

Rules and Regulations

Please read these rules and regulations. This section contains information you must know and agree to.

1. EXPOSITION SPONSORSHIP & MANAGEMENT:

Lutheran Education Association (LEA) Convocation is produced by and is the property of Lutheran Education Association, Inc. LEA will provide show management and attendance promotion.

No exhibits, displays or demonstrations will be permitted in hotel meeting rooms, suites, guest sleeping rooms, or other locations outside the designated exhibit area. Violation of this policy may result in sanctions at future LEA Convocations. Such sanctions could include forfeiture or restriction of future participation privileges.

2. CONTRACT FOR EXHIBIT SPACE:

The order for booths, assignment of space, and the full payment of rental charge, constitutes a contract or rental of the space assigned. An exhibitor failing to occupy space is not relieved of the obligation to pay the full rental price. Exhibitors must agree to furnish their exhibits so as not to obstruct the view of other exhibits. No partition other than the 36" high side dividers provided by LEA will be permitted unless specifically approved. Uniform booth signs bearing the name of the exhibitor will be provided by LEA at no extra cost, or exhibitors may use their own sign if desired. No signs of any kind may be displayed at a height greater than 8 feet from the floor to the top of the sign. Standard booth background and side rails will be provided without charge. Booth backgrounds are approximately 8 feet in height and divider rails 36 inches in height. Width of special backgrounds must be 2 inches less than back wall.

LEA reserves the right to review and approve or reject contracts of all companies requesting exhibit space. If it is determined that a company is not permitted to exhibit, all money will be returned with written notice.

3. ASSIGNMENT OF SPACE:

Allocations of available space will be made first come, first served based on size of space. LEA reserves the right to make final space assignment or change the space assignment after the acceptance of the application should it be in the best interest of the show. All booths are clearly shown on the floor plan. Dimensions are believed to be accurate but only warranted to be approximate. The price of space includes booths of appropriate construction, uniform signs for each booth, and adequate illumination of space. Exhibitors having booths of their own construction may use them. If there is a question about the size and height limitations please contact Katie Burke at 770-432-8410 ext: 156

4. PAYMENT OF SPACE:

Contracts must be accompanied by the full payment of packages, booth and advertisement fees. Checks should be made payable to Lutheran Education Association.

5. CANCELLATION OR WITHDRAWAL:

Upon giving written notice, an Exhibitor may cancel or withdraw from the trade show prior to August 1, 2019, however, no refund will be given unless all booth space has been sold; then 50 (fifty) percent of the payment shall be returned approximately 30 (thirty) days after the Convocation closes. After August 1, 2019, no refund will be given.

The date upon which the notice of cancellation is received shall apply as the official date of cancellation. LEA has the right to resell the space vacated upon notification of cancellation.

6. OCCUPANCY OF SPACE:

Installation is from 1:00pm to 6:00pm on Wednesday, October 9, 2019 and 7:30am to 9:30am on Thursday, October 10, 2019. The Trade Show will officially open at 10:00am on Thursday, October 10, 2019 and will close at 6:00pm on Friday, October 11, 2019. Exhibits must be removed by 9:00pm on Friday, October 11, 2019.

7. TERMINATION OF EXHIBIT:

If the premises where the LEA Convocation is to be housed are destroyed or damaged; or the LEA Convocation fails to take place as scheduled; or is relocated or interrupted and discontinued; or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, or emergency declared by any government agency; or for any other reason, this contract may be terminated by Lutheran Education Association. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of Lutheran Education Association shall be to return the Exhibitor's rental payment.

8. ADVERTISEMENT SPACE:

Reservations for advertisement space in the official Convocation Program must be paid in full to reserve the space. Specifications for artwork size, layout and format are described in the Exhibitor Prospectus. Cancellations for advertisement space must be received in writing prior to July 15, 2019 to receive full refund. Advertisement space cancelled after August 15, 2019 is non-refundable. LEA reserves the right to deny acceptance of any advertising in the Program Book or Take-home DVD Resource if it determines that any content or design is not suitable for the intended audience.

9. EXHIBITOR'S REPRESENTATIVE:

Each Exhibitor organization must name at least one person to be its official representative, with authorization to enter into such service contracts necessary for the installation and removal of exhibits and the provision of services, for which the Exhibitor will be responsible. At least one person must be in the Exhibit Booth during all hours the Exposition is open.

Exhibitor agrees not to assign or sublet the whole or any portion of the rented space covered by this contract. No two companies of different ownership can share a single booth.

Each exhibitor, agrees to abide by the foregoing rules and regulations, and by any amendments or additions thereto that may hereafter be established or put into effect by LEA. These rules are subject to revision by LEA and all points not covered are subject to its decision. They have been formulated for the best interest of the exhibitors as well as Lutheran Education Association, and all participants in the exposition are asked to cooperate in the observance of them.

10. SOLICITATION IN THE EXPOSITION:

The aisles and other space in the Exposition Area are not leased to the exhibitors and shall be under the control of LEA. All displays, interviews, conferences, distribution of literature, lectures, or any other type of activity shall be conducted inside the space contracted for. Exhibitors' representatives standing in aisles or in front of exhibit booths of other Exhibitors for advertising purposes is strictly prohibited.

Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Signs, rails, etc. will not be permitted to intrude into or over aisles.

1. EXHIBIT STANDARDS:

LEA shall have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to, or in keeping with the character or purpose of the show. Questionable exhibits shall be modified at the request of Convocation Management. Convocation Management reserves the right to interpret and remove from the show program materials, advertising, or literature that which they feel would be in bad taste if such materials were displayed.

2. SOLICITATION BY NON-EXHIBITORS AND NON-REGISTERED ATTENDEES:

Persons connected with non-exhibiting concerns are prohibited from any dealings, exhibiting, or soliciting within the Exposition Area or Convocation facilities. Exhibitors are urged to report immediately any violations of this rule to the Convocation Management.

3. LIABILITY AND INSURANCE:

Exhibitor agrees to protect, save, and keep Lutheran Education Association forever harmless from any damages or charges imposed for violation of any law or ordinance, by the negligence of the Exhibitor, as well as strictly comply with the applicable terms and conditions contained in the agreement between the St. Louis America's Center and Lutheran Education Association regarding the exposition premises. And, further, Exhibitor shall at all times protect, indemnify, save, and keep harmless the Board of Directors and Planning Committee for the Lutheran Education Association, Convocation Management, and subcontractors against and from any and all loss, cost damage, liability, or expense arising from or out of or by reason of said Exhibitor's occupancy and use of the Exposition premises or a part thereof.

LEA will exercise responsible care for the protection of Exhibitor's material and displays.

However, the Exhibitor, on signing the contract expressly releases Lutheran Education Association and the St. Louis America's Center from, and agrees to indemnify same against any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense.

Security guards shall be furnished during the installation, open hours, and dismantling of the show. The furnishing of the guards shall not increase the liability of Convocation Management or show sponsors. **ONLY THOSE EXHIBITORS PROPERLY IDENTIFIED AND WITH PERMISSION OF CONVOCATION MANAGEMENT MAY ENTER THE EXHIBIT AREA DURING NON-SHOW HOURS.**

4. SAFETY:

Fire regulations require all display material used for decoration be fire proof. All electrical equipment, including signs and lights, shall be in good condition and able to pass inspection of the Fire Marshal. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the LEA Convocation. The use of flammable materials, substances or fluids of any nature, which are prohibited by fire regulations, may not be used in any booth.

5. SHIPPING:

Exhibitor agrees to ship, at his own risk and expense, property to be exhibited. All shipments must be prepaid. Further information will be forwarded upon receipt of signed contract.

6. BOOTH FURNITURE AND SPECIAL WORK:

Information will be forwarded upon receipt of signed contract.

7. ELECTRICITY:

There will be a charge for exhibitors' electrical hook-ups. A St. Louis America's Center Electrical form will be included in the information sent to you upon receipt of your payment.

8. COPYRIGHT PERMISSION & INDEMNIFICATION:

Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, by or on behalf of the exhibiting firm, at the LEA Convocation, unless exhibitor has previously obtained written permission from copyright owner or the copyright owner's designee (e.g. ASCAP, BMI, or SESAC) for such use.

Exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations to report data and to pay royalty fees.

9. MISCELLANEOUS REGULATIONS:

Exhibitor shall not foster or conduct outside activities that would take qualified attendees from the Convocation functions and/or Exposition during scheduled hours.

Manufacturers or suppliers must be exhibitors in order to use a hospitality suite and must obtain authorization from LEA. The term hospitality suite shall include any open room with readily available food, drink, and/or entertainment where same may have been publicly announced or advertised.

10. RULES & REGULATIONS:

Rules and regulations relevant to the St. Louis America's Center will be provided to the exhibitor by LEA upon receipt of the signed contract. Union rules specific to the St. Louis America's Center will be included, and, by signing the contract, all will agree to adhere.

11. AMENDMENTS TO REGULATIONS:

Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of LEA. The aforementioned items covered by this contract may be amended at any time by LEA in the interest of the show and notice thereof shall be binding on exhibitor equally with the foregoing rules set forth in this contract.

12. RESPONSIBILITY:

It is the responsibility of the Exhibitor to be fully familiar with these rules and regulations and to see that each member of the firm attending the LEA Convocation, either as exhibitor personnel or registrant or both, is familiar with these rules and regulations.

13. FOOD OR BEVERAGE:

Exhibitors wishing to dispense food or beverages in the exhibit hall should contact Justin Graff at 678-214-2760

14. RESTRICTED MARKET AREAS:

Any exhibitor displaying goods and/or services whose distribution, sale or use is prohibited in any area of the United States must provide information to trade show attendees showing those areas of restriction OR those areas approved for the goods and/or services in question.