



The Mid-Atlantic Chapter of URISA's 19<sup>th</sup> Regional GIS Conference  
Wednesday, October 24<sup>th</sup> to Friday, October 26<sup>th</sup>, 2018  
Resorts Hotel, Atlantic City, NJ

## MAC URISA 2018 Exhibit Hall Rules and Regulations

### Advanced Shipping

Resorts Casino Hotel  
1133 Boardwalk  
Atlantic City, NJ 08401

Should you wish to ship materials to the MAC URISA Conference, materials can not arrive prior to Sunday, October 21, 2018. All materials must be clearly marked indicating the following:

1. MAC URISA 2018: Booth # \_\_\_\_
2. Attn: Dawn McCall
3. Exhibitor's Company
4. Exhibitor contact information: address, phone number, email, and hotel reservation confirmation number

### Contractor Services

There are no general contractor services available for the MAC URISA Conference.

### Internet Access

There is wireless internet access on the exhibit floor. No wired connections are available on the exhibit floor.

### Electricity

There will be one electrical outlet with at least one single plug per booth. Exhibitors are responsible for providing their own extension cords and power strips.

### Arrangement of Exhibits

Any portion of an exhibit that obstructs the view, interferes with the privileges of other Exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the Exhibitor. The show management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Please be aware that there will not be pipe and drape separating the booths. The Exhibitors are not permitted to move their tables out of their assigned area. In addition Exhibitors are not permitted to place signs or any materials outside their booth limits or on attendee tables.

### Booth Design

Each booth will contain one six foot skirted table, two chairs, and one wastebasket. A taller than normal booth is permitted for this show, however your display shall not obstruct your neighboring Exhibitor's vending space. Each Exhibitor is on the honor system to not expand your booth area. Show management shall have the final decisions about encroachment. The selling of merchandise on the exhibit floor is strictly prohibited.

### Storage

Limited storage is available during the show. MAC URISA assumes no responsibility for damage or loss of packing boxes or crates.

### Food and Beverage

Exhibitor distribution of food and beverages is prohibited.

### Security

MAC URISA provides general hall security while the exhibit hall is not open. During show hours the Exhibitor is responsible for staffing and securing the booth. MAC URISA makes no warranty, expressed or implied, that the services it furnishes will avert or prevent occurrences which may result in loss or damage.

### Liability

MAC URISA will not be liable for loss or damage to the property of Exhibitors or their representatives or employees from theft, fire, accident or other causes.

The Exhibitor will hold MAC URISA and Resorts Casino Hotel, its members, partners, officers, directors, affiliated companies, agents and employees harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the facility occasioned by any act, neglect or wrongdoing of the Exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the Exhibitor upon the premises, and the Exhibitor will at its own cost and expense defend and protect MAC URISA and Resorts Casino Hotel against any and all such claims or demands.

The Exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of Exhibitor negligence.

The Exhibitor will abide by and observe all laws, rules, regulations or ordinances of any governmental authority and of the facility.

### Show Management

The exhibition is organized and managed by MAC URISA. Any matters not covered in these terms are subject to interpretation by show management. Exhibitors shall comply with the policies and procedures of Resorts Casino Hotel.

### Trademarks

MAC URISA will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any Exhibitor.

### Cancellation Policy

A \$200 fee per booth will be assessed on all cancellations received on or before Wednesday, October 17, 2018; no refunds will be processed after Wednesday, October 17, 2018.

### Failure to Occupy Space

Space not occupied by 10am on Thursday, October 25, 2018 will be forfeited by the Exhibitor and their space may be resold, reassigned or used by the show management without refund.

### Conduct

All exhibits will serve the interest of MAC URISA 2018 attendees and will be operated in a way that will not detract from the conference as a whole. Show management reserves the right to request the immediate withdrawal of any exhibit. Show management reserves the right to refuse admission and to eject anyone from the convention. Children under the age of 18 are not permitted in the exhibit hall unless accompanied by an adult.

### Items Forbidden on the Conference Floor

Distribution of promotional, gummed stickers or labels is prohibited. No gum is allowed in the exhibit area.

### Other Limitations

Nothing may be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture.

### Parking

Self-park: \$5, per car, per stay  
Valet parking: \$10, per car, per stay  
Should the hotel change the rates, the prevailing rate will apply at the time of the conference.

### Move In and Out

Exhibitors may bring in/carry out their own materials. There is a small loading dock available, but you must be ready to get your materials into the building and then move your vehicle immediately.

Set up: Premier Sponsors can set up on Wednesday, October 24, 2018 between 10am and 8pm (excluding lunch time). All Exhibitors set up on Wednesday, October 24, 2018 between 2pm and 8pm.

Breakdown: No breakdown shall begin before the end of lunch on Friday, October 26, 2018 or as directed on the final conference day by show management. All Exhibitor materials are to be removed by Friday, October 26, 2018 at 5pm. No garbage or unwanted materials may be left behind. Any costs incurred by MAC URISA for the removal of exhibit materials or damaged exhibits left in the exhibit hall after the breakdown period will be billed to the Exhibitor. The Hotel Bell Staff are not permitted in the exhibit area during the breakdown period of the show.