

## EXHIBITION REGULATIONS

All exhibits and exhibitors are subject to the following regulations.

The words "Management," "Committee," and letters "LOC" herein refer to the Eighth World Archaeological Congress (WAC-8) Local Organizing Committee acting through its officers, employees, or agents in the management of the exhibition.

**1. Show Hours** -- 10 AM to 5 PM, Monday, Tuesday and Thursday, August 29, 30 and September 1, 10 AM to 4 PM, Friday, September 2; Wednesday, August 31 will be all day closed. Management reserves the right to adjust exhibit hours to conform to the overall meeting format.

**2. Exhibition Sponsorship and Objectives** -- The WAC-8 Exhibition is produced by, and is the property of, WAC-8 Local Organizing Committee. The Exhibition is a practical, educational adjunct to the professional meetings held during WAC-8. The Exhibition is meant to supplement the professional meetings by providing attendees information on the various products and services available to them. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of WAC-8 attendees. LOC reserves the right to refuse space to any applicant who, in the themes of WAC-8, is unlikely to contribute to the overall objectives of WAC-8.

**3. Exhibitor Representative Responsibilities** -- Each exhibitor must name at least one person to be the official on-site representative and responsible party. The official representative will receive all materials relevant to the WAC-8 Exhibition. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to LOC, and to other contractors and subcontractors. At least one representative must be at the display during all official hours of the exhibition.

**4. Contract for Space** -- This application for exhibition space, the notice of space assignment by LOC, and the full payment of exhibit fees together constitute a contract for a right to use the space. No refunds are issued for cancellations.

**5. Arrangement of Exhibits** -- All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. No construction or built-up exhibit, including signs, shall exceed the overall height of the back wall, unless approved by management.

**6. Exhibitor Move-in** -- Exhibits may be installed between 3 PM and 5 PM on Sunday, August 28, 2016. Installation will be also accepted in show hours above.

**7. Exhibitor Move-out** -- All exhibits and accompanying supplies must be dismantled and removed from the exhibit hall by 5 PM on Friday, September 2.

**8. Care of Buildings** -- Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, and/or the equipment or furnishings in the booths. The exhibitor will be held liable for any such damage caused by the exhibitor or its agent(s). The exhibitor assumes full responsibility for complying with union regulations; local, city, and state laws regarding sales taxes; and regulations concerning fire, safety, electrical wiring, and health.

**9. Use of Exhibit Space** -- No exhibitor shall assign, sublet, or share the whole or any part of the space assigned without the consent of management. No exhibitor is permitted to

exhibit goods or services other than those manufactured, handled, or provided by the exhibitor in the regular course of business. No firm or organization not assigned space in the exhibition hall will be permitted to solicit business in any manner within the exhibit hall.

**10. Fire Protections** -- No combustible decoration, such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior, wrapping paper, which must be flame proof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must stand a flameproof test as prescribed by the applicable fire and safety ordinances. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted. If inspection indicates that any exhibitor has neglected to comply with the foregoing requirements, or otherwise incurs a fire hazard, LOC reserves the right to cancel the entire exhibit, or such parts of it as may be irregular, with no refund of rental or liability for exhibit expense.

**11. Group Functions** -- The exhibitor agrees not to sponsor group functions such as hospitality suites, tours, film showings, speeches, or other activities during the WAC-8 Meeting and Exhibition hours that would in any way interfere with delegate attendance at WAC-8 meeting sessions or induce visitors away from the exhibition. The exhibitor must clear with management any intended group functions.

**12. Circulation and Solicitation** -- Distribution by the exhibitor of any printed matter, souvenirs, or other articles must be confined to the space assigned. No undignified manner of attracting attention will be permitted. All aisle space belongs to LOC. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.

**13. Direct Selling** -- In the event that an exhibitor engages in on-location transactions, the exhibitor will be responsible for complying with all state and local laws that may pertain to such sales.

**14. General Restrictions** -- Exhibitors can distribute only non-food or beverage items which are manufactured or handled by them in the regular course of business. Management reserves the right to restrict exhibits that, because of noise, methods of operation, or for any reason become objectionable, and also to prohibit or evict without refund any exhibit or person that in the opinion of management may detract from the general character of the exhibition. Exhibitors are not permitted to set up displays in other rooms or lobbies. No display materials that may, because of their inferior quality, cheapness of materials, or workmanship be deemed by management to detract from the dignity of the show will be permitted. No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted. LOC reserves the right to reject or prohibit any exhibit, or part thereof, including, without limitation, any person, article, conduct, printed matter, catalogue, or souvenir, that, in its opinion, is not suitable to and in keeping with the character of the exhibition. LOC reserves the right without notice and with no liability whatsoever for damages or loss, for inconvenience, or business interference, to close down, disassemble, dispose of, store or clear away from the premises, or to order such work to be done at the expense of the exhibitor, any exhibit display material, goods, property, or merchandise of any exhibitor who fails to comply with any of the Exhibit Regulations as set forth herein.

**15. Liability and Insurance** -- Management will keep guards during non-Show hours, and

will take reasonable precautions to safeguard the exhibitor's property; however, management will not be liable for loss or damage to property of the exhibitor or its representatives or employees from theft, fire, accident, or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. Management's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. The exhibitor shall indemnify management against, and hold it harmless from, negligence of the exhibitor in connection with exhibitor's use of display space. All personnel in the exhibit booths are required to display proper name badges throughout the show. Security guards and/or Management will be checking for badges on all exhibit representatives.

**16. Failure to Open Exhibition** -- In case the premises of the Doshisha University shall be destroyed or damaged, or if the WAC-8 exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by LOC. In the event of such termination the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of LOC shall be to return to each exhibitor the exhibit space fee, less a pro rata share of all costs and expenses incurred and committed by LOC.

**17. Regulations and Contract** -- These regulations have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and LOC. All matters and questions not covered by these regulations are subject to the decisions of management. These exhibit regulations may be modified and/or amended by LOC at its discretion.