

**PENNSYLVANIA PETROLEUM MARKETERS & CONVENIENCE STORE ASSOCIATION
EMPIRE STATE PETROLEUM ASSOCIATION**

RULES, REGULATIONS & GENERAL PROVISIONS GOVERNING THE TRADE SHOW

PPMCSA / ESPA 2010 Convention, Annual Meeting and Trade Show

September 21-23

Lancaster County Convention Center, Lancaster, PA

Please make it a point to familiarize yourself and your staff who will be participating in the trade show with the following Rules, Regulations and General Provisions Governing the Trade Show. Failure to comply with these requirements could forfeit all rights to assigned exhibit space.

1. DATES AND TIMES:

Monday, September 20 (truck/trailer exhibitors)	(TBA)	to	(TBA)	MOVE IN
Tuesday, September 21	7:00 a.m.	to	4:00 p.m.	SETUP
Tuesday, September 21	5:00 p.m.	to	8:00 p.m.	INDUSTRY RECEPTION & CASINO NIGHT(EXHIBIT HALL)
Wednesday, September 22	10:30 a.m.	to	4:00 p.m.	EXHIBIT HOURS
Thursday, September 23	9:30 a.m.	to	12:30 p.m.	EXHIBIT HOURS
Thursday, September 23	12:30 p.m.	to	11:30 p.m.	DISMANTLING AND REMOVAL

2. SPACE ASSIGNMENT - The Pennsylvania Petroleum Marketers & Convenience Store Association (PPMCSA) will assign all exhibit space. First selection of exhibit space is made from the 2008 exhibitors who have exercised their protected reservation. Remaining exhibit space will be assigned on a first-come basis after the March 1, 2010 protected reservation deadline. Upon receipt of your Firm Order For Exhibit Space form, we will acknowledge your request for exhibit space.

3. PAYMENT / CANCELLATION / REFUND POLICY

- A minimum deposit of \$100.00, per booth, of the total amount of the space rental contract must accompany all reservations. Unless contract is paid in full, the balance is to be paid by July 16, 2010.

In the event that an exhibitor must cancel his request for exhibit space, the request for cancellation must be received in writing before July 16, 2010, in order to receive a refund. **No refunds, due to cancellations, will be made after July 16, 2010.**

A \$25.00 SERVICE CHARGE WILL BE DEDUCTED FROM ALL REFUNDS.

In the event the applicant fails to complete payment for the total amount due under the space rental contract, for any cause whatsoever, on or before July 16, 2010, PPMCSA shall retain all payments previously made by applicant as liquidated damages, and reserves the right to rent said forfeited exhibit space.

No-shows - Truck and trailer exhibitors will forfeit all payments and assigned exhibit space if not at the exhibit hall for move-in, 4:00 to 6:00 p.m., on Monday, September 20, 2010.

Booth exhibitors will forfeit all payments and assigned exhibit space if exhibitor fails to register and have exhibit **SET UP** by 4:00 p.m., on Tuesday, September 21, 2010.

4. INABILITY TO PERFORM - If PPMCSA should be prevented from conducting the Convention, Annual Meeting and Trade Show by cause beyond its control, or if it cannot permit the exhibitor to occupy rental space due to circumstances beyond its control, PPMCSA will refund to the exhibitor the amount of exhibit space rental fee paid. PPMCSA shall have no further obligation or liability to the exhibitor.

5. LIABILITY - PPMCSA will take reasonable precautions to safeguard exhibitors' property. However, PPMCSA and the Lancaster County Convention Center (LCCC) will assume no liability whatsoever for loss or damage, through any cause of goods, exhibits, or other material owned, rented or leased by the exhibitor. Also, neither PPMCSA nor LCCC will be responsible for damage or inconvenience caused by labor disputes.

If insurance is desired, it must be obtained by the exhibitor. The exhibitor shall indemnify PPMCSA and LCCC against, and hold harmless from any complaints, suits, or liabilities that might ensue from any cause whatsoever, including accidents or injuries to exhibitors, their agents or employees. The exhibitor assumes all responsibility for any accident, injury or property damage to any persons viewing his exhibit where such accident, injury or property damage is caused by negligence of the exhibitor, his agents or employees.

6. SUBLETTING - Exhibitors will not assign, sublet, or apportion the whole or any part of their allotted space, nor display any goods other than those manufactured or sold by them in the regular course of business.

No name signs or courtesy cards are to be used in any manner whatsoever unless the supplier so identified is also an exhibitor in the show.

7. INSTALLATION AND DISMANTLING OF EXHIBITS

- Generally speaking, erecting, furnishing and decorating of exhibits will commence Tuesday, September 21, 2010, promptly at 7:00 a.m. and will continue until 4:00 p.m. Exhibits must be completely set up by the 4:00 p.m. deadline, in order for the Convention Center staff to clean and tidy up the trade show area in time for the 5:00 p.m. **OPENING AND RECEPTION.**

Dismantling of exhibits may be started Thursday, September 23, 2010, at 12:30 p.m., and must be completely removed by 11:30 p.m., Thursday, September 23, 2010.

7.1 TRUCK AND TRAILER EXHIBITORS

- All trucks and trailers must be at the exhibit hall for move in on Monday, September 20, 2010. **Move in time will be included with the exhibitor packets to be mailed to all paid-in-full exhibitors on July 16, 2010.** Trucks or trailers not at the Lancaster County Convention Center in the designated time will forfeit their exhibit payment and will not be permitted to exhibit. Removal from the exhibit hall will be last, after all other exhibitors and the show decorator have cleared the aisles that will permit truck and trailer removal. Each truck and trailer exhibit will include a two-line head sign, one 6' skirted table, two chairs and one wastebasket. No equipment of any kind (other than what is affixed to the truck, tank or trailer) will be permitted or displayed in the truck or trailer exhibit space.

8. BOOTH EQUIPMENT AND SERVICES - Each 10' x 10' booth rental will include the following: a two-line head sign; *8' high curtained backdrop; *33" high curtained side rails; one 6' skirted table; two chairs and one wastebasket. Booth/show colors will be blue and gold.

***Excludes truck and trailer exhibitors.**

PPMCSA has made arrangements with Penn State Exposition Services, Inc., 2010 Greenwood Street, Harrisburg, PA 17104, phone (717) 236-6733, fax (717) 236-6758, e-mail: pennexpo@aol.com, to provide drayage, receiving and shipping services. This includes receiving (**NO SHIPMENTS WILL BE RECEIVED PRIOR TO 30 DAYS BEFORE THE SHOW**), storage and handling in and out of their own warehouse, of all freight shipments. It also includes delivery to booth location, removal, storage and return of empty crates, removal of shipment from booth, and arrangement with a common carrier for shipping materials to the destination. (**FORMS FOR THESE SERVICES WILL BE ENCLOSED WITH YOUR EXHIBIT SPACE CONFIRMATION.**) If you can completely handle your exhibit, in and out, without assistance, that will be quite satisfactory. **DO NOT DIRECT SHIP ANYTHING TO LCCC, AS IT WON'T BE ACCEPTED.**

9. ELECTRICAL AND TELEPHONE SERVICE

- Arrangements for electrical and telephone service, at the exhibitor's expense, must be made through the Convention Service Department of LCCC. (**FORMS FOR THESE SERVICES WILL BE ENCLOSED WITH YOUR EXHIBIT SPACE CONFIRMATION.**)

10. FIRE REGULATIONS

- Booth decorations and construction must conform to local fire regulations. Combustible, flammable or explosive materials and substances may not be used. Cloth and other flammable materials must be flame-proofed. Aisle space and exit doors are under the control of LCCC.

11. EXHIBIT RESTRICTIONS

11.1 No exhibit will extend outside of the side dividers, into the aisle. All aisle space will be kept uniform and shall not be used for exhibit or demonstration purposes.

11.2 No construction in exhibit space shall exceed 8' in height and any construction in excess of 4' in height must be kept within 3' of the back line of exhibit space.

11.3 No literature, advertisement material, etc., will be permitted, other than in exhibitor area. Literature and advertisements placed in the lobby and registration area will be removed.

11.4 No P.A. systems, loudspeakers or other objectionable amplification will be permitted.

11.5 No carnival techniques allowed without prior approval from PPMCSA. Exhibitors who use costumed girls or mannequins should be sure that their manner of dress and conduct is such as not to offend even the most critical.

11.6 PPMCSA reserves the right to remove or eliminate any objectionable exhibits, persons, advertisements, souvenirs or any other feature or action which might harm or impair the high standards of the Convention, Annual Meeting and Trade Show.

12. EXHIBITOR REGISTRATION

- Complimentary registration badges for the Convention, Annual Meeting and Trade Show will be issued to exhibitors for their representatives **officially engaged in manning their displays**, irrespective of number requested. A special mailing will be made prior to show time to all exhibitors to obtain the names of their personnel. **Special exhibitor identification badges will be prepared in advance to be picked up at the trade show registration desk.**

13. SECURITY

- The Convention Center will be locked during the hours that the exhibits are closed and when there are no convention activities in progress. **Each exhibitor must have attendant(s) present and in charge of his exhibit each day during the hours that the exhibit area is open, including setup and teardown time.**

14. GENERAL

- All matters and questions not specifically covered by these Rules, Regulations and General Provisions Governing the Trade Show are subject to the decision of PPMCSA.

PPMCSA
P.O. Box 68, Highspire, PA 17034-0068
Phone: (717) 902-0210, Fax: (717) 902-0290
www.ppmcsa.org, info@ppmcsa.org