

GALT HOUSE HOTEL EXHIBIT RULES AND REGULATIONS

The following rules and regulations are directed to all parties responsible for the move in, assembly, disassembly and removal of all exhibits, displays, etc., into and from (including the duration of said exhibit, display, etc.) the facilities of the Galt House. Those parties include, but are not limited to, contracted decorating firms; sub contracted decorating firms, drayage companies, independent decorating firms, exhibit and display handlers, individuals, the sponsoring organization, and all persons in their employ. These shall be referred to as "exhibitors". The Galt House shall be referred to as "the facility".

SPACE PRESENTATION AND RECLAMATION

The facility will present required space to exhibitors in a neat and orderly fashion. A detailed inspection of facility with a representative of management is suggested prior to exhibitor assuming responsibility of space to be used. This space is to be returned to the facility in a like condition.

The cost of repairs for any damage to said space shall be assumed by the exhibitor.

A physical inspection of said space will be made by a management representative of the facility prior to releasing exhibitor of any responsibility.

At conclusion of show, and once space has been cleared by exhibitor, it is exhibitor's responsibility to advise management that said space has been cleared and readied for physical inspection.

Decorations in the Ballroom, including water, sand, or live planting, must be diagramed and submitted to management of the Hotel at least 15 days prior to exhibit and a written reply will follow with affirmation or denial.

MOVE IN AND MOVE OUT

At all times, service and/or freight elevators are to be used. Use of passenger elevators for transporting equipment, materials, etc. is not permitted.

The facility requests that dollies, preferably with pneumatic tires, be used for moving equipment and freight that cannot be hand carried. Should it be necessary to use forklifts, the following must be adhered to:

- a) Small lightweight forklift is to be adequately muffled and is to be equipped with pneumatic tires.
- b) No fast starts, stops, etc.

No transporting equipment (forklift, flatcart, dolly, handtruck, etc.) is to come into direct contact with facility carpet. Protective covering (plywood or cardboard) must be laid for the distance that such equipment must travel within facility. Doors at all entrances and exits being used to transport freight, equipment, etc. are to be padded prior to and during their usage.

LIABILITY AND INSURANCE

- a) Each party involved in the exhibition - hotel, owners, leasing association (sponsor), and exhibitor agrees to be responsible for any claims arising out of their own negligence or that of their employees or agents.

Each party agrees to be responsible for their own property through insurance or self insurance and shall hold harmless each of the other parties for any and all damages caused by theft, and those perils normally covered by fire and extended coverage policies. Proof of such coverage must be presented to facility management upon request of same in a prompt and timely manner.