



OHIO VALLEY CHAPTER

CLUB MANAGEMENT
ASSOCIATION OF AMERICA

The term “Event” means 2022 Ohio Valley Chapter, CMAA 27th Annual Vendor Show, currently scheduled to be held on March 14, 2022 (the “Event Dates”) at The Columbia Club in downtown Indianapolis, Indiana (the “Exhibit Facility”). The Event is owned and sponsored by the Ohio Valley Chapter, Club Management Association of America (OVC/CMAA) and managed for OVC/CMAA by its agent Garves Group LLC. As used hereinafter, the term “Show Manager” means, collectively, OVC/CMAA, Garves Group LLC, and each of its/their respective officers, directors, employees, contractors and assigns, unless the context requires otherwise. The term “Exhibitor” means, collectively, (i) the company or person that applied for exhibit space rental and agreed to enter into this contract upon acceptance by Show Manager in the manner stated below and (ii) each of its officers, directors, shareholders, employees, contractors, agents, representatives and/or invitees, as applicable.

For purposes below, “Chapter” shall mean the Ohio Valley Chapter, Club Management Association of America (OVC/CMAA), and “Venue” shall mean The Columbia Club, Indianapolis, Indiana. Admission to the trade show is by invitation and payment of appropriate fees only. It is stipulated that each exhibitor subscribe to the following stipulations and that his or her representatives will comply:

1. EXHIBIT HOURS

Show Manager reserves the right to make such modifications in the exhibit hours as may be necessary to meet program needs.

2. DISPLAY RULES AND REGULATIONS

The International Association for Expositions and Events (IAEE)’s *Guidelines for Display Rules and Regulations* was created to promote continuity and consistency among North American exhibitions. The *Guidelines* have been adopted for use at this Venue.

3. USE OF AISLES

The aisles, passageways and overhead spaces remain strictly under control of the Show Manager and no signs, decorations, banners, etc. will be permitted on them except by permission of the Show Manager. Exhibits shall be so installed that they will in no case project from the background beyond 42” so view of neighboring exhibits is not obstructed. Projectors and all other apparatus must conform to local Fire and Venue regulations. Presentations must be so arranged that aisles are not blocked.

4. IMPROVEMENTS

All structural work such as shelving, standards, display racks, spotlights, signs, etc., must be approved. All decorations must be flame-proofed and subjected to inspection by the local Fire Department. No flammable fluids or substances may be used or displayed.

5. SUBLETTING OF SPACE

The space contracted for is to be used solely for the exhibitor whose name appears on the contract, and it is agreed that the exhibitor will not (i) sublet or assign any portion of his space or (ii) request badges for persons not employed by the exhibitor.

6. CANVASSING

Advertising materials or signs of firms other than those that have engaged space are prohibited. Canvassing or conferences, except by exhibiting firms, are prohibited. Canvassing outside of the booth is forbidden. Exhibitors are not permitted to allow use of their space or facilities by any person other than the exhibiting firm.

7. VIOLATION OF RULES

Conduct deemed to be unethical by the Show Manager or an infraction of rules on the part of the exhibitor or his representatives, or both, will subject the exhibitor or his representative to sanctions which may be imposed by the Show Manager including, without limitation, denial of exhibitor’s right to exhibit at future trade shows, and/or dismissal from the exhibit hall, in which event it is agreed that no refund will be made by the Show Manager and further that no demand for redress will be made by the exhibitor or his representatives. An exhibitor charged with any violation shall be notified by the Show Manager and afforded an opportunity to present its case before a panel designated by the Show Manager.

8. SECURITY AND INSURANCE

The exhibitor agrees to make no claim for any reason whatsoever against the Show Manager or the Venue for loss, theft, damage or destruction of goods; nor for any injury to himself or his employees while in the exhibit quarters; nor for any damage of any nature or character, including any damage to his business by reason of the failure to provide space for the exhibit, or the removal of the exhibit; nor for any action of any nature of the exhibit management, or its employees or agents; nor for failure to hold the show as scheduled. Exhibitors are urged to insure their property against fire and theft. Cartons containing valuables should not indicate contents from the outside.

9. RIGHTS OF THE SHOW MANAGER

In the event of failure or inability to fulfill this contract, or to furnish space due to war, fire, weather, terrorism, labor strikes, epidemic, public enemy, authority of the law, act of God, or for any other cause or reason not under the control of the Show Manager, the Show Manager agrees to return to the exhibitor all deposits or other monies paid hereunder, except for any actual expenses incurred in connection with the exhibits, and thereupon this agreement shall be deemed cancelled by mutual consent and the Show Manager shall be relieved from all responsibilities thereafter. The Show Manager reserves the right to refuse any exhibit or exhibitor.

10. LIABILITY

Space is leased with the understanding that the Show Manager and the Venue will act for the exhibitor and his representatives only in the capacity of agent, and not as principal, and that neither the Venue nor the Show Manager assume

any liability whatsoever for damages for any act of omission or commission in connection with said agency, and the exhibitor and his representatives hereby hold harmless the Show Manager and the Venue from any and all liabilities for loss arising from any cause. Exhibitors or their agents shall not injure or deface walls, floors or carpets of the building, the booths or the equipment of the booths. Exhibitors are forbidden to drive tacks, nails or screws into the walls or woodwork. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

11. EARLY DEPARTURE

Any departure of an exhibitor, prior to the scheduled close of the show, may result, at the discretion of the Chapter Board of Directors, suspension from exhibiting at future events.

12. ADMISSION TO VENDOR SHOW AREA

a) Only exhibiting suppliers, exhibiting multi-line manufacturers’ representatives or marketing consultants, registered distributors, staff and approved guests will be permitted in the Vendor Show area. Non-exhibiting suppliers, multi-line representatives or consultants will not be permitted on the show floor.

b) No children under 16 years of age will be admitted to the show floor. The foregoing rules have been formulated for the best interest of exhibitors. The cooperation of our patrons is requested. All points not covered herein are subject to settlement by the Show Manager.

13. SPACE ASSIGNMENT

Contracts will be placed in date-received order and assigned booth space in that order. Every effort will be made to honor vendors’ requests.

14. PAYMENTS

A completed contract and all charges are due in full to be assigned booth space. No refunds will be made after March 1, 2022. Please mail your contract and payment information to Ohio Valley Chapter, CMAA, 7124 Windwhisper Boulevard, Knoxville, TN 37924. **Contracts paid by credit card using our third-party provider, Plastiq, must include the payment ID provided to you on your payment confirmation and either mailed to the office address on the front of this form or emailed to mdl1@ovccmaa.org.** The date and time of the email will be considered the acceptance date for the purpose of booth assignments. Contracts without payments attached will be considered incomplete and not assigned booth space. No exhibitor can set up without full payment of booth(s) leased.

15. LAST DATE TO REGISTER

Unqualified registrations for booth space will be accepted up until 5:00 p.m., February 28, 2022. Any registrations submitted after that date may be accepted at the Show Manager’s discretion after consultation with the Exhibitor.

16. SIGNATURE ON CONTRACT

Please sign your contract on the Authorized Signature line at the bottom of the front page.