

# CASTEXPO & METALCASTING CONGRESS



## SUPPLIER RULES & REGULATIONS

All Exhibitors at CastExpo 2022 are required to contract for space and subscribe to the Official Rules & Regulations as developed by Show Management.

### CODE OF CONDUCT

**Exhibitors** and all their representatives must familiarize themselves with the AFS Code of Conduct ([afsinc.org/code-conduct](https://afsinc.org/code-conduct)) and fully comply with it at all times.

### EXHIBITOR QUALIFICATIONS

Exhibiting companies must be engaged in or be associated with the industry in areas of equipment, consumable products, processes, instrumentation engineering and other applicable services related to the manufacture and processing of cast products. NO USED equipment can qualify or be approved for Exhibits in the Exposition Hall. Only one company may exhibit in a single booth.

### SPACE RENTAL AND INITIAL DEPOSIT

The cost of space hereby leased shall be charged at \$35.00 U.S per square foot or \$30.00 U.S. per square foot for American Foundry Society (AFS) Corporate Members in good standing. Space sizes are shown on the Floor Plan with minimum booth space at 10 ft. x10 ft. Space applications must be accompanied by a deposit of \$1,500 U.S. that will be applied against the total space rental. The deposit is non-refundable at any time.

### SPACE ASSIGNMENT AND PAYMENT OF SPACE

Show Management will make assignments of space guided, insofar as practicable, by expressed requirements and preferences of Exhibitors, but reserves the right to change Official Floor Plans and to assign or reassign Exhibitors for the best interest of the Exposition as a whole. Exhibit space is assigned based on seniority, exhibit requirements, corporate membership, advertising, and date and time of contract and deposit received. No exhibit space will be assigned until deposit is received. Space assignments must be accepted within 30 days of receipt of invoice, with payments to be made as follows: Fifty percent (50%) of the space cost, less the \$1,500 U.S. deposit, due within 30 days after receipt of space assignment and invoice. Final payment due on or before January 3, 2022. Failure to make timely payments may result in cancellation of space. Multiple booths may be purchased if maintaining an inline configuration; end caps will not be permitted to ensure good sight lines for all Exhibitors. Carpet is required and must be provided at the expense of the Exhibitor. Any furniture, electric and other services may be ordered at the expense of the Exhibitor.

### CANCELLATION OF EXHIBIT SPACE-REFUND

The \$1,500 U.S. initial deposit is not refundable at any time. In the event a company cancels its exhibit a 50% refund of payments made above the \$1,500 U.S. non-refundable deposit can be made, provided the cancellation is received in writing by November 1, 2021. After this date, all payments are non-refundable and may not be applied to other products or services.

### EXHIBITORS' USE OF SPACE

In compliance with the official contract, Exhibitors agree not to assign, sublet, or apportion space, or any part thereof allotted to them. They agree not to exhibit, advertise or offer for sale goods other than those manufactured by themselves in the regular course of business. The exception to this rule is when non-proprietary goods are manufactured outside of the United States and the Exhibitor is the sole United States sales representative for the respective goods.

The use of materials in any form and/or equipment of non-exhibiting companies is prohibited. Exhibitors requiring materials or equipment in their Exhibits, which they do not produce, must confine their selection from participating Exhibitors.

No Exhibitor will be permitted to display, advertise or offer for sale any used equipment or machinery. No Exhibitor will be permitted to have retail sales on the floor.

A verbal warning by Show Management will be given once to any Exhibitor violating these rules. If the violation continues, Show Management reserves the right to confiscate the objectionable material/item for the remainder of the show days, or to authorize the removal of the Exhibit booth from the Exhibit area at the cost of the Exhibiting company, including forfeiture of all charges and fees.

### USE OF AISLES

The aisles, passageways and overhead spaces remain strictly under the control of CastExpo. No signs, decorations, banners, advertising matter or special Exhibits will be permitted in the aisles. Uniformed attendants, models, mascots, and other employees must remain in the booth occupied by their employers. All advertising distribution must be made from the Exhibitor's booth space and space must be left within an Exhibitor's area to accommodate spectators.

## **ARRANGEMENT OF EXHIBITS— HEIGHT LIMITATIONS**

Exhibits shall be arranged as not to obstruct the general view or hide other Exhibits. Exhibits do not include carpeting, padding, furniture, electric, or any other services.

The standard in-line booth height is an 8 ft. high back wall with 4 ft. high division rails. No Exhibit construction and/or signage may exceed the maximum 8 ft. overall height with the exception of equipment. Sidewalls on standard in-line booths are limited to the 8 ft. height, out to one half the depth of the Exhibit space, and from that point to the aisle a maximum height of 4ft. is permitted.

Perimeter In-line booths (less than 400 square feet) are permitted a 12 ft. high back wall including signage but are subject to standard in-line booth restrictions on sidewalls.

End Cap booths are not permitted, however peninsula booths of 400 square feet or larger are permissible. A peninsula booth which backs up to two standard In-line booths is subject to a back wall restriction of 4 ft. high within 5 ft. of each aisle to permit an adequate line of sight of the adjoining In-line booths. The height allowance for the center portion of the back wall including signage is 16 ft.

Split Island (a peninsula which shares a common back wall with another similar sized peninsula), spaces of 400 square feet or larger are encouraged to use the full cubic area with a 22 ft. height limitation to the top of the display.

All exposed parts of Exhibits must be finished so as not to present an unsightly appearance when viewing from adjoining booths or aisles. Show Management may order masking drape at Exhibitor's expense if deemed necessary.

Canopies, ceilings, and multi-story Exhibits are governed by facility fire and safety regulations. Hanging signs and graphics are only permissible for peninsula and island booths but must be approved in advance. Drawings and specs must be submitted to Show Management at least eight weeks prior to the first installation date. A maximum height of 24 ft. from floor to top of sign is allowed and must remain within the confines of the contracted space.

## **INSTALLATION AND DISMANTLING**

All Exhibits must be completed, staffed and ready for business by Saturday, April 23, 2022 at 8 a.m. No Exhibits shall be dismantled prior to Tuesday, April 26, 2022 at Noon. No crates will be delivered to Exhibitor booths prior to that hour.

Exhibitors shall be governed by the following periods for installation and dismantling of Exhibits:

Installation:

Thursday, April 21, 2022, 8 a.m. to Friday, April 22, 2022, 5 p.m.

Dismantle:

Tuesday, April 26, 2022, noon to Thursday, April 28, 2022, 4:30 p.m.

## **FAILURE TO OCCUPY**

Any Exhibitor failing to occupy by 4 p.m. Friday, April 22, 2022, any space contracted for but not cancelled will be obligated for the full cost of the space and is not entitled to any refund or rebate. Show Management shall have the right to use said space to suit its own convenience, including selling the space to another Exhibitor without any refund, rebate allowance to the defaulting Exhibitor and without incurring any obligation of any kind to said defaulting Exhibitor. Show Management shall have the right to reassign or otherwise use or not use said space to suit its own convenience.

## **EXHIBITOR'S AUTHORIZED REPRESENTATIVE**

Each Exhibitor must name at least one person to be the representative in connection with installation, operation, and removal of the Exhibit. Such person shall be authorized to enter into service contracts as may be necessary, and for which the Exhibitor shall be responsible. A mobile phone number must be provided.

Exhibitor assumes responsibility for such representative being in attendance and reachable throughout all exposition periods: installation, show days and dismantling.

Show Management disclaims any and all responsibility for Exhibitor's booth and/or equipment if the above rule is not adhered to.

## **EXHIBITOR SERVICE MANUAL AND UNION LABOR CONTRACTORS**

The Exhibitors' Services Manual will be online and available for the Exhibitors' Meeting. Show Management selects certain firms as Official Contractors for Exhibitor Services, based on proper rates and their ability to meet Exhibitor requirements. The online services manual will contain names and information pertaining to various service offerings along with ordering details.

Exhibitors planning to use labor provided by a Display House must notify Show Management, in writing, by January 3, 2022.

Insurance forms must be provided by the Display House and must accompany this notification.

## **SAFETY, FIRE AND HEALTH**

The Exhibitor assumes all responsibility for compliance with all relevant local, state, and federal ordinances, regulations and codes including fire, safety and health regulations and the Americans with Disabilities Act together with the rules and regulations of the Greater Columbus Convention Center. All display or Exhibit materials and equipment must be reasonably located and protected by safety barrier guards and be fireproofed to prevent hazards and personal accidents to spectators. Recommendations submitted by Show Management shall be complied with by Exhibitors before the opening of the show.

All Exhibitors planning to use consumables such as gases, core/mold binders, chemicals and catalytic agents MUST furnish Material Safety Data Sheets on such items to Show Management and have extra copies available for the host city authorities. These forms should be sent to Show Management no later than March 1, 2022. Each Exhibitor using such materials is responsible for disposal of these materials, which also must be kept within the confines of the booth. This also includes waste resulting from demonstrations. Wherever demonstration materials can be considered flammable, a permit is required, and the Exhibitor is responsible for providing fire extinguishers at the location of the potential hazard.

## **DAMAGE, LOSS OR THEFT**

The Lessor shall not be liable for loss or damage to property of the Exhibitor, their agents or employees by theft, fire, accident, or other cause. Exhibitor further indemnifies and holds harmless the Lessors, their agents and representative for any damage or injury to persons or property from any cause by reason of use or occupancy of exhibit space or participation in CastExpo 2022.

## **CARE OF BUILDING**

No Exhibitor may allow any article to be brought onto, nor permit any act to be done on, the premises that will vitiate or increase insurance premiums held by either Show or Convention Hall Management. No Exhibitor may permit any act by its employees by reason of which the premises shall in any manner be marred or defaced. Exhibitors must surrender space occupied in the same condition as at the time of occupation. Any damage done to the premises by the Exhibitor shall be made good to either AFS or the building owners, as their interests may appear.

## **INSURANCE**

All property of an Exhibitor is understood to remain under the Exhibitor's custody and control during transit to and from or within the confines of the exposition hall and is subject to the rules and regulations of the exposition. Exhibitors are advised to carry floater insurance to cover Exhibit material against damage and loss, and public liability insurance against injury to the person and property of others.

AFS will carry public liability insurance for injury to exposition visitors, Exhibitors, and their agents and employees. This insurance is not applicable to Exhibitors' employees when on space rented by the Exhibitor.

## **EXHIBIT HOURS**

Each Exhibitor is required to keep at least one attendant in its booth

at all times during show hours.

The official schedule of show hours is:

Saturday, April 23, 2022 - 9 a.m. to 5 p.m.

Sunday, April 24, 2022 - 9 a.m. to 5 p.m.

Monday, April 25, 2022 - 9 a.m. to 5 p.m.

Tuesday, April 26, 2022 - 9 a.m. to noon

**NOTE:** Exhibitor representatives are admitted to the show floor one hour in advance of daily show hours. Written permission from Show Management must be obtained to remain in the Exhibit area after closing hours.

## **CANVASSING, SOUVENIRS AND NOVELTIES**

Canvassing in Exhibit halls, registration, or lobby areas is strictly forbidden. Canvassing is defined as attempting to generate business interest or leads outside of one's own purchased and staffed Exhibit. Distribution of advertising novelties unrelated to the industry will be discouraged. Souvenirs, in good taste, will be permitted for distribution, but only within individual Exhibit booths. Admissible souvenirs for this purpose should bear some relationship to the event or purposes of the host organizations. Plastic literature bags may be given away provided they conform to the above rules and do not become objectionable litter. Balloons are only allowed when anchored to an Exhibit. Absolutely no helium balloons are permitted for sale or giveaway. Exhibitor will be responsible for cost of retrieving untethered balloons. Glitter is prohibited as is pressure-adhesive stickers or decals or similar promotional items. Gum should not be used as a decoration or given away to attendees.

Special plans for unusual Exhibit activities should be approved by Show Management well in advance in order to avoid misunderstandings. Undignified methods of attracting attention will not be permitted, including objectionable games, lotteries, flashing lights, etc.

## **PRIZE DRAWINGS/GIVEAWAYS**

Exhibitors conducting prize drawings valued at over \$1,500 U.S. must have applicable city and state licenses. All activity must be within the confines of the Exhibitor's booth. Crowding of aisles is a safety hazard and Exhibitors may be restricted from hosting prize drawings. No announcements will be made over the public address system. Exhibitors may not hold drawings where attendees "must be present" to win.

## **SOUND DEVICES AND MOTION PICTURES**

The use of sound devices, megaphones, loudspeakers, etc. is prohibited. Audiovisual and virtual reality presentations are permitted if they are not operating to the detriment of a neighboring Exhibitor and conform to union regulations. Exhibitors will not be allowed to project images onto aisles, ceilings, walls, or any other space outside their booth.

## **PHOTOGRAPHS AND VIDEOTAPING**

The taking of photographs and/or video recording is permitted within the Exhibit hall provided the subjects being photographed or video-taped have given consent. If an objection is raised, you will be asked to discontinue immediately. Show Management reserves the right to limit photo/video access when considered inappropriate.

## **COPYRIGHTED MATERIALS**

Exhibitor agrees and warrants that it shall not violate any copyrights, with respect to writings, music or otherwise, at the show or at any function which is part of, affiliated with or held in conjunction with the show, and the Exhibitor assumes sole liability and responsibility for their use or display of any copyrighted materials at the Show and shall obtain any and all necessary licenses from copyright owners. Exhibitor shall indemnify and hold harmless Exhibit hall, Show Management and CastExpo, their agents and employees, from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages, cost or expenses, of whatever kind and nature, including judgments, interest and attorney's fees which any one and/or each of them shall or may at any time, or from time to time, subsequent to the date of the show, sustain or incur, or become subject to, involving, with respect to or relating to Exhibitor's breach of any of its warranties and representations contained herein or the performance, transmission or other use of any copyrighted

materials at the show or any function which is part of or affiliated with or taking place at the time of or in conjunction with the show.

## **FOOD AND BEVERAGE SERVICE**

The serving of alcoholic beverages or distribution of popcorn by Exhibitors in any part of the Exhibit area is strictly prohibited. Food services must be supplied by the facility.

## **AGE RESTRICTIONS**

Move-in and move-out periods present particular dangers on the Exhibit floor. No one under the age of 16 is permitted on the exhibit floor at any time.

## **VIOLATION OF RULES AND REGULATIONS**

Violations of these Rules & Regulations as well as those published in the Exhibitor Service Manual will afford Show Management the right to execute one or more of the following remedies: 1) The Exhibitor may be prohibited from exhibiting at the current year's exposition and will forfeit all booth payments. 2) The Exhibitor may be prohibited from exhibiting at the following year's Show. The imposition of one or more of these remedies by Show Management shall not in any way limit available remedies provided in other provisions of this Contract or by law.

## **EVENT CONTINUITY**

If the event is cancelled for any reason and not replaced with a virtual event during a similar time period, Exhibitor will be entitled to a full refund. If the event is converted to a virtual during largely the same time period, Exhibitor will be afforded the opportunity to exhibit virtually under separate Rules & Regulations. Should Exhibitor choose not to exhibit in the virtual event, the Exhibitor will be entitled to a full refund less a \$150 U.S. processing fee.

## **GENERAL**

Show Management reserves the right to restrict Exhibits that it, in its sole judgment deems objectionable. This includes persons, comments, things, conduct, printed or handwritten matter, online comments or anything of a character that is deemed objectionable by the host organization. In emergencies and wherever the foregoing rules do not cover, Show Management reserves the right to have full power in the interpretation and enforcement of all contract regulations contained herein, and the power to make such amendments thereto, and such further Rules and Regulations as shall be considered necessary for proper conduct of the Exhibition.

## **INDEMNIFICATION**

Exhibitor will indemnify, defend and hold AFS, its members, directors, officers, employees, representatives and agents and Show Management, harmless from and against any and all claims, liabilities, losses and damages arising out of or relating to the acts or omissions of Exhibitor, its employees, agents and representatives including, without limitation, the negligence, willful misconduct, and/or violation of any of these Official Rules & Regulations or applicable law by Exhibitor, its employees, agents and representatives during the event.

## **EVENT CANCELLATION**

Should the Exposition be canceled due to events beyond the control of the Lessor, including but not limited to acts of God, war, including armed conflict, strikes or labor disputes, disease (examples: COVID-19, SARS, bird flu, Legionnaires), government regulation or advisory (travel bans), destruction of exhibit facility, civil disturbance, terrorist attacks or threats of terrorism in the city which the event is located, natural disasters, curtailment of transportation either in the city or in the countries/states of origin of the attendees, which prevents at least 40% of the attendees from arriving for the first scheduled day of the event or any other cause beyond the Lessors control, make it impracticable, illegal, or impossible to perform as originally contracted under this Agreement, the Lessor may terminate this Agreement, without liability, except to refund monies received less a pro-rated share of Exposition expenses incurred, upon written notice. Should Lessor elect to cancel the Exposition, Lessor's liability to Exhibitor shall be the refund of any payments for booth space received. Lessor shall not be liable for any consequential damages which may arise from such cancellation.





APRIL 23-26, 2022

COLUMBUS, OHIO

# CASTEXPO

## & METALCASTING CONGRESS

connecting SUPPLIERS | METALCASTERS | CASTING BUYERS

Hosted By:

**American Foundry Society**

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**CastExpo.com**