

## Kentucky Credit Union League 2024 Exhibit Hall Terms and Conditions

**DESCRIPTION OF EXPOSITION:** The Annual Meeting/Convention is produced by and is the property of the Kentucky Credit Union League (KCUL). An important part of this event is a trade show which has been created to provide a showcase for products and services either specifically designed for or customarily used in the credit union industry. KCUL will provide exhibition management and attendance promotion.

**DEFINITIONS:** As used herein, "sponsor" or "producer" or "exhibit management" or "exhibit coordinator" refers to Kentucky Credit Union League, Inc. "Landlord" equals any facility occupied by the Kentucky Credit Union League Annual Meeting/Convention. "Exposition" corresponds with Kentucky Credit Union League 2024 Convention. "Exhibitor" is the person, company or organization on whose behalf booth space is rented. "Exhibitor service" means any official supplier so named by exhibit management to act in that capacity.

**ELIGIBILITY TO EXHIBIT:** Only companies that provide a product or service applicable to credit unions are eligible to exhibit.

**CONTRACT CONDITIONS:** The terms and conditions of the contract as set forth in these regulations shall apply to and be in effect between KCUL (producers and managers of the event), any facility occupied by the KCUL convention and exposition, designated exhibition service suppliers, and any exhibitor whose application is received and to whom booth space is rented. These regulations have been formulated for the protection of all parties concerned. Therefore, Kentucky Credit Union League asks the full cooperation of all exhibitors in the observance of these regulations. All points not specifically covered are subject to the decision of KCUL whose determination shall be final and binding.

**EXHIBITOR SERVICES:** For our mutual protection, exhibit management will select firms to act as official suppliers of exhibitor services (i.e. booth decorations, signs, exhibit installation and dismantling, electric, drayage, labor and booth cleaning). Approximately 45 days before the day of exhibitor move-in, or after receiving your application and payment for exhibit space (whichever is later), a service kit will be sent to you which includes all information necessary for planning your participation in our exhibition. Order forms from the official supplier will be included for all necessary services including drayage, electric, furniture and carpet rentals, etc.

**BOOTH SIZES:** Exhibitors will have a standard 8' x 10' booth. The standard 8' x 10' booth includes an 8' high background drapery and 3' high side partitions that measure 8' feet deep. Each booth will be complemented with one 7" x 44" identification sign, one 6' skirted table, and one wastebasket. Two chairs will be included in the standard 8' x 10' booth rental. Two (2) KCUL convention badges per booth rented will be provided for your representatives. Additional KCUL convention badges may be purchased by contacting KCUL.

**ASSIGNMENT OF SPACE:** Booth assignment is based on endorsement status and identified competition and/or conflict. KCUL reserves the right to rearrange the floor plan at any time when such action is deemed to be in the best interest of the total exhibit effort.

**FURNISHINGS:** Additional furniture, draping, accessories, signs, electric, etc., are the sole responsibility of the exhibitor and should be ordered in advance from exhibitor services supplier on forms provided in the service kit.

**SECURITY:** Professional security service will be provided from move-in through move-out hours. Neither the sponsor, landlord, nor exhibit service contractor(s) assumes responsibility or liability for any theft, damage or loss, whatever the cause, to the property of the exhibitor, his agents or employees. Insurance to cover against such contingencies must be placed and paid for by the exhibitor, and the Kentucky Credit Union League, landlord, or exhibit service contractor(s) assumes no responsibility or liability for the same.

### **INSTALLATION AND DISMANTLING:**

The exhibit hall will be ready for exhibitor set-up and installation at 3:00 pm on Wednesday, August 21, 2024. It is the responsibility of each exhibitor to make arrangements to have booth set-up by 8:00 a.m. Thursday, August 22, 2024. Exhibitors will not be permitted to dismantle the exhibit booth or do any packing before 5:00 PM. on Tuesday, August 22, 2024. Packing crates or boxes will be returned to the exhibitor at dismantling time only. All dismantling must be completed and all exhibit materials must be removed from the exhibit hall by 7:00 P.M., Thursday, August 22, 2024. The drayage and storage contractor reserves the right to ship (freight collect) packages, cartons, crates, etc. left in the exhibit hall beyond the hours of dismantling, unless special arrangements are agreed upon by the exhibitor and the contractor.

**EXHIBITOR HOUSING:** All sleeping rooms within the Kentucky Credit Union League housing block must be requested through the hotel. Room block deadline is July 30, 2024 and based on availability. If the room block is sold out, exhibitor may need to reserve at the current room rate.

**EXHIBITOR CONVENTION REGISTRATION:** Two (2) KCUL convention badges will be provided for each booth. KCUL convention badges may be purchased for additional booth personnel on the appropriate form supplied in the service kit. Admission to the exhibit hall for exhibitors and attendees is by KCUL convention badge only. The exhibit hall will be closed to the public. Please register your representatives when you receive the service kit. At least one (1) authorized exhibit personnel must be in the exhibit booth during all hours the exhibition is open. Management reserves the right to refuse admittance or to eject from the exhibit hall any objectionable or undesirable person or persons.

**REFUND AND CANCELLATION POLICY:** An Exhibitor may cancel and withdraw from the Exhibit Hall subject to the following conditions:

- Cancellations must be requested in writing and sent to [jgarrett@kycul.org](mailto:jgarrett@kycul.org) no later than July 31, 2024, in order to receive a refund minus a \$500 cancellation fee.
- No refunds will be made after July 31, 2024.

**USE OF SPACE:** The aisles and other spaces in the exhibit hall not leased to exhibitors shall be under the control of KCUL. All displays, interviews, conferences, distribution of literature, lectures, or any other type of activity shall be conducted inside the contracted booth space. Standing in aisles or in front of exhibit booths of other exhibitors for advertising purposes is strictly prohibited. However, exhibitors may conduct their business in any area designated as a common area, refreshment area or similar area on the exhibition floor. Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter and all kinds of promotional giveaways may be distributed only within booth spaces. Nothing shall be posted on, tacked or otherwise attached to walls, floors or other parts of the building or furniture. Signs, etc. will not be permitted to intrude into or over aisles. No person, firm or organization not having regularly contracted with the management for the occupancy of space in the exhibit hall will be permitted to display or demonstrate any products, processes, or services, solicit orders, or distribute advertising materials at the exhibit. Any infringement of this regulation will result in the prompt removal of the offending person from the exhibit hall. No liability or damages whatsoever against KCUL or any of its representatives, committees, agents or members shall be incurred because of such rejection.

KCUL reserves the right to judge the appropriateness of any exhibit and to decline to permit an exhibitor to conduct or maintain an exhibit if, in the judgment of the exhibits coordinator or KCUL officials, said exhibitor or exhibit shall, in any respect be deemed unsuitable. This reservation relates to persons, conduct, the display of articles or merchandise, printed matter, souvenirs, catalogs, and any and all other things without limitation, which might negatively affect the character of the exhibition.

In the event the exhibits coordinator or KCUL official shall determine that the conduct of any exhibitor or its employees or agents is not in keeping with the character of the exhibition, the exhibits coordinator or KCUL management may, at any time, without notice, terminate the contract for space entered into with said exhibitor, and with or without process of law, remove exhibitor, its employees, agents and all of the property of the exhibitor, its employees and agents, from the space contracted for and from the exhibition. No exhibitor shall have any right or claim against KCUL, its management or officials, or the exhibits coordinator on account of any action so taken. The determination of the exhibits coordinator as to the suitability of any exhibitor, exhibit or proposed exhibit, or as to whether any exhibit or the conduct of any person is in keeping with the character of the exhibition shall be final.

No exhibitor shall sublet, assign, or share any part of the space allocated to him without the consent of the management.

**PRODUCT OR SERVICE ENDORSEMENT:** KYCUL Services, Inc. (KCUL Service Corporation) does not approve, endorse, or recommend the use of any specific commercial product or service without prior agreement. Therefore, the exhibitor may not, without the prior written consent of KCUL or KYCUL Services, Inc. imply either verbally or in printed literature, that its products or services are approved, endorsed, or recommended by KCUL or KYCUL Services, Inc.

**FIRE PREVENTION:** All booth decorations must be fire retardant and all hangings must clear the floor. Electrical wiring must conform to the local and National Electrical Code Safety Rules. If inspections indicate that any exhibitor has neglected to comply with these regulations or otherwise incurs fire hazard, the right is reserved to cancel all or such portion of the exhibit as may be irregular. City fire regulations must also be observed. All fabrics, decorative or otherwise, must be fire retardant in accordance with the fire prevention requirements of the city of facility occupied by the Kentucky Credit Union League convention.

**SAFETY PRECAUTIONS:** Exhibitors shall take all necessary precautions for the safety of their personnel, other exhibitors and all other persons upon the premises, and shall comply with all applicable provisions of federal, state and municipal safety laws, building codes and ordinances to prevent accidents or injuries.

**DAMAGE TO EXHIBIT FACILITIES:** Exhibitor must surrender space occupied in the same condition it was prior to exhibitor occupation. The exhibitor or exhibitor agent shall not injure or deface the walls, column, or floors of the exhibit facilities, the booths or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owner of the property so damaged.

**ENFORCEMENT:** The exhibitor agrees to comply strictly with the applicable terms and conditions contained in the agreements between the landlord, KCUL, exhibit management and exhibitor services regarding the exhibition premises and the operation of the exposition. Exhibit management reserves the right to restrict exhibits, which because of noise, method of operation, materials, or any other reason, become objectionable. It also reserves the right to prohibit or evict any exhibit which in the opinion of exhibit management detracts from the general character of the exposition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which exhibit management deems objectionable to the exposition or not compliant with the standards of the exposition. In the event of such restriction or eviction, exhibit management is not liable for refunds of booth rental payments or exhibit expenses.

**LIABILITY:** Exhibit management, KCUL, landlord and exhibitor services as well as their officers and staff members disclaim all liability for damage, injury or loss to any exhibitor resulting from fire, water, flood, windstorm, utility failures, rodents, acts of vandalism, insurrection, civil disorder, strikes, criminal acts, theft or acts of God. Exhibit management will not be responsible for any failure of electric or other services. Exhibitors wishing to insure their goods must do so at their own expense. If unusual equipment is to be installed, or if appliances that may be subject to fire codes are to be used, the Exhibitor should communicate with exhibit management for information concerning facilities or regulations. No exhibitor shall allow any article or thing to be brought into, or any act to be done on the premises which will increase the premium on any policy or policies of insurance held by exhibit management, KCUL, landlord or exhibitor services, or which may cause any such policy or policies of insurance to be canceled. Further, the exhibitor shall at all times protect, indemnify, save and keep harmless KCUL, landlord and exhibitor services against any and all loss, cost, damage, liability, or expenses arising from any accident or other occurrence to anyone, including the exhibitor, its agents, employees or attendees which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

Exhibit management, KCUL, landlord and exhibitor services and their officers and staff members will not be responsible for loss of equipment or damage to equipment.

**BUILDING OCCUPANCY:** In case the premises of the landlord shall be destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any governmental agency or by the management, or for any other reason, this contract may be terminated by KCUL. In the event of such termination, the exhibitor waives the right to any and all damages and claims for damages, and agrees that the sole liability of KCUL shall be to return to each exhibitor his space payment, less pro-rata share of costs and expenses incurred and committed by KCUL.

**MISCELLANEOUS REGULATIONS:** In keeping with the character of KCUL convention as a working convention, the exhibitor shall not foster or conduct activities which would take attendees from the official functions of the meeting or conference or from the exhibition during scheduled hours. Hospitality suites shall not be open during exhibition or meeting hours without advance written agreement with KCUL. All requests for hospitality suites must be directed to the League meeting planner's office and will be made available as space allows to those vendors who exhibit.

The exhibit management reserves sole control over admission policies. These rules and regulations are established for the mutual protection of KCUL and the exhibitor. The exhibit management reserves the right to make such changes in the time schedule or in the general plan of the exhibition as may be deemed to be in the best interest of KCUL, the exhibitors, or the exhibition generally.

KCUL may, at its discretion, take away all or part of current or future exhibiting privileges for violations of these regulations.

**RESTRICTION ON SELLING:** Exhibitors agree to abide by the following: Exhibitors are prohibited from direct selling or order-taking or activities equivalent to making a contract unless prior written approval by KCUL has been granted; all samples or giveaways must be distributed from the exhibitor's own booth area; exhibitors who use models or mannequins in costume must be sure their appearance and manner do not offend even the most critical. The exhibit management will be the final arbiter on questions in this area.

**DRAWINGS AND PRIZES:** All contests, drawings, games, and similar activities represented as awarding prizes to winners and implemented from an exhibit booth, must have the advance approval of exhibit management and must be in compliance with all applicable local, state and federal laws. Further, it is the responsibility of the exhibitor to determine and abide by the applicable laws and approval of the drawing or giveaway by exhibit management in no way diminishes or supplements that responsibility. The distribution of giveaways and free samples must also comply with the facility regulations and local, state, and federal laws governing such programs, and should be approved in advance by exhibit management and landlord.

**RESPONSIBILITY:** It is the responsibility of the exhibitor to be fully familiar with these rules and regulations and to see that each member of the exhibiting organization attending the conference, either as exhibit personnel or registrant, is familiar with these rules and regulations.

**PENALTY OF VIOLATION:** It is the responsibility of the exhibitor to make certain these rules are followed. Failure to do so will bar the exhibitor from exhibiting at the conference held during the next year.

**INTERPRETATION AND AMENDMENTS:** Exhibit management shall have the full power to interpret, amend, and enforce the rules and regulations contained herein and the power to enact such additional rules and regulations as shall be deemed necessary for the proper conduct of the exposition.