

## **Vermont League of Cities and Towns Town Fair Exhibit Hall Regulations**

### **Booth Aesthetics**

Exhibitors must display and arrange materials in such a manner so as not to obstruct sight lines of neighboring exhibitors. All booth heights are subject to change based on height restrictions in the exhibit hall. Pull up banners or booth displays exceeding 4' in height must be placed within 3' of the backwall so as to preserve sightlines to neighboring exhibits.

Exhibitors shall keep their assigned space neat and clean at all times.

Glitter/Confetti/ or other difficult to clean items – are NOT permitted in the facility.

### **Lighting**

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space and should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.

Lighting, which is potentially harmful, such as lasers, or ultraviolet lighting should comply with facility rules and be approved in writing by Exhibition Management.

Lighting that spins, rotates, pulsates and other specialized lighting effects should not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

### **Sound/Music**

In general, exhibitors should not use sound equipment in their booths unless it has been previously approved by show management.

### **Booth Space Restrictions**

All business must be conducted within the confines of the booth(s) assigned. Exhibitors are prohibited from publicizing, distributing, or conducting any surveys, demonstrations, or displays outside the space assigned to them unless doing so is included as part of a VLCT Business Alliance Program sponsorship package. Exhibitor may not use flashing lights or other distractions. Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous.

### **Booth Conduct**

During show hours, each exhibit must be staffed by an Exhibitor representative. Exhibitors shall conduct themselves in a professional manner at all times during the exhibition.

Exhibitor business activities, giveaways and advertising matter may only be conducted and/or distributed within Exhibitor's assigned booth. The exhibitor is responsible for security and storage of give-away items.



## **Vermont League of Cities & Towns**

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Exhibitors are not permitted to sell products for delivery at the show. Direct Cash sales from the show floor are NOT permitted.

### **Technology**

The extent of an Exhibitor's or attendee's use of technology during the event is not guaranteed.

In no event shall VLCT be held liable for participants' interruptions to personal Internet access, power access, video camera access, or audio capabilities, nor of any similar interruptions to that same for the duration of the availability of the event.

### **Installation and Removal**

It is mutually agreed that it is the duty and responsibility of each Exhibitor to install his/her exhibit before the opening of the Exhibit Hall and to dismantle his/her exhibit immediately after the Exhibit Hall closes. All display materials which are not removed from the exhibit floor prior to the dismantlement cutoff as announced by VLCT will be discarded.

### **Early Teardown**

All exhibits must remain intact and staffed until the exposition closes and may not be dismantled or removed before that time.

### **Care of Building and Equipment**

Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths or booth contents, or show equipment and décor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

Exhibitors may not cement, nail, tack, tape or attach any material to any floor, wall, or column. .

### **Exhibitor Cancellation**

Cancellation of any portion of the Business Alliance Program membership including Exhibitor Booth, Town Fair sponsorship tiers, and Corporate Sponsorships will be accepted only at the discretion of VLCT and Exhibit Management. All requests for cancellation must be submitted in writing. The refund policy is as follows:

61+ days out – Full refund minus any direct costs incurred.

31-60 days out – 50% refund minus any direct costs incurred.

30 days out or less – No refund.



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