



October 23-26, 2016
Columbia, SC

Exposition Rules and Regulations

- 1. Contract for Space.** The receipt by SERMACS 2016 of your signed application, accompanied by payment for the full amount of the exhibit fee, will constitute a contract for the right to use the specified exhibit space. Cancellations will be accepted only after all available exhibit space has been sold and another exhibitor agrees to purchase the cancelled space. In the event of fire, strike, or other uncontrollable circumstance, which renders the exhibit area unavailable for use, this contract will not be binding. If such an event happens prior to September 15, 2016, SERMACS 2016 will refund of at least half of the exhibit fee.
- 2. Space Assignment.** SERMACS 2016 will assign booths as equitably as possible, in accordance with the exhibitor preferences as indicated on the application form. Links to the reserved exhibitors' website will also be added to the SERMACS 2016 website on the Exposition page. Hot links using your company logo are available for an additional fee as per the application.
- 3. Space Rental.** All booths will be 10 feet by 10 feet and fully carpeted. Each booth includes a) an 8' high back wall and 3' high side drape; b) one 7" x 44" identification sign with the booth number; c) an 8' topped and skirted table; d) 2 side chairs; e) one wastebasket; f) general overhead illumination; g) standard 5 amp 120V (500 watt) electrical service; h) guard service during hours when the exhibit area is not open to the public; i) WIFI with internet access and j) two exhibitor badges. Dedicated high speed internet is available for purchase directly from the Columbia Metropolitan Convention Center. The rental period for exhibit booths and display tables will be from October 23 to 25, 2016 for commercial exhibit.
- 4. Additional Furnishings and Supplies.** The rental fee for booth space does not include such items as additional masking drape, additional chairs, counter high tables, etc. Additional furnishings and supplies and additional electrical power beyond the standard service amount, may be arranged at cost in advance of the meeting by contacting the Official Meeting Exposition Services Contractor for SERMACS 2016:

Rebecca Mangum
Displays Unlimited
196A Shop Grove Drive
Columbia, SC 29209
Phone: 803-926-5300
Fax: 803-926-5500
Email: du@displaysunlimited.net
www.displaysunlimited.net

5. Exhibitor Services. Exhibitor services will be provided by Displays Unlimited. An Exhibitor Services Kit will be sent to you by the Displays Unlimited. This kit will describe their services and rates. Exhibitors have the prerogative of bringing their own material into the Columbia Convention Center, but the DU will have priority and control of all traffic into and out of the CMCC to prevent tie-ups at the loading platforms, to keep aisles clear, and to provide an orderly and efficient operation for the exposition.

6. Shipping and Handling of Shipping Crates. Exhibitors have two options. (1) Bring your display materials with you when you arrive to set up your exhibit. You will be responsible for moving them between your vehicle and the exhibit area. (2) Ship your materials ACCORDING TO THE INSTRUCTIONS IN THE EXHIBITOR SERVICES KIT. The Columbia Metropolitan Convention Center does not provide storage for crates prior to the show. Shipments made directly to the Columbia Metropolitan Convention Center will be refused. The same two options apply, in reverse, for removal at the end of the exposition. All shipping and handling costs are the responsibility of the exhibitor.

7. Installation and Dismantling of Exhibits. Exhibitors may set up their displays and other materials from 8 a.m. to 4:00 p.m. on Sunday, October 23, 2016. All exhibit setup work should be completed one hour before the exhibition's opening time of 5:00 p.m. on Sunday, October 23, 2016, 2016. Unoccupied exhibit space may be reassigned after 9:00 a.m. on Monday, October 24, 2016 without refund of any space rental fees that may have previously been paid. Dismantling of exhibits shall begin after the closing of the exhibition at 2:00 p.m. on Tuesday, October 25, 2016. All exhibit materials must be removed by 5:00 p.m. on this same day.

8. Space Restrictions. All demonstrations, discussions, and other activities such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth or otherwise approved area. No exhibitor shall assign, sublet, or share the whole or any part of his assigned space without prior approval of SERMACS 2016. Booth displays should not be placed in such a manner as to interfere with other exhibitors. No tall sidewall shall project forward farther than 3' from the main back wall; and no equipment of abnormal height (greater than 8') shall be allowed along the sides. There shall be no obstruction of the aisles.

9. Fire Precautions. All materials used for the displays must be flame retardant. Fire fighting and emergency equipment shall not be hidden or obstructed. All packing containers and similar shipping materials should be removed from sight upon completion of the booth setup. Small items may be stored under the table, if hidden by a table skirt. Large items shall be stored by prior arrangement in advance of the meeting in places designated by the Columbia Metropolitan Convention Center's Event Manager. All electrical work and wiring must be approved and installed in accordance with the Underwriters Code, local codes, and the directions of Columbia Metropolitan Convention Center's Event Manager.

10. Liability. The exhibitor assumes the entire responsibility and here by agrees to protect, defend, indemnify, and save the Columbia Metropolitan Convention Center harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Columbia Metropolitan Convention Center and its employees and agents.

11. Exhibitors' Badges. Each exhibit will receive up to two meeting badges per booth space purchased as part of exhibit registration. The names of each person should be listed on the Exhibit Booth Application Form. The meeting badges will admit exhibitor representatives to presentations of contributed papers, poster sessions, invited symposia, mixers, and all other SERMACS 2016 sponsored functions. However, exhibitor representatives with meeting badges will need to pay any extra event admission fees to "ticketed" events on the same basis as all other registered meeting attendees.

12. Admission to the Exhibit Area. Admission to the Exhibit Hall will be limited to those wearing a SERMACS 2016 meeting badge, except for staff and employees of the Columbia Metropolitan Convention Center, who will also be admitted to the hall.

13. Exposition Hours. The exposition is scheduled for 5:00 p.m. to 7:00 p.m. (including the opening ceremony) on Sunday, October 23; 9 a.m. to 6:00 p.m. on Monday, October 24; and 9:00 a.m. to 2:00 p.m. on Tuesday, October 25. These exhibit hours may be revised at a later date. While exhibitors are expected to have at least one representative present at their booth during these hours, they are free to use additional representatives as they see fit.

14. Literature Display Tables. Exhibitors of Literature Display Tables displays are NOT permitted to stand by the table at any time during the meeting. Literature Display Tables will be stocked by SERMACS 2016 staff once on Sunday, October 23 (noon); twice on Monday, October 24 (8:00 a.m. and noon); and once on Tuesday, October 25 (8:00 a.m.) Literature must be shipped to the meeting via the Displays Unlimited Company. Excess literature will be disposed of at the discretion of the Exposition Chair or can be returned to the Exhibitor at cost via the Displays Unlimited Company.

15. Further Information. All inquiries regarding the SERMACS 2016 Exposition should be directed to Larry Metcalf, Exposition Chair, SERMACS 2016. The completed Exhibit Booth Application and Contract, with payment payable to SERMACS 2016 should be sent to:

Larry Metcalf, Exposition Chair
SERMACS 2016
1002 Hollowtree Ct.
Columbia, SC 29212
larryemetcalf@yahoo.com
972-358-0359