



EXHIBITOR POLICIES

Exhibit Space Rental Costs

Please refer to "Event Agenda" section of the Sales Agreement for rental rates

Booth Shows:

Exhibit Space Rental for Booth shows **does not** include:

1. Drayage (shipments)
2. Decoration (pipe and draping)
3. Labor
4. Tables and chairs in the exhibit booths
4. Guard/security service in the exhibit hall/area
5. Cleaning or janitorial services in the exhibit booths
6. Electrical to the exhibit booths
7. Gas to the exhibit booths
8. Water to the exhibit booths
9. Signage

Table Top Shows

Exhibit Space Rental for Table Top Show includes:

1. 1-6 foot draped table
2. 2 chairs per table
3. Wastebasket
4. Cleaning

Exhibit Space Rental for Tables Top shows **does not** include:

1. Decoration (pipe and draping)
2. Labor
3. Guard/security service in the exhibit hall
4. Electrical to the exhibit booths
5. Gas to the exhibit booths
6. Water to the exhibit booths
7. Signage
8. Drayage (shipments)

Show Schedule

Please refer to "Event Agenda" section of Sales agreement for event schedule, including set up and tear down dates and times.

Floor Plans/Exhibitor Listing

Floor Plans must be approved by the City of Newport Fire Prevention Bureau. Copies must be sent to the hotel's Convention Services Manager prior to the sale of exhibit booths to prospective exhibitors. A final and complete listing of exhibitors indicating exhibitor name and booth location must be submitted to the Convention Services Manager no later than 2 weeks prior to show dates.

Liability

Group is responsible for submitting an executed release of liability from each Exhibitor or its third party representative in charge of providing installation and dismantling services prior to set-up. If Group fails to deliver the release, Exhibitors will be prohibited from utilizing exhibition premises. Liability forms will be provided to you by your Convention Services Manager.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Gurney's.

Drayage/Booth Shows

All shipments for exhibits must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Drayage/Table Top Shows

Gurney's Newport Resort and Marina will receive shipments for table top Shows of up to **25** table top exhibits. Shipping charges will apply and be the responsibility of the individual exhibitors. Your Convention Services Manager will provide shipping forms to be sent to the individual exhibitors.

Shipping for table top shows in excess of 25 table tops must be directed to a drayage company for storage and handling. Gurney's Newport Resort and Marina does not have adequate storage space for table shows in excess of 25 table tops.

Exhibitor Information and forms

Your Convention Services Manager will provide to you a complete packet of exhibitor information, order forms, and associated costs to include, but not limited to:

1. Shipping and Receiving forms and information
2. Electrical Order Forms
3. Telephone Order Forms
4. Liability Waiver Forms
5. Audio/Visual Request Forms

It is the responsibility of the group to forward these forms to the individual exhibitors.

I hereby acknowledge and understand the policies and information outlined above.

Organization Representative