



TERMS AND CONDITIONS FOR EXHIBITS AND DISPLAYS

LOADING/UNLOADING: In the event an exhibitor is not utilizing our preferred decorator Freeman Decorating Co. to handle their exhibit set-up and strike, All materials must be loaded into the appropriate showroom via the loading dock area off of First St. behind Colorado Hall. Eau Palm Beach will not allow freight, carts of any kind, or boxes to be brought onto the exhibit floor via the guest areas or guest doors. Should an exhibitor contract for their own Moving Company to deliver their Booth and/or freight, the drivers should be informed that there may be a delay in delivering such materials and could be sent temporarily to a marshalling yard as there are specific delivery policies and limits at the loading docks. Eau Palm Beach Loading Docks are available for active loading and unloading only. Arrangements for storage of tractor trailers are the trucking company's responsibility and cannot be stored on Hotel property.

SIGNAGE AND ADHESIVES: All signs must be professionally printed or painted. Handwritten signs are not permitted. Placement of signs is restricted to Meeting Room areas. No pins, tacks, or adhesives of any kind are permitted on any Hotel wall or door. A nominal charge will apply if the use of high-lift equipment is required to hang banners or signs. Any tape applied to the floor by the Exhibitor must be approved by the Hotel Exhibit Manager. No helium filled balloons or adhesive backed stickers may be given out by Exhibitors.

DECORATOR/PRODUCTION COMPANY SET-UP: Eau Palm Beach requires that all Production Company and Decorator set-up and tear-down be supervised by Hotel Security at a cost of \$35.00 per hour. Eau Palm Beach Hotel Security is required for ALL Exhibit and Display shows. Security must be scheduled during all non-show hours. Security is recommended on a 24-hour basis and during the move-in and move-out phases of all shows and should be arranged no less than 10 days in advance. For all large Event Production and Exhibit Set-ups, the Client and an Eau Palm Beach Representative must attend a walk-through inspection both Pre and Post show. Eau Palm Beach will provide all paperwork.

NON-FLAMMABLE MATERIALS: All materials used in the Hotel must be non-flammable to conform with the Fire Regulations of Manalapan, FL. Electrical wiring and equipment installation must conform to appropriate Manalapan, FL codes. Hotel personnel are obligated to refuse connections where wiring is not in accordance with subject Code. Material not conforming with such regulations will be removed immediately at the Exhibitor's expense. Engines, motors, or any kind of equipment may be operated only with the consent of the Director of Meetings and Special Events.

FIRE REGULATIONS: All doors and openings must be kept clear. Exit signs, fire alarms, and extinguishers must be visible at all times. All exhibit areas are subject to final approval of the Manalapan Fire Marshall.

BY ORDER OF THE FIRE MARSHALL: Display Vehicles must meet all the following requirements:

- Fuel level must be no more than 1/8 Tank
- Battery Cables must be disconnected
- Gas Cap must be locked and/or taped shut

SPECIAL NOTICES: All Booth Equipment, Furniture, and Carpeting must be confined to the measured limits of the Booth. No nails or bracing wires used in erecting displays may be attached to Building without written consent of the Director of Meeting and Special Events. All property destroyed or damaged by the Exhibitor must be replaced in its original condition at the Exhibitor's expense.

All Material furnished to the Exhibitor by Eau Palm Beach Hotel will remain the Hotel's property and will be removed by the Hotel after close of show.

LIABILITY: The Hotel is not responsible for any injury, loss, or damage that may occur to the Exhibitor, the Exhibitor's Agents, Employees, or Property, or to any other Person or Property, prior, during, or subsequent to the period covered by the Exhibit Contract, provided said injury, loss, or damage is not caused by the willful negligence of an Employee of the Hotel. Each Exhibitor hereby expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage.

INSURANCE: Exhibitors who desire to carry Insurance on their Exhibits must do so at their own expenses.



EAU PALM BEACH
Resort & Spa

PROPERTY DAMAGE: Each exhibitor shall be responsible for loss or damage to Eau Palm Beach property, only to the extent that such loss or damage is caused by the negligence of its employees or agents. Appropriate protection must be provided for product that may cause damage to walls, carpet or floors.

STORAGE: Absolutely no storage of material of any type allowed behind booths or between booths. Due to limited storage space, Eau Palm Beach cannot accept shipments for Exhibits and Trade Shows.

INCOMING SHIPPING:

Special Package Handling (rates are listed per piece):

\$0.75 per lb (10 lb minimum)

Crated or Skidded Shipments (rates are listed per piece):

\$0.60 per lb (150 lb minimum)

Special Package Handling Defined - Material delivered by the Carrier in such a manner that it requires additional handling, such as ground unloading, no documentation, and shipments that require additional time, equipment, or labor to unload. Federal Express, UPS, DHL/Airborne, and US Postal Service are included in this category due to their delivery procedures. Ground Unloading is defined as vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, Flat Bed Trailers, Passenger Vehicles, etc...

Crated or Skidded Shipments Defined - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required. These items arrive with a Bill of Lading. Yellow Freight, Adcom, UPS Freight, Federal Express Freight, Air Cargo and other freight and trucking companies are included in this category.

FOOD AND BEVERAGE: Any food or beverage dispensed or given away at booths must be supplied and prepared by Eau Palm Beach Hotel. Hotel Policy dictates that under no circumstances will food or beverage be allowed to be brought into Eau Palm Beach Hotel.