

Exhibit Guidelines

Rules and Regulations

Space Assignments:

Booths are rented on a first-come, first serve basis

Payment and Cancellations:

Payment in full must accompany the completed registration. No Refunds will be made for exhibitor cancellations after February 28th.

Booths and Equipment

Each Exhibit space will include pipe and draping, one 8' Table (topped and skirted), trash receptacles. Electrical connections are not provided unless purchased by exhibitors in advance. All other furnishings, equipment, etc. will be the responsibility of the exhibitor at their own expense. If you need chairs for your booth, please contact Caryn Burns in advance @ 330.972.7673 or clb22@uakron.edu

Use of Booths

All demonstrations and exhibits must be confined to the exhibit booth. No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without written approval of the NACUFS Midwest Regional Conference Showcase Chairperson.

Objectionable Material and Activities

Exhibitors are prohibited from using amplifying equipment that is objectionable. No music may be played within a booth without the written permission of the NACUFS Midwest Regional Conference Showcase Chair. Exhibitors will not be permitted to use strolling entertainment or to distribute samples or souvenirs except from within their booths. Exhibitors who use costumed models or mannequins should be certain that their manner of appearance and dress are such not to offend the most critical. Any questions of propriety should be cleared with the NACUFS Midwest Regional Conference Showcase Chair prior to the regional conference. The NACUFS Midwest Regional Conference Committee reserves the right to request modification of any questionable exhibit.

Liabilities and Insurance

In each instance in this section, use of the term NACUFS includes the entity and its respective owners, officers, directors, employees, agents and representatives.

Exhibitor agrees it is subject to and will comply with the applicable terms and conditions of the contract between NACUFS regarding the use and occupancy of the Quaker Station premises by Exhibitor, its officers, directors, employees, agents, invitees or representatives, which Exhibitor acknowledges is available to Exhibitor for review. Neither NACUFS nor the Quaker Station shall be held liable for, and Exhibitor hereby expressly releases NACUFS and the Quaker Station from any liability for, any and all damage, loss, theft, destruction, harm or injury to the person or property of Exhibitor, its officers, directors, employees, agents, invitees and representatives.

Exhibitor shall defend, indemnify and hold harmless NACUFSS and the Quaker Station against any and all claims, damages, lawsuits, costs, expenses including but not limited to attorney fees, liability and judgments arising out of the use and occupancy of the Quaker Station premises by Exhibitor, its officers, directors, employees, agents, invitees or representatives.

The provisions of this section shall survive termination of the Agreement

Exhibitor agrees that neither NACUFS nor the Quaker Station will obtain insurance covering Exhibitor for its property or for any liability claims, and Exhibitor is advised that it is the sole responsibility of Exhibitor to obtain such insurance.

NACUFS will not be liable for failure to hold the conference as scheduled.

Admissions

The NACUFS Midwest Regional Conference Committee will have sole control over all admission of persons. All persons visiting the exhibits will be admitted according to the rules established by NACUFS.

Free parking is provided for vendors who are staying at the Quaker Square Inn at the University of Akron. If you are not staying at the Inn, parking is available in and adjacent parking deck on South Broadway.

Installation and Dismantling

Exhibits must be installed during the times specified by the NACUFS Midwest Regional Conference Showcase Chair. Booth Set-up will be from Noon until 5pm on Sunday, March 28th and starting at 8am on Monday, March 29th.

No Exhibit may be dismantled prior to the official closing of the showcase. Exhibits must be dismantled during the times specified by NACUFS Midwest Regional Conference Showcase Chair. Times will be announced in the exhibitor information.

Vendor Checklist

The Quaker Station can provide extension cords at the cost of \$15.00. Arrangements must be made in advance with the NACUFS Midwest Regional Conference Showcase Chair.

If cooking onsite, exhibitors are required to supply their own fire extinguisher.

An open flame under 1lb butane is allowed

Exhibitors must supply their own masking tape and scissors. Taping and/or tacking on the walls is not allowed.

Exhibitors can use internally vented fryolators and must supply their own.

Convention ovens may be used in the Quaker Station, exhibitors will need to supply their own

Kitchen facilities may be available for onsite cooking; arrangements must be made with the NACUFS Midwest Regional Conference Showcase Chair.

Refrigeration will be available.

Ice will be available onsite.

Exhibitors sending their food products before the showcase date will have freezer and refrigeration available at Quaker Station 135 South Broadway Akron, OH 44308. These products must be received no earlier than March 22nd and you must contact Lisa Showalter at 330.972.7266 with shipping information. Shipments must be delivered between the hours of 8 am and 5pm. Packing must indicate that it is for the conference showcase and clearly marked.

Non-food items may be sent to the following address: University of Akron 185 E. Mill St. Akron, OH 44325-0703. Please indicate that it is for the NACUFS Showcase. Large Objects must be delivered directly to the Quaker Station. Quaker Station 135 South Broadway Akron, OH 44308. Please contact Lisa Showalter at 330.972.7266. Any labor charges incurred from the handling of the equipment will be the responsibility of the showcase exhibitor.

Please label all products

All freight MUST be pre-paid. No CODs are accepted

The floor of the Quaker Station is carpeted

Exhibitors will need to provide all serving dishes and utensils

The exhibitor must make arrangements to ship freight from property

A limited number of hot will be available to exhibitors.

Parking is available on site for vendors who are staying at the Quaker Square Inn at the University of Akron. For vendors who are not staying at the inn, there is public parking located adjacent to the Quaker Square Inn at the University of Akron on South Broadway.