

1. RESERVATIONS AND CANCELLATIONS

Reservations for booth space will be accepted on a first-come, first-served basis. The Grand Lodge Fraternal Order of Police makes final determination in the assignment of booth space.

Reservations must be accompanied by a signed contract with a minimum 50% deposit per booth. The deposit, which is non-refundable, is applied to the booth space. Balances are due no later than June 21, 2021. Refunds of booth payments, excluding deposits, for cancellations after June 7, 2021, will be made only if the space can be resold and the exhibition is a sellout.

To reserve exhibit space, complete this contract and forward with deposit to the Grand Lodge Fraternal Order of Police, 701 Marriott Drive, Nashville, TN 37214.

2. STANDARD BOOTH DESCRIPTION AND REGULATIONS

All single booths are 10' x 10'. Height of built-up displays is limited to 8 feet. Side wings may not obstruct the view of the adjacent booths; therefore, they may not project more than 30 inches from the back wall. Items may be placed along the sides or on tables as long as they do not obstruct the view of an adjacent booth.

3. DRAYAGE

Booth displays should be shipped prepaid to the authorized drayage firm. See Exhibitors' Service Manual. The rate will include storage up to 30 days prior to the conference (do not ship before that time), placing the material in the exhibit booth, removal and storage of all empty crates until the end of the conference, and return of the crates to the exhibitor's booth. The rate will not include any assembling, un-skidding in booths, dismantling, crating, blocking or bracing. All empty packing crates must be properly marked with firm name and booth number. Unmarked crates will not be returned.

4. EXHIBITORS' SERVICE MANUAL

Listings of available services, electrical equipment, booth furniture, decorating materials and prices, as well as order forms will be sent to exhibitors 45 to 60 days prior to the conference by the Conference Decorator.

5. DISMANTLING OF DISPLAYS

Exhibitors will not be permitted to dismantle their exhibits nor do any packing until after the published closing time. No packing crates or boxes will be returned until that time. All dismantling must be finished, and all exhibit material must be out of the exhibit area by 6:00 p.m. on final day of EXPO. It is the responsibility of the exhibitor to arrange for return shipment of exhibit material, properly labeled, before departure. Exhibitors are responsible for notifying the drayage firm of return shipping instructions.

6. EXHIBITION PERIOD

The exhibition area will be ready for set-up and installation from 12:00 p.m. to 5:00 p.m. Saturday, August 14, 2021 and from 8:00 a.m. to 11:00 a.m. on Sunday, August 15, 2021. All work must be completed and ready for the opening of the exhibition by 12:00 p.m. on Sunday, August 15, 2021. An inspection of the booths will be made. No work on booths will be permitted after the opening of the exhibition.

7. LIABILITY AND INSURANCE

Neither the FOP nor the Indiana Convention Center shall be responsible for any loss, damage, or injury that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever prior to, during, or after the period covered by the exhibit contract. The exhibitor specifically agrees to release the FOP and Indiana Convention Center from, and agrees to indemnify against any and all claims for loss, damage or injury, including attorneys' fees and court costs that may occur, to any exhibitor's property or employees from any cause whatsoever. The exhibitor shall be solely responsible for the operation of his or her exhibit and expressly releases from, and agrees to indemnify the FOP and Indiana Convention Center against any claims for loss, damage or injury, including attorneys' fees and court costs, to himself, his employees, spectators, or attendees arising from the operation of said exhibits. Insurance on each exhibit shall be obtained at the exhibitor's own expense and risk.

8. LIMITATION OF LIABILITY

Any damages or loss arising from the breach of this agreement by the Grand Lodge, Fraternal Order of Police shall be limited to the amount of Booth Charges paid by Exhibitor as set forth in Section 2 of the Contract.

9. PROPER USE OF EXHIBIT SPACE

All booths should be assembled in a manner which does not detract from or obstruct adjacent booths. Exhibitors may not reassign, sublet, or allow use to other exhibitors of a whole or a part of the booth space assigned by the FOP. Exhibitors may not display or advertise goods and services which are not manufactured, distributed or otherwise provided by the exhibitor during normal course of business. Exceptions must be submitted in writing to the FOP and signed by the National Secretary.

10. UNCLAIMED PROPERTY

Exhibit space not claimed or occupied by 9:00 a.m. on the morning of the first show may be reassigned at the discretion of the FOP.

11. GUARD PROTECTION

Twenty-four hour protection for the exhibits will be provided at the installation and will continue through dismantling and removal of displays but without guarantee of any kind.

12. LABOR

All work in connection with the exhibits requiring "hired labor" must be performed by official exposition contractor personnel. Skilled labor, common labor, and porters are made available by the conference decorator at established rates (see display labor order form in service manual).

13. DECORATOR SERVICES

Rental furniture, labor to install and dismantle exhibits, special booth decorations, table skirting, carpeting, special sign service and electrical, janitorial and material handling services will be described in the Exhibitors' Service Manual and can be ordered in advance at prevailing rates.

14. PROPER USE OF AUDIO-VISUAL EQUIPMENT

The use of audio-visual equipment may not obstruct or otherwise interfere with adjacent booths.

15. DIRECT SALES

The Grand Lodge, as a non-profit organization, generally precludes direct sales of any goods from the exhibit floor during its various conferences and exhibitions. However, for the purpose of this event only, exhibitors will be permitted to sell goods from the exhibit floor. All applicable sales tax due the State of Indiana shall be the sole responsibility of exhibitors. Exhibitors shall be responsible for complying with all rules and regulations of the Indiana Convention Center regarding direct sales of goods. The Grand Lodge FOP reserves the right to prohibit any exhibitor from engaging in direct sales should the Grand Lodge determine, in its sole judgment, that such direct sales are not in the best interest of the Grand Lodge FOP. This provision shall not act as a waiver of prohibitions of direct sales at other conferences, exhibitions, or events of the Grand Lodge FOP.

16. UNAUTHORIZED DISPLAYS

To protect the interest of all exhibitors, signs and displays other than those located at the exhibitors' booths in the exhibit hall are prohibited. Exhibitors who place signs or displays elsewhere will be charged an additional fee of \$1000.

17. WEAPONS AND EXPLOSIVES

Because of insurance restrictions, all weapons displayed in the exhibit hall must be rendered inoperative. This may be done by the removal of a critical component of the weapon. All weapons will be inspected by an armorer before opening the exhibit hall. Live explosives of any type including, but not limited to, ammunition, smoke grenades or devices are not permitted in the exhibit hall under any circumstances.

18. NO RIGHT TO USE MARKS

Exhibitors shall not use - in any manner - any of the collective marks, trademarks, or service marks belonging to the Grand Lodge FOP, nor shall exhibitors make any claim of any sponsorship or approval by the Grand Lodge FOP of any exhibitor's products or services without written permission from the National Secretary.

19. CONFIDENTIALITY RULES AND REGULATIONS

The Grand Lodge FOP recognizes the need to keep the mailing list of its membership confidential and secured due to the sensitive nature of the occupations of its members, and therefore demands the same of the exhibitors who participate at the National Conference of the FOP. The delegates of the FOP require that all confidential information about its membership (phone numbers, addresses, and mailing lists compiled by the exhibitors) cannot be sold or given to any other business or organization at any time.

20. FORCE MAJEURE

In the event the Grand Lodge FOP shall for any reason determine not to hold the National FOP Conference, or if it is prevented from doing so for any reason, or if the Indiana Convention Center or any part thereof is destroyed or damaged by fire or other cause, or if by reason of governmental restriction the use of said premises or the conduct of the National FOP Biennial Conference is prevented, the exhibitor waives any claim for damages or compensation which might arise by reason thereof, except the return to the exhibitor of the payments made for rental space.

21. CLEANING SERVICE

Special booth cleaning service is available through the conference decorator.

22. EXHIBITOR REPRESENTATIVES

Please ensure that representatives working in the booth are aware of all terms, conditions, and rules pertaining to the exhibition. While on the exhibit floor representatives must wear official conference nametags.

23. RIGHT TO REFUSE ADMITTANCE

The FOP reserves the right to refuse admittance to the exhibitor to the conference floor should said admittance be deemed by the FOP not to be in the best interest of the FOP. The FOP reserves the right to refuse admittance to the exhibitor's employees or agents to the conference floor and/or the exhibition space should such admittance be deemed by the FOP not to be in the best interest of the FOP.

24. ADDITIONAL INFORMATION

Solicitations or demonstrations by exhibitors must be confined to their respective booth. Printed advertising may be distributed by the exhibitor only from rented space.

25. EXPO LIAISON

701 Marriott Drive
Nashville, TN 37214
Email: expo@fop.net
Website: www.fop.net
Phone: (800) 451-2711