

● **Age Requirement**

Due to liability and safety issues, no one under the age of 16 years will be allowed on the exhibit floor. PRI child care is available in Meeting Room 113 in the lobby of the convention center.

● **Alcoholic Beverage Distribution**

All alcoholic beverages to be used in exhibitor booths must be ordered through the contracted catering company—Centerplate. Contact Information: Shari Bridger, Senior Catering Sales Manager, 317.262.3509.

● **Animals**

No animals of any kind will be allowed, except service animals.

● **Balloons/Inflatables**

Any type of balloon or inflatable may not be used, displayed or distributed.

● **Cameras/Photography**

Because of the small size and speed of digital cameras, it is extremely difficult for Show Management and security to prevent “unauthorized” photography during the trade show. Show Management strongly suggests that all proprietary products be displayed in a part of your booth that can be closely monitored and covered after show closing. If you notice anyone taking “unauthorized” pictures of your product, please contact the Show Management and/or Security immediately.

● **CO₂ / Compressed Gas**

CO₂ bottles can be used inside the exhibit hall during show hours, but must be properly secured. During non-show hours CO₂ bottles must be stored outside and properly secured. Exhibitors may store CO₂ bottles outside at the bottom of Hall G ramp.

● **Cancellation of Event**

If Trade Show Management should be prevented from holding the Trade Show or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, including, but not limited to strike, civil disobedience, and/or acts of God, Trade Show Management will refund to the exhibitor the amount of the rental paid by him, less a proportionate share of the Trade Show expenses, and Trade Show Management shall have no further obligation or liability to the exhibitor if the exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

● **Demonstrations & Entertainment**

Demonstration areas must be organized within the exhibitor’s space so as not to interfere with any traffic aisle, and sampling or demonstration tables must be placed a minimum of 1’0” from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will have no alternative but to request that the presentation or sampling be moved entirely into the exhibitor’s booth space or be eliminated.

All product demonstration involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by products, such as dust, fumes, sparks, or flames, must be approved in writing by Show Management 60 days prior to the show.

● **Dress Code**

Models shall act and wear clothing that is considered both professional and in good taste. String bikinis, thong bathing suits, and front or rear nudity are not allowed. Models, as well as other company representatives, are not allowed to work outside the booth. They may only pass literature, business cards, samples, etc. and approach customers from within the booth space.

● Exhibit Noise Level Policy

Sound levels in the booth must not prevent neighboring exhibitors from conducting business. Speakers should be directed into the booth. Music or noise emitting from the exhibit space cannot exceed 85 decibels. Show Management shall have the right to lower volume to a reasonable level, remove sound equipment, or disconnect power if necessary for compliance.

● Exhibitor Appointed Contractors (EACs)

EACs are contractors other than official show contractors hired by the exhibitor. Any exhibitor-appointed company providing a service during the trade show on the property of the ICC must comply with specific requirements prior to commencement of work at the facility. Permits are issued on an annual basis.

● Facility Smoking Regulations

The Indiana Convention Center is a non-smoking facility. Smoking is only permitted outside the building.

● Fair Guide Disclaimer

It has come to our attention that you may be receiving solicitations, which are deceptively similar to our communications with you from a company out of Austria named Fair Guide. Please understand that *Performance Racing Industry* has no connection with Fair Guide and does not in any way endorse this solicitation or any offers made in their solicitation. In fact, *Performance Racing Industry* has made a number of efforts to attempt to stop any further solicitation to our customers; however, as you might appreciate doing so with a company located in Austria, is virtually impossible. Should you have any questions with respect to such solicitation, we would suggest that you contact your attorney or Fair Guide directly. We hope this clears up any confusion and should you wish to discuss this with your sales representative please do not hesitate to do so.

● Fire & Safety

All aisles and exits shall be kept clean and free of obstructions. No storage of any kind is allowed in the loading dock area. Empty packing containers, wrapping or display materials must be removed from the exhibit hall before the show opens. Any type of balloons may not be distributed, used, or displayed.

● Insurance

Exhibitors shall carry and maintain during the period of any show in which they exhibit, including move-in and move-out days, and at their sole cost and expense personal injury and property damage coverage under a policy of general public liability insurance, with limits of at least \$1,000,000 combined single limit for bodily injury and property damage naming Trade Show Management as an additional insured. Exhibitor warrants that by signing the PRI Exhibit Space Rental Agreement, he/she has complied specifically with the insurance requirements and upon request will deliver a certificate of such insurance to Trade Show Management prior to the event. For additional insurance information, please refer to the supplier section of the Exhibitor Service Manual.

● Public Address Announcement Policy

The PA will only be used for Show Management announcements and at Show Management's discretion. Show Management will not make general announcements.

● Security Do's & Don'ts

- Escort your merchandise and/or goods to and from your booth if at all possible. The greatest risks of theft or loss occur during set up and tear down.
- Treat your valuable goods, especially prototypes, as irreplaceable. If they truly are one-of-a-kind, it's Show Management's suggestion you hire your own security for the duration of the show. Under no circumstances should such goods ever be left unattended. DVD players, televisions, computers, other electronic devices, and soft goods (such as t-shirts and jackets) are popular items for theft.

● **Security Do's & Don'ts (Continued)**

- At the close of each show day, cover all display tables. This establishes a barrier to curiosity-seekers.
- During tear down, stay within your exhibit until the empty cartons are delivered, your goods are packed, sealed, properly labeled, and if at all possible, until your cartons are picked up by the decorator or freight company.
- Obtain proper insurance coverage for your goods, including transit to and from show site. Please refer to the Exhibitor Insurance Form in the Exhibitor Information section of this Service Manual for more information.
- Show Management provides 24-hour general perimeter security, however, exhibitors are ultimately responsible for their own merchandise. Show Management, the Indiana Convention Center, or any of the contracted vendors do not assume responsibility for loss by theft, transportation, breakage, etc.
- Please report any on-site thefts to the Security Office located in the main lobby. A security representative will be on hand to file an incident report for you to take back home to submit to your insurance company.

● **Selling on the Show Floor**

Any retail at-show sale of product for cash, check or credit card is prohibited. This retail sale policy in no way interferes or prohibits the placing of orders by retailers for exhibitor products and services.

● **Subletting of Exhibit Space**

The exhibitor shall not assign, sublet, or apportion the whole or any part of the space assigned, or have representatives, equipment, or materials from firms other than its own in the exhibit space.

● **Unoccupied Exhibit Space**

Trade Show Management reserves the right, should any rented exhibitors' space remain unoccupied on the opening day or should any space be forfeited due to failure to make proper payment, to rent said space to any other exhibitor, or use said space in any other manner, but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in his invoice for space rental, or the obligation of Trade Show Management to refund any deposits or fees.

● **Violation of Regulations and Policies**

An exhibitor who violates any regulations and policies is subject to forfeiture of booth space as well as possible loss of the right to exhibit or attend future PRI Trade Shows.