhibitors must use the official contractors or facility appointed exclusive service provider for drayage, rigging, electrical, plumbing, custom cleaning (please refer to the exhibitor-appointed contractors section of the rules for details) and food service.

For other services, exhibitors desiring to use contractors other than those officially appointed by exhibition management or appointed by the Gaylord Palms Resort & Convention Center should refer to the exhibitor-appointed contractors/independent service contractors section.

GRATUITIES TO EXHIBIT LABOR

Exhibition management and official show contractors have established a strict "no tipping" rule. Exhibitors must observe this rule during the entire period of the show, from the commencement of installation until the completion of dismantling. This rule provides that no exhibitor, or representative of an exhibitor, may give any amount of gratuities, tips or gifts of any kind to workers, foremen or anyone else connected with the hauling of equipment or setting up or removal of the exhibit for any reason whatsoever. Any infractions should be reported to exhibition management. The official general contractor has agreed to refuse acceptance of any time card to which a tip has been added. There will be no gratuities included on any drayage invoices.

Any exhibitor that pays gratuities to labor is acting not only against their own interest, but against the interest of the exposition. Any exhibitor who is solicited for a gratuity

should report such solicitation immediately either to exhibition management or to an official with the official general contractor.

BUILDING & OPERATING YOUR STAND

EXHIBIT DESIGN & USE OF EXHIBIT SPACE

These rules and regulations are designed to allow each exhibitor the opportunity to maximize the use of its space without infringing on the ability of the surrounding exhibitors to maximize use of their space. No portion of a machine, product or display piece may extend beyond the boundaries of the exhibitor's assigned exhibit space.

Any demonstration or activity which results in excessive obstruction of aisles or prevents ready access to a nearby exhibitor's stand shall be suspended for any period specified by exhibition management.

STANDARD EXHIBITS

Standard exhibits are defined as exhibits with a depth of 10 feet regardless of whether they are in-line or perimeter (open on one side to the aisle), corner (open on two sides to the aisle) or peninsula (open on three sides to the aisle) configuration.

Exhibit materials, components and identification signs will be permitted to a maximum height of 10 feet or 3 meters (there is no height limit for product and/or machinery other than the height of the ceiling).

- There is a 5-foot setback for booth materials above 4 feet in height for solid objects (items such as truss columns are generally accepted as they do not interfere with sight lines).
- Exhibitors are required to have a plain finish back wall (standard drape is 8-foot high). Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- No signage may face into an adjoined exhibit within 5-feet of the neighboring exhibit.
- Hanging signs and hanging trusses are NOT permitted in standard exhibits.
- All machinery must be set back a minimum of 6 inches from all aisles for safety purposes.

CORNER EXHIBITS (WITH A DEPTH OF 20 FEET OR MORE)

Corner exhibits are defined as an exhibit located on a corner (two sides open to aisles) with a depth of 20 feet or more totaling 400 square feet or more.

- Exhibit materials, components and identification signs will be permitted to a maximum height of 15 feet or 4.5 meters (there is no height limit for product and/or machinery other than the height of the ceiling).
- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot/4.5 meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at unlimited height.
- Hanging signs and/or graphics must be hung a minimum of 5 feet from neighboring exhibits on all sides.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs about their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the exhibition's official general contractor, in accordance with all structural integrity requirements of the Gaylord Palms Resort & Convention Center.
- All machinery must be set back a minimum of 6 inches from all aisles for safety purposes.

PERIMETER EXHIBITS (WITH A DEPTH OF 20 FEET OR MORE)

Perimeter exhibits are defined as an exhibit located against a wall (one side open to aisle) with a depth of 20 feet or more totaling 400 square feet or more.

- Exhibit materials, components and identification signs will be permitted to a maximum height of 15 feet or 4.5 meters (there is no height limit for product and/or machinery other than the height of the ceiling).
- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot/4.5 meter height restriction.

- Hanging signs and/or graphics will be permitted to be hung at unlimited height.
- Hanging signs and/or graphics must be hung a minimum of 5 feet from neighboring exhibits on all sides.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs about their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the exhibition's official general contractor, in accordance with all structural integrity requirements of the Gaylord Palms Resort & Convention Center.
- All machinery must be set back a minimum of 6 inches from all aisles for safety purposes.

PENINSULA EXHIBITS (WITH A DEPTH OF 20 FEET OR MORE)

Peninsula exhibits are defined as an exhibit that is open on three sides to the aisle, with a depth of 20 feet or more totaling 400 square feet or more and shares a common back wall with another exhibiting company.

- Exhibit materials, components and identification signs will be permitted to a maximum height of 20 feet or 6 meters (there is no height limit for product and/or machinery other than the height of the ceiling).
- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot/6-meter height restriction.
- Exhibitors are required to have a plain finish back wall (standard drape is 8-foot high). Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- Hanging signs and/or graphics will be permitted to be hung at unlimited height.
- Hanging signs and/or graphics must be hung a minimum of 5 feet from the back of the booth to avoid encroaching on the neighboring exhibitor's booth.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging

signs about their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the exhibition's official general contractor, in accordance with all structural integrity requirements of the Gaylord Palms Resort & Convention Center.

- All machinery must be set back a minimum of 6 inches from all aisles for safety purposes.

ISLAND EXHIBITS

Island exhibits are defined as an exhibit that is open on all sides to the aisle.

- Exhibit materials, components and identification signs will be permitted to a maximum height of 20 feet or 6 meters (there is no height limit for product and/or machinery other than the height of the ceiling).
- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot/6-meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at unlimited height.
- Hanging signs and/or graphics can be placed on the booth line on all sides of the exhibit.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs about their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the exposition's official general contractor, in accordance with all structural integrity requirements of the Gaylord Palms Resort & Convention Center.
- All machinery must be set back a minimum of 6 inches from all aisles for safety purposes.

CANOPIES AND CEILINGS

Covered exhibits, canopies and/or multi-level exhibits are not permitted during the exhibition.

PLATFORMS

Equipment and viewing platforms are not limited in height, but may not exceed the height of the equipment.

TOWERS

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Towers will be permitted to a height and depth that correspond to the height restrictions for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 20 feet/6 meters in height.

All towers in excess of 15 feet/4.5 meters must have drawings available for inspection by exhibition management and the official general contractor during the time the tower is being erected, exhibited and dismantled at the exposition site. The plans must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings must also be included.

SIGNS ON EXHIBITS OR PRODUCTS

No company sign or advertising shall be displayed at a height that exceeds the outer wall height of the stand or the maximum wall height for that area, except that the name, trademark or insignia used on a product as sold may be carried on the product exhibited.

PROTECTION OF HOTEL PROPERTY

Exhibitors and their third-party representatives shall be fully responsible to pay for any and all damages to property owned by the Gaylord Palms Resort & Convention Center, ACPA or NRMCA, which results from any act or omission of exhibitors or third-party representatives, including the cost for removal of excessive amounts of debris. Nothing shall be pasted, tacked, taped, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furnishings. Exhibitor agrees to leave the property in the same condition as existed at the start of installation.

EQUIPMENT SALES, SOLD SIGNS & CUSTOMER NAMES

Any exhibitor may receive orders for, or sell its equipment during the exposition and shall be responsible for collecting and paying any applicable local, state and federal taxes and for obtaining any necessary licenses needed to sell merchandise.

No "SOLD" or "FOR SALE" signs or signs listing the price are allowed to be displayed on products. Permanently affixed customer names may be included on products but are limited to eligible products and cannot be included on any signs or literature.

ADHESIVE-BACKED DECALS

Adhesive-backed (stick-on) decals or similar items (except nametags) are not permitted and may not be distributed by exhibitors.

EXTRA LIGHTING

All special illumination must be indirect and completely shielded so as to eliminate glare and interference with other exhibitors and guests. All lights must comply with fire marshal requirements for the facility. The use of flashing or rotating lights will not be allowed. Products on display which have such lighting must be pre-approved by exhibition management.

INFLATABLE OBJECTS

Static helium balloon displays are permitted in the Gaylord Palms Resort & Convention Center, however, when released, are difficult to retrieve and require the use of an aerial lift. The exhibitor will be charged for any cost incurred to remove the balloons at the end of the event. Helium balloons may not be used as giveaways. The use of mylar balloons is prohibited in the facility.

MOTION & NOISE CONTROL

Loudspeakers of any kind must be directed toward the interior of the exhibitor's exhibit space. Speakers may not face aisles or other exhibitors' booths.

Demonstrations found by exhibition management to be objectionable due to noise or sound pressure/vibration levels will be closed down. Exhibition management recommends noise levels not to exceed 10 decibels above ambient levels. Measurements will be taken by

exhibition management during exposition hours from a distance no greater than 10 feet from the offending display.

First Warning Action – The exhibitor will be issued a written warning indicating a violation has occurred and instructing the exhibitor to immediately lower the noise level.

Second Warning Action – The source of the noise shall be shut off for a maximum of one (1) hour.

Third Action – The source of the noise shall be shut off for the remainder of the exposition. There will be no refund, in whole or in part, of any exhibit fees.

Exhibitors are responsible for supervising the actions of employees, visitors and spectators testing display equipment located in their exhibit area. Exhibitors must take every effort to respond to neighboring exhibitors' complaints concerning noise, sound and/or vibration nuisances.

LANDSCAPING MATERIALS

To prevent a delay in handling such materials used in an exhibit, materials must be delivered to the Gaylord Palms Resort & Convention Center in bags or in another manner approved by the official general contractor. Installation and removal is the exhibitor's responsibility and at its expense.

SOUND DEVICES, MOVIES, SLIDES, VIDEOS & TV

Audio-visual presentations and closed circuit exhibitor-generated materials are permitted within a given exhibit as long as they are not operating to the detriment of a neighboring exhibitor. The use of sound devices such as megaphones, loudspeakers or other devices to attract attention is prohibited. The operation of radio or television sets receiving outside broadcasts is prohibited. Recording, filming, taping with handheld or tripod mounted video equipment in the exposition hall is prohibited without the permission of both exhibition management and the exhibitor or exhibitors being recorded, and these activities cannot interfere with exhibit operations or pedestrian traffic. Exhibitors shall be responsible for securing any and all necessary licenses or consents for any performances, displays or other uses of copyrighted work, patented inventions or other intellectual property in connection

with their exhibit, housing and hospitality facilities at the exposition. Exhibition management, ACPA and NRMCA are authorized to record and use audio-visual materials recorded at ACPA's Education Conference and ConcreteWorks 2019.

Radio and television reporters and cameramen seeking "news segments" during exposition hours must obtain and wear official PRESS CREDENTIALS during their visits and their activities cannot interfere with exhibit operations or pedestrian traffic.

SUBMISSION OF FLOOR PLANS FOR 1,000 SQUARE FEET OR LARGER

Exhibitors with exhibit space of 1,000 square feet or larger must submit a detailed floor plan to exhibition management for approval no later than August 22, 2019. The floor plan should include the dimensions, height and descriptions of all structures in the exhibit including signs, walls, drapes and products to be displayed. All plans will be treated in strict confidence. All exhibitors will receive written approval from exhibition management of their floor plans within 30 days of the submission date. If your company does not receive written approval from exhibition management, do not assume approval has been granted.

Exhibitors and exhibitor-appointed contractors are required to comply with all exhibit stand regulations when designing their company's exhibits. Exhibition management recognizes floor plan modification can happen during show planning, however, these modifications can impact neighboring exhibitors. Any modifications to the approved floor plan made prior to the show installation by the exhibitor or its appointed contractor must be re-submitted for approval by exhibition management. Any modifications to the approved floor plan made on-site during show installation must be approved by exhibition management prior to implementing the change. Modifications made without the consent of exhibition management may be denied and any costs incurred are at the expense of the exhibitor.

Floor plans can be emailed to exhibition management at: meetings@nrmca.org.

All exposition rule restrictions pertaining to height, signs, etc., do not include the exhibitor's products. Exhibitors are warned not to depend upon measurements scaled from the exposition floor plan; if detailed measurements are required, contact exhibition management. Exhibitors are cautioned not to arrange for their exhibit construction until written approval of their dimensional sketch has been given by exhibition management.

SECURITY & SAFETY

SECURITY

Every reasonable precaution will be taken to protect property during the installation, exposition and dismantling periods, however, exhibition management, ACPA, NRMCA, service contractors nor the Gaylord Palms Resort & Convention Center are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. Exhibition management recommends that exhibitors make special arrangements for additional protection of their stands if desired.

SAFETY DEVICES

The exhibitor agrees to accept full responsibility for compliance with federal, state or local safety, fire and other regulations to provide and maintain adequate safety devices.

FLAMMABLE MATERIALS

Vehicles that remain in the Gaylord Palms Resort & Convention Center as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-quarter (1/4) tank or five (5) gallons of fuel, whichever is less. During move-in/move-out of these materials, a fire marshal may be required at the prevailing rate.

The use of welding equipment, open flames or smoke emitting material during installation, as part of an exhibit, or during dismantling is strictly prohibited.

No flammable materials of any nature, including decorative material, may be used in any booth. In accordance with federal, state and local fire regulations any fabric used in a booth shall be flameproof. All lighting must comply with local fire regulations.

PROMOTING YOUR STAND ON-SITE

FOOD & BEVERAGE SERVICE

Any food or beverages, including bottled water and alcoholic beverages (this includes food or beverage items used for promotional purposes) to be distributed by an exhibitor must be ordered from and are subject to regulation and permit requirements of the Gaylord Palms Resort & Convention Center.

Alcoholic beverages as with all other food and beverage may not be served by anyone other than an authorized employee of the Gaylord Palms Resort & Convention Center. The exhibitor must obtain host liquor liability insurance and provide exhibition management with documentation of the insurance.

LITERATURE DISTRIBUTION

Circulars, catalogs, magazines, folders and other matter may be distributed only at the exhibitor's booth and must be related to the products and/or services on display or eligible for display (see Eligible Equipment above) and which are directly available from the exhibitor.

Distribution from booth to booth or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted. Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space is not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations. (Please see "Penalties for Violations of Exposition Rules" on page 12.)

Only literature published or approved by exhibition management may be distributed in the registration area, meeting rooms, exhibition hall (outside the individual booths) or on transportation provided by exhibition management. Canvassing on any part of the Gaylord Palms Resort & Convention Center property is strictly prohibited and any person doing so will be requested to leave the premises and his/her material will be removed at the same time. The only exception to this rule is those survey organizations that may be utilized by exhibition management.

LOTTERIES & CONTESTS

As permitted by law, exhibitors will be

allowed to hold lotteries, contests, games of chance and giveaways in their assigned space. Exhibitors are responsible to be aware of and abide by all local, state and federal laws regarding this topic. There is no public address system available to announce winners.

PRESS CONFERENCES

Press conferences during exposition days shall be coordinated through exhibition management and held in rooms designated by exhibition management. Suitable rooms on the exposition grounds will be made available for exhibitors interested in conducting a press conference, briefing or other event involving invitations to accredited media attending or traveling to the exposition. Exhibitors must apply for the meeting room space, make arrangements for the media function and obtain authorization for the event through exhibition management by completing the press conference request form in the exhibitor services manual. Every effort will be made to accommodate all requests.

Events involving an invitation to accredited media must be sponsored and administered by exhibitors in the exposition who shall accept responsibility for adherence to the official exposition rules and regulations. No press conferences will be allowed during exposition hours outside of this designated area, including hotel, restaurant or demonstration areas.

PRIZES & GIVEAWAYS

Distribution of giveaways or drawings for prizes is allowed in the booth during the exposition as permitted by law. Exhibitors may not distribute items that, in the opinion of exhibition management, can be distracting (i.e. whistles). Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered from the Gaylord Palms Resort & Convention Center. Exhibitors are responsible for federal, state and local laws and taxes, if any.

PROMOTIONAL ITEMS

Promotional items directly related to the exhibitor's business and products (company hats, t-shirts, scale models, etc.) may be sold at the exposition, if desired. Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered from the Gaylord Palms Resort & Convention Center. This is considered

a method of promoting interest in the exhibitor's equipment and/or services, similar to the distribution of sales literature, technical information, etc. The exhibitor is responsible for collecting and paying any applicable local, state and federal taxes.

USE OF CONFERENCE LOGOS

The exhibitor acknowledges that the exposition names and logos are trademarks owned by ACPA. Appropriate use of the exposition names and logos are permitted by companies exhibiting at the 2019 event that wish to publicize the exposition and/or the fact that the exhibitor is participating in the exposition. Any reproduction of the exposition logo shall include the trademark symbol.

Exhibitors at ACPA's Education Conference may also request permission from exhibition management to use the show name and logo on commemorative items to be given away by the exhibitor. Any request shall be made in writing to exhibition management, describing the proposed use, the type of items on which the name and logo would be placed and a statement that such items would not be sold. Exhibition management reserves the right to deny any request, or any use of the exposition name and logo, that it finds to be inappropriate, offensive or not in the best interests of the exposition.

MEETING/FUNCTION SPACE – Gaylord Palms Resort & Convention Center

UTILIZATION OF MEETING/ FUNCTION SPACE

Exhibition management and ACPA have the authority to approve or deny the rental of any meeting/function space at the Gaylord Palms Resort & Convention Center to organizations affiliated with ACPA's Education Conference. Only exhibitors, sponsors, supporting organizations or officially co-located groups will be permitted to utilize meeting/function space.

This space can be used for hosting social functions, hospitality suites, promotional events, focus groups, research activities, client meetings, staff offices and staff training. Meeting space cannot be used for exhibits or be subleased.

Any fees or service charges associated with the meeting/function space during rental, including but not limited to room set fees, electrical, patch fees, catering, AV, special

staging, special furniture, etc. will be set by the Gaylord Palms Resort & Convention Center and are the sole responsibility of the requesting organization. Nothing can be affixed to meeting room walls or doors without written approval of the Gaylord Palms Resort & Convention Center.

ENTERTAINMENT RULES

Exhibitors are not allowed to utilize hospitality suites outside of their rented booth space during exposition hours, nor during time periods when official events of ACPA's Education Conference are scheduled.

FIELD TRIPS

No event within 100 miles of the Gaylord Palms Resort & Convention Center organized by manufacturers, service providers, dealers or distributors to manufacturers or service providers' plants/facilities or equipment installations are permitted during the official exposition period which runs from Friday, October 5, through Monday, October 7, 2019.

INVITATIONS

Exhibitors are encouraged to communicate with exposition visitors in advance of the exposition urging visits to exhibit booths or hospitality suites.

Pre-printed cards suitable for distribution to exposition visitors as invitations to visit hospitality suites are permissible, provided the information on such cards is limited to company name, room or suite name/number, name of the individual handing out the card, and the hours, within the limits of this general policy, when the hospitality suites will be open. Invitations are limited to exhibitors.

AGREEMENT & ENFORCEMENT OF RULES

CLOSING EXHIBIT BOOTH EARLY

Any exhibitor who begins to dismantle or pack part of their exhibit before the official closing time of the show will be considered to be in violation of the exposition rules and subject to penalties as described below.

AGREEMENT TO RULES & LAWS

The exhibitor agrees that the exhibiting company and its employees and agents will abide by these rules and by any amendments that may be put into effect by exhibition management, provided that such

amendments shall not substantially diminish rights or increase the liability of an exhibitor (and written notice is given to exhibitors). Further, the exhibitor agrees to comply with all local, state and federal laws and regulations. The exhibit space application and contract form must be signed by an official of the exhibiting company indicating that these rules have been read and agreed to before any space assignment will be made. Exhibitors will receive a copy of their signed contract along with their confirmation letter.

EXHIBITION MANAGEMENT RESERVES THE RIGHT TO RESTRICT ACTIVITIES AND RESTRICT AND/OR CLOSE EXHIBITS WHICH, IN THE OPINION OF EXHIBITION MANAGEMENT, ARE OR BECOME OBJECTIONABLE. This includes persons, things, conduct, printed matter or anything of a character which is deemed not to be in the best interest of all exhibitors or exhibition management. An exhibitor's space shall not be used to publicize meetings to be held outside the exposition that will detract from exposition attendance. All matters and questions not covered by these rules and regulations are subject to final decision by exhibition management. Any questions should be addressed to exhibition management.

RIGHT OF ENTRY AND INSPECTION

Exhibition management in its absolute discretion shall have the right at any time to enter the area occupied by exhibitors or otherwise inspect the exhibitor's materials.

ENFORCEMENT OF EXPOSITION RULES

Reasons for enforcement, the primary reasons for the enforcement of exposition rules, are: 1) protect the integrity of the exposition, its participants, owners and exhibition management; 2) ensure compliance with the laws, codes, ordinances and contracts of the exhibit facility, municipality and the state in which the exposition is held; and 3) ensure that all exhibitors are treated fairly.

PROCEDURES FOR IDENTIFYING AND HANDLING VIOLATIONS

1. An exhibitor should contact exhibition management if there are any questions concerning the procedures for identifying and handling violations of

the exposition rules and regulations.

2. Exhibition management will routinely inspect the exhibit floor during exposition installation, exposition days and dismantling. Its duty will be to assist in the interpretation and enforcement of the rules. Exhibition management will have the final decision concerning all exposition rules.
3. Upon discovery of a violation of the exposition rules in an exhibit, exhibition management will issue written or verbal notice to the exhibitor representatives in the exhibit and explain the nature of the violation.
4. The violation must be corrected a) immediately, if the violation poses a safety hazard, b) by 1:00 pm on October 5, 2019 if the violation occurs during exposition installations, or c) before the opening of the next exposition day, if the violation occurs during exposition days. If the exhibit in violation is unoccupied, exhibition management will do its best to alert the representatives of the exhibit, but if unreachable, will correct the violation.
5. Violations involving ineligible equipment or exhibits must be corrected IMMEDIATELY during exposition days and are subject to the penalties listed below.
6. An exhibitor receiving notice of a violation will have its exhibit re-inspected by exhibition management.
7. If the inspection reveals that the violation has not been corrected or if the same violation is found at any time after the first violation, a second notice will be given and the procedures noted above for the first violation will be repeated.
8. Failure to correct a violation immediately in the case of ineligible equipment (see item 5 above) or a safety hazard violation (see item 4 above) or after the second notice in the case of other violations, or a third occurrence of the same violation will result in a penalty being administered by exhibition management in accordance with the exposition rules and regulations listed below.

9. An exhibitor wishing to appeal a violation notice must do so by contacting exhibition management within the time allowed on the written notice to correct the violation.

PENALTIES FOR VIOLATION OF EXPOSITION RULES

Exhibition management reserves the right to penalize an exhibitor for an uncorrected violation in the exposition rules and regulations. Violations during the installation period or exposition days will result in one or more of the following:

1. Draping off or covering the item in violation for a period specified by exhibition management at the exhibitor's expense.
2. Immediate removal or draping off the entire exhibit at the exhibitor's expense.
3. Removal of the item in violation at the exhibitor's expense.
4. Loss of priority points for next exhibiting year.
5. Other sanctions as deemed appropriate by exhibition management.

In addition to the above sanctions, ACPA reserves the right to impose and enforce additional sanctions, including but not limited to barring the exhibitor from participation in one or more future expositions. All decisions shall be final.

THE EXHIBITOR AGREES TO:

1. The exhibitor shall make no claim for any reason whatsoever against either the Gaylord Palms Resort & Convention Center, exhibition management, ACPA or NRMCA for loss or damage to property or for injury to himself or his employees while in or about the Gaylord Palms Resort & Convention Center or for loss or damage by reasons of failure to hold the exposition as scheduled, failure to provide exhibit space, removal of the exhibit or any other act of exhibition management. This includes, but is not limited to, any indirect, incidental, consequential, punitive or special damages, lost profits, lost savings, loss of goodwill or otherwise arising out of or relating to the exposition or any act of omission of exhibition management, NRMCA or the Gaylord Palms Resort & Convention Center.

2. Exhibitor shall bear its own risks of loss or damage to property and injury.
3. That exhibitor shall make no claim against exhibition management, ACPA or NRMCA for any reason for the acts or omissions of any contractor or for charges or billings (including overtime charges) for services rendered to the exhibitor by any contractor, or due to any change to the targeted installation or dismantling time for the exhibit, or any delays in move-in or move-out of the exhibit.
4. Neither exhibition management, ACPA nor NRMCA shall be liable for any delay, failure in performance, loss or damage due to fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of God, acts of terrorism, acts or omissions of carriers or suppliers, acts of regulatory or government agencies, or other cause beyond its reasonable control, whether or not similar to the foregoing.
5. The exhibitor shall:
 - a. Insure against all said risks of loss or damage to property and injury and secure and furnish exhibition management with each insurer's covenant not to exercise any legal or equitable right it may have against exhibition management, ACPA, NRMCA or the Gaylord Palms Resort & Convention Center and provide exhibition management with a Certificate of Insurance evidencing such coverage with exhibition management, ACPA, NRMCA, the Gaylord Palms Resort & Convention Center and GES named as additional insureds.

Exhibitors must provide exhibition management copies of certificates of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exposition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name exhibition management, NRMCA, and GES as additional

insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Exhibition management must receive the Certificate(s) of Insurance no later than 30 days prior to the commencement of installation

Certificates of Insurance can be mailed to:

Exhibition Management
 900 Spring Street
 Silver Spring, MD 20910
 Fax (301) 565-8200
 Email: meetings@nrmca.org

b. If failing to insure against all such risks, or failing to secure and furnish each insurer's covenant not to sue, the exhibitor shall indemnify and hold harmless exhibition management, NRMCA, and the Gaylord Palms Resort & Convention Center from any and all loss or damage to property and injury aforesaid.

c. Follow the Gaylord Palms Resort & Convention Center's rules and all other applicable laws, ordinances, codes and regulations as applicable to the exhibit space. Pertinent information related to this will be distributed within the exhibitor services manual.

6. Exhibitor shall assume entire responsibility and hereby agrees to protect, indemnify, defend and save exhibition management, NRMCA and the Gaylord Palms Resort & Convention Center and their employees and agents, harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the indemnitee.

If the exhibitor has any questions or concerns about the exposition rules and regulations, please contact exhibition management at (240) 485-1152 or meetings@nrmca.org.



EXHIBIT BOOTH APPLICATION & CONTRACT, page 1 of 2

2019 ACPA Education Conference, October 6 - 7, 2019

Gaylord Palms Resort & Convention Center, Kissimmee, Florida

Three easy ways to sign up for exhibit space:

1. By Fax: (614) 431-6944
2. By Email: acpa@concretepumpers.com
3. By Mail: ACPA National Office, 606 Enterprise Drive, Lewis Center, OH 43035

.....
EXHIBITOR COMPANY INFORMATION: List company name **EXACTLY** as you wish it to appear on all lists, mailings, promotional materials, etc. **PLEASE TYPE.**

Company Name _____

Mailing Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone _____ Fax _____ Website Address _____

PRIMARY CONTACT PERSON REGARDING ALL EXHIBITOR INFORMATION (This person will receive all information pertaining to the exhibition. This is **not** an exhibitor attendee registration form. Please use exhibitor attendee registration form on page 25 to register for the event.)

Name and Title _____

Mailing Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone _____ Fax _____ Email _____

SECONDARY CONTACT PERSON REGARDING ALL EXHIBITOR INFORMATION (This person will receive all information pertaining to the exhibition.)

Name and Email _____

MEMBERSHIP AFFILIATION: ACPA Member Non-Member

EXHIBIT SPACE RATES: Member Rate: \$14 per square foot | Non-Member Rate: \$24 per square foot

EXHIBIT SPACE REQUEST: Space request should be made in 10-foot increments, with a minimum of 100 sq. ft. and a maximum of 3,500 sq. ft.

_____ x _____ = _____ square feet @ \$_____ per square foot = \$_____

PAYMENT METHOD

Payment Information (note: booth space WILL NOT be assigned until full payment is received): All registration and application forms must be accompanied with payment in order to be processed. All payments must be made in U.S. dollars and made payable to "ACPA." The 2019 ACPA Education Conference's cancellation policy is located in the exposition rules and regulations. Applications received without payment will not be processed.

VISA MasterCard American Express Check # _____

Credit Card Number _____ Exp. Date/CVV# _____

Name as it appears on Credit Card _____

Signature of Cardholder _____

All exhibitors MUST sign below to validate booth space application.

ACCEPTANCE: We, the undersigned, hereby apply for a license to use 2019 ACPA Education Conference exhibit space. We understand that upon acceptance, this application becomes a contract upon terms and conditions mutually agreed to by the parties. In making this application, we agree to exhibit under and comply with the rules and regulations of the 2019 ACPA Education Conference and any amendments thereto, and the terms in all space assignment letters sent to us, all of which are made a part of this agreement. This agreement shall bind the parties hereto, and their respective permitted successors and assigns.

Signature: _____ Date: _____

EXHIBIT BOOTH APPLICATION, page 2 of 2

There are several complimentary and paid promotional and branding opportunities available to exhibitors. Please complete this form and return it with your booth application. The deadlines for submissions are listed below but ACPA kindly requests early submissions.

Company Name _____

COMPANY DESCRIPTION

To be included in the show directory, please provide a **COMPANY DESCRIPTION** (no more than 100 words) describing your company's products and/or services in the space provided below. Please type or print neatly:

WORK PASSES - Required to enter the exhibition hall.

Person Picking Up Work Passes:

How many work passes will you require for move-in? # _____

How many work passes will you require for move-out? # _____

Deadline for submission is Wednesday, September 4, 2019.

PAYMENTS Payment Method: AMEX | MasterCard | VISA | Check enclosed (made payable to ACPA in U.S. funds drawn from a U.S. bank only.) | Use credit card number from application on page 1.

Credit Card Number _____ Exp. Date/CCV# _____

Name as it appears on Credit Card _____

Signature of Cardholder _____



Registration Information & Policies

Registration Fee includes access to the 2019 ACPA Education Conference, registration materials, attendance at education sessions and social functions.

Badges and meeting materials will be distributed on-site.

Spouse/Guest Registration: All spouses and/or guests must be non-industry attendees. Any industry professional attending the 2019 ACPA Education Conference must pay the delegate registration fee.

Age Limits: Registrants over age 12 must pay the registration fee. Children under age 12 need not pay the registration fee, but must be registered as an attendee. You will be asked to provide the age of anyone under 18 years old.

Cancellations/Refunds: All cancellations and substitutions must be made in writing to the ACPA National Office at acpa@concretepumpers.com or faxed to (614) 431-6944.

Registration cancellations must be received on or before Thursday, September 5, 2019, to be honored, and is subject to a \$125 administration fee. Substitutions are accepted at any time.

NO REFUNDS WILL BE MADE AFTER THURSDAY, SEPTEMBER 5, 2019.

Confirmation: Confirmation of registration will be emailed to all registrants within 72 hours of receipt of registration. Please list the email address of everyone who should receive a copy of the confirmation on your registration form.

Questions: If you would like additional information or have any questions, please contact the ACPA National Office at acpa@concretepumpers.com or (614) 431-5618.

Hotel and Reservation Information

Gaylord Palms Resort & Convention Center
6000 W Osceola Pkwy
Kissimmee, FL 34746

[Gaylord Palms Resort & Convention Center Website](#)

Discounted Room Rate: \$185/night plus applicable taxes for a single/double occupancy and premium rooms.

Discounted Resort Fee: \$22/night plus applicable taxes. The daily resort fee covers several in-room amenities which include, but are not limited to: hi-speed internet access in guestrooms and shared wi-fi in meeting space and convention center, (2) bottled waters replenished daily in your guest room, 24-hour access to Relache Fitness Center, scheduled shuttle service to Walt Disney World Theme Parks & Disney Springs, local toll free and domestic long-distance telephone calls, \$10 credit towards dry cleaning services, 15-min private training session at Relache Fitness Center (limited sessions available and appointments required), (1) bucket of range balls at nearby Celebration Golf Club.

Reservation Cut-Off Date: The hotel reservations cut-off date for the ACPA discounted room rate is **Tuesday, September 10, 2019**. Rooms are available until the cut-off date or until the block sells out, whichever occurs first. We suggest that you make your hotel reservations as soon as possible.

Reservation Call-In Code: ACPA or American Concrete Pumping Association

Reservation by Phone: (1-877) 382-7299 or (1-817) 778-1000

Reservations Online: <https://book.passkey.com/go/ACPA2019>

Other Reservation Information: Each additional person to a room is \$20 plus applicable taxes. Children twelve (12) years and under are free when occupying the same room as their parents. All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. If a company or individual is picking up the charges for an attendee, please contact the Gaylord Palms for a credit card authorization form. By having this form on file with the hotel, your attendee will not be required to provide payment upon check-in.

Hotel check-in time is 3:00 pm local time. Hotel check-out time is 11:00 am local time.

Transportation Information

Hotel Transportation: A taxi will cost approximately \$53 (one-way). The Gaylord Palms Resort & Convention Center provides shuttle service to/from airports through Mears Transportation. For schedule and fees, call (407) 423-5566.

Hotel Parking: The on-site parking fee is \$24+ daily. Valet parking is \$35+ daily.

Airports: The closest major airport is the Orlando International Airport (MCO), located approximately 19 miles/20 minutes from the host hotel.

Other Transportation:

Hertz offers convenient on-site rentals. Call the Hertz counter at the Gaylord Palms to secure your reservation, (407) 586-2244. The Amtrak train station is located 11 miles from the host hotel. The resort offers shuttle service to Walt Disney World theme parks and the Disney Springs area. A daily schedule is available at the concierge desk.

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INTO YOUR BUSINESS

WWW.CONCRETEPUMPERS.COM

Exhibitor Attendee Registration Form

Registration is NOT included in exhibit booth fees. Please complete one page for each company registrant. Please type or print clearly.

Three easy ways to register:

1. By Fax: (614) 431-6944
2. By Email: acpa@concretepumpers.com
3. By Mail: ACPA National Office, 606 Enterprise Drive, Lewis Center, OH 43035

First Name Last Name Email

Title | Company

Mailing Address

City State/Province Zip/Postal Code

Phone Fax Spouse/Guest Name (if Attending)

Spouse/Guest Email Address (for Information About Spouse Program) Age of Guest (if Under 18)

Emergency Contact Name Phone Relationship

Email of person to receive confirmation: _____
(if different from above)

Please indicate if you have any special needs (physical or dietary): _____

REGISTRATION and PAYMENT

	Member	Non-member
Exhibitor Delegate	<input type="checkbox"/> \$350	<input type="checkbox"/> \$500
Exhibitor Spouse/Guest	<input type="checkbox"/> \$350	<input type="checkbox"/> \$500

REGISTRATION TOTAL: \$ _____

PAYMENTS | Registration will not be processed without payment. Also note: by mailing a check there will be a delay in processing.

Payment Method: AMEX | MasterCard | VISA | Check Enclosed (made payable to ACPA in U.S. funds drawn from a U.S. bank only.)

Credit Card Number: _____

Expiration Date/CVV#: _____

Signature: _____

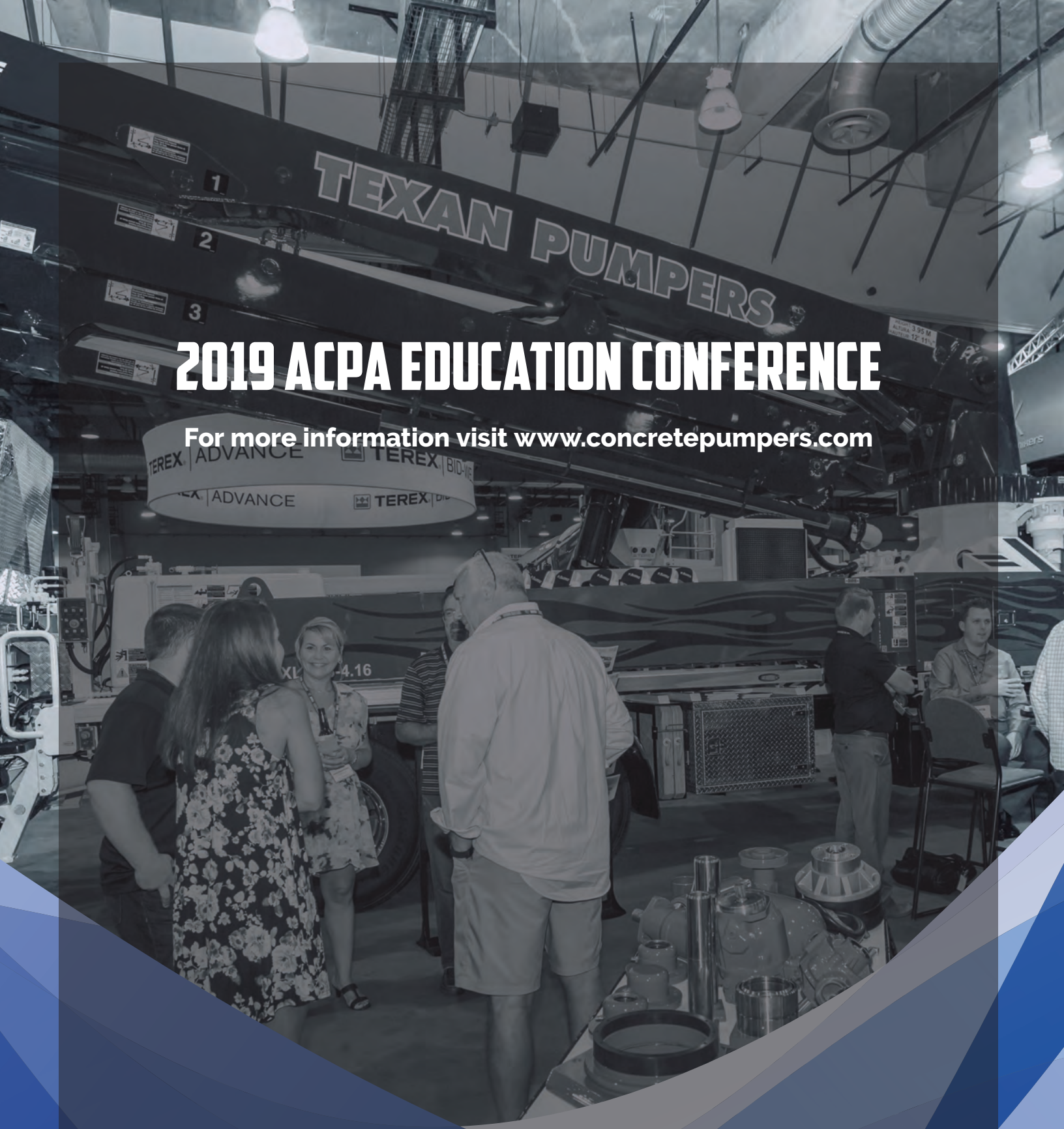
Card Holder Name (as it appears on card): _____

1
2
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TEXAN PUMPERS

2019 ACPA EDUCATION CONFERENCE

For more information visit www.concretepumpers.com

TEREX ADVANCE
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