

## Rules, Regulations & Conditions of Contract

### Payments, Cancellation & Termination

All payments must be made according to the schedule on the face of this contract. If exhibitor fails to make scheduled payments, Show Management reserves the right to cancel this contract without notice and exhibitor will forfeit all funds paid to date. This contract may be cancelled or altered by Exhibitor if notice, in writing, is received no later than 90 days prior to opening day of contracted show. If cancellation or alteration occurs prior to, or on this date, then a \$100 administrative fee for cancellation will be deducted from the balance of refund. If the cancellation occurs after the 90 days prior to opening day, then the exhibitor is liable for full payment of space. This also includes contracts signed after the cancellation deadline. Failure to appear does not release the exhibitor from responsibility of payment for space.

### Reassignment of Space/Subletting

Exhibitors may not permit other companies to use their space, or any part thereof, without express written permission of Show Management. Special arrangements must be made in advance for two or more firms sharing the same space.

### Rule & Regulation Adoption

Exhibitor agrees to abide by all rules and regulations adopted by Show Management and contained in the Exhibitor Manual, which is part of this agreement. The Exhibitor Manual can be found at [www.suburbanindyshows.com](http://www.suburbanindyshows.com). Show Management shall have the final decision in any disputes between exhibitors and the adoption of any rule or regulation deemed necessary prior to, during, and after the show. This includes disputes between official contractors, facility management and sponsors of the show.

### Insurance & Liability

Suburban Indy Shows has general liability insurance covering the show. This insurance does not cover the exhibitor's exhibit, contents, visitors within the confines of the exhibitor's leased space, or exhibitor's personnel. Exhibitor shall secure and maintain liability insurance, at its own expense, naming both Suburban Indy Shows and Grand Park Event Center as additional insured. Exhibitor is required to furnish a Certificate of Insurance to show management. This insurance must be in force during the lease dates of each of the events in which exhibitor is participating. Show Management or Grand Park Event Center shall not be held responsible for any loss or damage that may result from theft, fire, strikes, robbery, accidents or other destructive causes. Show Management's coverage does not extend to Exhibitor's property. Exhibitor is liable for any damage they cause to building or to any property of show management, its agents or any other exhibitor.

### Unforeseeable Circumstances

In the event of fire, strike, inclement weather, civil strike or other circumstances beyond the control of Suburban Indy Shows which causes the show to be cancelled in whole or in part, Exhibitor waives any claim for damages or compensation except for the pro-rata return of space rental paid for that period of time which was not available for use, less expenses incurred by Suburban Indy Shows, in connection with the show.

### Unoccupied Space

If the Exhibitor fails to occupy the space contracted for by the end of the scheduled set-up, or fails to comply in any other respect with the terms of this agreement, Suburban Indy Shows reserves the right to use such space in any manner without releasing the Exhibitor from paying the sum agreed upon in this contract.

### Amendments

Suburban Indy Shows shall have full power to interpret or amend these rules. Wherever these rules do not appear to cover specific situations, Suburban Indy Shows reserves the right to make such rulings as may appear to be in the best interest of the show and the Exhibitor agrees to abide by such rulings.

### Attorney Fees

In the event Exhibitor defaults in the performance or observance of any of the terms and regulations contained in this Agreement, and Show Management employs attorneys to enforce all or any part of this Agreement, Exhibitor shall reimburse Show Management for the attorney fees incurred, whether or not suit is actually filed.

### Display/Exhibit Construction

Standard exhibit configuration is 10' square and multiples thereof. Displays may not exceed 8' in height across the back 5' of the booth (including sign) and not more than 4' in height in the front 5' of booth. (Diagram can be found in the official Exhibitor Manual)