

RULES & REGULATIONS

EXHIBITOR QUALIFICATIONS

Suppliers—Companies must be engaged in or associated with the industry in areas of equipment, consumable products, processes or other applicable services related to the manufacture and processing of the cast product.

Cast in North America—Companies eligible for this area of the show floor must be based in North America and sell and/or manufacture cast metal components produced in North America or provide casting design, rapid prototyping or other casting development related services to OEMs and other end users.

ASSIGNMENT OF SPACE

- Full payment is due with exhibit space contract before booth space is assigned. Booth assignments will be at the discretion of Show Management based on a first-come, first-serve basis.
- Only one company may be represented per booth.
- Companies may purchase more than one inline 10'x10' booth. **Double booths at the end of aisles are not permitted** to ensure good sight lines for all Exhibitors. However, single end cap booth plus adjoining inline booth combinations are acceptable.
- To qualify for the Corporate Member rate, an exhibitor must be a Corporate Member in good standing at the time of application through the time of the event. If an exhibitor does not maintain its Corporate Membership in good standing during the full period of the contract, the non-member rate will apply.
- Show Management reserves the right to change the official floor plan or reassign booth space for the best interest of the exhibit as a whole.

CANCELLATION OF EXHIBIT SPACE - REFUND

Any notice of cancellation must be in writing. If received on or before Monday, January 6, 2020, 50% of monies paid will be refunded. After January 6, 2020, all payments are nonrefundable and may not be applied to other services.

INSTALLATION & DISMANTLING

- The Exhibit Hall will be available for exhibitor setup on **Tuesday, April 21, 2020, from 8 a.m. – 5 p.m.**
- All displays must be complete and ready for viewing by **9 a.m. on Wednesday, April 22, 2020.**
- No anchoring is permitted. No nails, staples or bracing wires used in exhibit displays may be attached to property, surfaces or walls.
- Exhibitors shall not dismantle or carry out any of their exhibit until after **Noon, Thursday, April 23, 2020** and all exhibit materials must be clear of the exhibit hall by **5 p.m.**

Further details regarding labor, freight, displays, installation and dismantling are outlined in the Exhibitor Services Manual.

Booth package includes carpeting, a reduced rate for additional exhibiting staff, and the following per 10x10 space: one 6' table with table skirt, two chairs, one wastebasket, one identification sign, and two complimentary full registrations. Any additional booth furniture, equipment, electric or lead retrieval can be provided at the expense of the exhibitor as ordered through the Exhibitor Services Manual.

EXHIBIT HOURS

Wednesday, April 22, 9 a.m. – 6 p.m. (Exhibit Floor Reception 4:30 p.m. – 6 p.m.)

Thursday, April 23, 9 a.m. – Noon (Exhibit Floor Breakfast 9 - 11 a.m.)

BOOTH LIMITATIONS

Booth height is an 8'-high back drape with 3'-high division rails. Displays will not be permitted to exceed the 8' back drape height, or 10' depth. Exhibits must be arranged so as not to obstruct the general view or hide other exhibits. Booths are limited to the 8'-high back drape out to one half the depth of the exhibit space. From that point to the aisle, a maximum height of 3' is permitted.

USE OF SPACE / AISLES

All displays must fit within the dimensions and height limitations of the booth. Demonstrations and/or audio/visual presentations may not be operated to the detriment of neighboring booths. The aisles, passageways and overhead spaces remain strictly under the control of Show Management. 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 there must be space within the exhibitor's area to accommodate booth personnel.

FOOD & BEVERAGE SERVICE

The serving of alcoholic beverages or distribution of popcorn, etc. by Exhibitors is strictly prohibited. Food service must be supplied by the facility.

INSURANCE

All property of the Exhibitor is understood to remain under their custody and control in transit to and from or within the confines of the display area. Displaying companies must carry insurance to cover materials against damage and loss, and public liability insurance against injury to the person and property of others. The show will carry public liability insurance for injury to show visitors, Exhibitors and their agents, and employees. Neither Show Management, the hotel or convention center is responsible for loss, theft or damage to Exhibitor's property.

POLICY ON AUDIO AND VIDEO RECORDING

The American Foundry Society reserves the right to any audio and video reproduction of any part of the Metalcasting Congress. Recordings (audio, video, still photography, etc.) intended for personal use, distribution, publication or copyright without the express written consent of the association and the individual authors or Exhibitors are strictly prohibited.

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 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.

Exhibitors shall comply with all relevant local, state and federal ordinances, regulations and codes including fire, safety and health regulations and the American with Disabilities Act, together with the rules and regulations of the hotel and convention center. If the trade show is cancelled due to circumstances beyond the control of **AFS** or the hosting properties, Show Management has no liability to the exhibitor except to refund payment received less a pro-rated share of the tradeshow expenses incurred.

No one under the age of 16 is permitted on the exhibit floor at any time.

AFS does not endorse any products or services promoted at this tradeshow.

EXHIBIT HALL INFO

Huntington Convention Center, 300 Lakeside Avenue E, Cleveland, OH 44113 Tel: 216-928-1600

FOR MORE INFORMATION

Contact us at **847-824-0181** or exhibits@metalcastingcongress.org.