



APRIL 27-30, 2019

ATLANTA, GEORGIA

CASTEXPO

& METALCASTING CONGRESS

connecting SUPPLIERS | METALCASTERS | CASTING BUYERS

CAST IN NORTH AMERICA RULES & REGULATIONS

All Exhibitors in the Cast in North America Pavilion at **CastExpo 2019** are required to contract for space and subscribe to the following Official Rules & Regulations as developed by **AFS** Show Management.

EXHIBITOR QUALIFICATIONS

To Exhibit in the Cast in North America Pavilion at **CastExpo 2019**, companies must be based in North America and either: 1) sell and/or manufacture cast metal components produced in North America or 2) provide casting design, rapid prototyping or other casting development related services to OEMs and other end-users. **Only one company may exhibit in a single booth.**

ASSIGNMENT AND PAYMENT OF SPACE

All booths within the Cast in North America Pavilion will be \$3,200 per 10 ft. x 10 ft. space. The discounted price for **AFS Corporate Members** in good standing is \$2,200 per 10 ft. x 10 ft. A \$1,000 (U.S. dollars or equivalent) non-refundable deposit must accompany the application to be considered for space assignment.

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 \$1,000 deposit, due within 30 days after receipt of space assignment and invoice. Final payment due on or before January 4, 2019. 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.

Show Management will provide a standard 8 ft. draped backwall with 4 ft. high side rails, carpeting, one 6 ft. table, two chairs, waste basket and identification sign per 100 sq. ft. contracted. Additional furniture, electric and other services may be ordered at the expense of the Exhibitor.

Booth assignments will be at the discretion of Show Management, based on date of application and payment receipt along with any location requests. Show Management reserves the right to reassign booth space and/or alter the floor plan based on the overall good of the Show.

CANCELLATION OF EXHIBIT SPACE-REFUND

In the event of Exhibit space cancellation, a 50% refund can be made, providing the cancellation is received in writing by November 1, 2018. **After this date, all payments are nonrefundable and may not be applied to other services. The \$1,000 initial deposit is not refundable at any time.**

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 in North America.**

A verbal warning by Show Management will be given once to any Exhibitor violating this rule. 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.

HEIGHT LIMITATIONS

Exhibits shall be arranged as not to obstruct the general view or hide other Exhibits.

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. Sidewalls on standard in-line booths are limited to the 8 ft. height, out to one half the depth of the Exhibit space or 5 ft., and from that point to the aisle a maximum height of 4 ft. is permitted.

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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.

INSTALLATION AND DISMANTLING

All Exhibits must be completed, manned and ready for business by 8 a.m. Saturday, April 27. No Exhibits shall be dismantled prior to 2 p.m. Tuesday, April 30. 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 25, 2019, 8 a.m. - Friday, April 26, 2019, 5 p.m.

Dismantle: Tuesday, April 30, 2019, 2 p.m. - Wednesday, May 1, 2019, 5 p.m.

FAILURE TO OCCUPY

Any Exhibitor failing to occupy by 4 p.m. Friday, April 26, 2019, any space contracted for but not canceled 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.

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.

Exhibitor assumes responsibility for such representative being in attendance 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 SERVICES 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 details. **Exhibitors planning to use labor provided by a Display House must notify Show Management, in writing, by January 4, 2019. 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 Georgia World Congress 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.

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 27, 2019 - 9 a.m. to 5 p.m.

Sunday, April 28, 2019 - 9 a.m. to 5 p.m.

Monday, April 29, 2019 - 9 a.m. to 5 p.m.

Tuesday, April 30, 2019 - 9 a.m. to 2 p.m.

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 by non-exhibiting firms or persons is strictly forbidden. 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 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, loud speakers, etc. is prohibited. Audiovisual presentations are permitted as long as 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 videotaped 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. During these times, children under the age of 18 are specifically prohibited from the Exhibit hall. During show hours, children under the age of 16 will not be allowed on the Exhibit floor.

VIOLATION OF RULES AND REGULATIONS

Violations of these Rules and 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.

GENERAL

The American Foundry Society reserves the right to restrict Exhibits that become objectionable. This includes persons, things, conduct, printed matter or anything of a character that is deemed objectionable by the host organizations. 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.

GEORGIA WORLD CONGRESS CENTER HALL SPECIFICATIONS

Ceiling Height

30 ft.

Floor Load

350 lbs. / sq. ft.

General Lighting

LED lights with 100 foot candles maximum; spotlight platforms.

Telecommunications/Internet

Voice and data can originate from floor boxes or overhead drop.

Free wireless internet is available on ground level throughout the lobby area.

Electrical Services

Flush mounted floor boxes on 30 ft. centers

Floor Power: 120/208v/100 amp single and 3-phase power, except in floor boxes along airwall which contain 60amp power (additional power available upon request).

Natural Gas, Water, Drainage

Cold water and drain from floor boxes on 90 ft. centers; Water feature Exhibits are prohibited in Hall A. Natural gas available at select points on south wall at 60 ft. intervals; access is limited.

Hanging Signs

Drawings and specs must be submitted to Show Management 8 weeks in advance of installation date. A maximum height of 24 ft. from floor to top of sign will be allowed.

Anchoring

Anchoring is not permitted.

The **Georgia World Congress Center (GWCC)** provide these guidelines to describe services that are provided on an exclusive basis, preferred basis and other information regarding event labor.

EXCLUSIVE SERVICES

The **GWCC** provides the following services on an exclusive basis:

- Electrical and plumbing utilities
- Telecommunications
- Internet
- Cable TV
- Food and beverage (including alcoholic beverages and all consumable products)
- Rigging (in designated areas)
- First aid (ticketed events)
- Security (ticketed events)

NOTE: State law prohibits alcoholic beverages from being brought into the **GWCC** except by the **GWCC's** Exclusive Food and Beverage Provider. Security personnel are instructed to confiscate any such alcoholic beverage entering the **GWCC** in violation of state law.



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