

Reno Psychic Fair Exhibitor Conditions

Updated 1/30/2012

1. **Deposits.** Exhibitors must have paid a non-refundable deposit of at least 50% of the total rental charge within 10 days of placing a reservation in order to maintain a booth reservation. In the event of an Exhibitor cancellation at least 15 days prior to the opening day of the Expo, any monies paid over and above 20% will be credited toward future Expos. In the event of an Exhibitor cancellation less than 15 days prior to the opening day of the Expo, all monies paid will be forfeited.

2. **Set up times:** Saturday morning 6:30am to 9am. All booths must be ready to go by 9am. Show opens at 9:30am. Dismantling will begin at 6:00pm on Sunday and continue until 10:00pm. Public hours at the Convention Center are as follows: Saturday 9:30pm to 7pm and Sunday 9:30am to 6pm.

3. **Eligibility.** Sponsor reserves the right to determine the eligibility of any product, company and/or service in the booth area. New Exhibitors must be approved by Sponsor and may be approved or not depending on Sponsors' criteria. Sponsor has 10 days after receiving Exhibitor payment to determine eligibility and inform Exhibitor. If Exhibitor is not approved all payments will be returned to Exhibitor. It is the responsibility of the Exhibitor to inform the Expo of all products and/or services offered in the booth. It is the responsibility of the Exhibitor to inform the Expo of any product, service or claim which does not comply with the regulations of the FDA or any other State or Federal regulatory agency and/or which is considered experimental. Exhibitor is strictly prohibited from having or selling on-site any substance or product considered being illegal. Consequences for any such action will be solely born by the Exhibitor and may be cause for expulsion without recompense.

4. **Products and Services.** All products and services to be sold, offered or referred to during the New Living Expo must be included on the reservation form. No sublet or split booth space shall be permitted without prior written agreement with Sponsor.

5. **Booths.** Sponsor will provide up to (2) 8' tables for each 10x10 booth and (1) 8' table for 8x8 and 8x5 booths, no card table is provided for reader booths. (2) or more chairs as requested are provided for each booth. Booths are not defined by drape and pole, tables are not skirted. Exhibitors are responsible for booth décor.

Electricity is provided for an additional booth fee of \$15.

(2) exhibitor badges are provided and (2) free passes for each booth.

6. **Booth Safety.** Aisles and Exits, as designated on approval show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into the aisles or lobby areas or on ceiling or columns, etc. Interior furnishings and materials shall not be located so as to obstruct or block exit ways, fire and safety devices or equipment. Distribution of samples and literature is strictly limited to the confines of the Exhibitor's booth and front literature tables. Also, voice and/or music amplification must be kept to a sufficiently low volume so as not to disturb other exhibitors or attendees.

7. **Signs.** No painting of signs, displays or other objects is permitted in the building. No adhesive-backed (stick-on) decals or similar items, excluding nametags, may be used in the building. "Glitter" is not permitted on carpeted areas of the building. Leave booth clean upon move-out or a charge will apply.

8. **Insurance.** Although Sponsor will provide basic security at the Exhibition Center, insurance is the responsibility of the exhibitor. Sponsor is not responsible for replacement of lost or stolen goods. Exhibitors will indemnify Sponsor and the Convention Center for claims/suits arising between Exhibitors and attendees regarding booth rental.

9. **Damage.** Exhibitors are financially responsible for any damage caused to booths, decorations, or to any Exhibition Center property. Do not nail, screw, staple, pin, tack, tape, etc., any materials directly to the wall, Velcro only is permitted to hang banners.

10. **Fire and Safety Codes.** All federal, state and city regulations pertaining to fire and safety must be adhered to. Any exhibit employing flammable liquid, compressed combustible gas or highly combustible or explosive material is prohibited! Exhibitors comply with all Convention Center house rules.

11. **Licensing.** Exhibitors are responsible for meeting all city/state resale-licensing requirements. A temporary City of Reno business license is included in the booth fee. Sales tax forms will be distributed and collected at end of show Sunday.

12. **Smoking.** In order to comply with the smoking ordinance of the Department of Public Health, smoking is not permitted in the Convention Center. By law, individuals are not allowed to bring alcoholic beverages, which were purchased off premises, onto the Convention Center property.

13. **Electrical Wiring.** Any electrical wiring must be grounded and be UL approved.

14. **Animals and Pets.** No animals or pets are permitted in the building except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. Seeing-eye dogs are permitted.

17. **Conduct.** Exhibitors agree to conduct themselves in a respectful, cooperative manner appropriate to the integrity of the attendees, fellow exhibitors, and show management staff.

18. **Fair Cancellation.** In the event that any outside cause, such as war, fire, weather, any Act of God, etc. prevents the Exhibition, the Management reserves the right to retain Exhibitor payments for expense compensation.

19. **Final Payment.** Final payment of booth rental is due no later than 15 days before show date or in cash at set-up.

20. **Failure to Comply.** Failure to comply with these rules and regulations may result in fines levied by Sponsor, Convention Center or Government agencies. Sponsor and Convention Center retain their right to close any exhibit that fails to cooperate with these policies.

21. **Questions.** Any questions or issues that are not covered in this contract shall be subject solely to the decision of the Sponsor. Please contact Laura Peppard at (775) 324-2872.