

# EXHIBITOR RULES AND REGULATIONS

## MAHTS 2023

- EXHIBIT HOURS:** Wednesday, December 6, 2023 from 10:00 AM to 6:00 PM and Thursday, December 7, 2023 from 10:00 AM to 4:00 PM. NOTE: There will be an event for Distributors on Tuesday, December 5 from 6:00 PM – 8:00 PM. This time schedule may change; however, the dates will remain the same. Each exhibitor must arrange to have representatives in attendance during show hours.
- SHIPPING INSTRUCTIONS:** Please note that no deliveries will be accepted at the Atlantic City Convention Center prior to Monday, December 4, 2023. Deliveries to the Atlantic City Convention Center may be made on Monday, December 4 and Tuesday, December 5, 2023 between 8:00 AM and 4:00 PM. Freight handling within the building will be arranged with the designated service contractor. The service contractor also will handle advance shipments. All shipments must be fully prepaid. Necessary forms and further instructions will be sent to each exhibitor. Advance shipments made through the service contractor, in compliance with their instructions, is the best way to guarantee that your display and materials will arrive promptly.
- INSTALLATION OF EXHIBITS:** Monday, December 4 between 10:00 AM to 6:00 PM and Tuesday, December 5, 2023 between 8:00 AM and 4:00 PM. All exhibits must be completely installed by 4:00 PM on Tuesday to allow for cleaning and inspection of the Exhibit Hall. Failure to set-up your booth prior to 4:00 PM on Tuesday will result in the loss of booth space. No installation work will be permitted during exhibit hours. Exhibitors with large equipment can plan to move-in vehicles and equipment on Monday, December 4, 2023 between 10:00 AM and 3:00 PM.
- DISMANTLING OF EXHIBITS:** Dismantling of exhibits will not begin until show closing at 4:00 PM on Thursday, December 7, 2023. All equipment and exhibits must be removed from the Exhibit Hall by 10:00 PM on Thursday, December 7, 2023.  
  
Materials/equipment remaining in the Atlantic City Convention Center after 10:00 PM on Thursday, December 7, 2023 will be sent to the Service Contractor's warehouse. Any expenses incurred because of this action will be the responsibility of the exhibiting company and not that of EP Henry an Oldcastle APG Company.  
  
Trucks and tractors may be moved out on Thursday, December 7, 2023 AFTER all aisle carpet is removed. Vehicle keys will be returned at 4:30 PM for move-out to proceed through the loading dock doors.
- STORAGE** of crates, boxes, etc. may be arranged at the Service Contractor onsite service desk, which will provide tags to be used by exhibitors to identify pieces to be placed in storage for the duration of the exhibit. There is a fee charged for this service.
- BOOTH PACKAGE TO INCLUDE:** Uniform booth background and dividers (8' high curtain back wall, 3' high matching dividers and aluminum uprights) will be supplied, as well as a two-line uniform head sign with company name and booth number. Additional furnishings are available for rental through the authorized service contractor.
- UTILITIES:** Electrical, Plumbing and Internet services are available, at an additional cost. 120 Volt service is available. Higher voltage services are available on written request to the Atlantic City Convention Center. Forms will be included in the Exhibitor Service Manual.
- SPECIAL REQUIREMENTS:** Additional requirements on electrical current, decorations, furniture, etc. may be obtained. Order forms are included in the Exhibitor Service Manual.
- ACTIVITIES:** Souvenirs and standard literature may be freely distributed, but exhibitors must confine their displays and activities to the space assigned. No exhibitor shall assign, sublet, or share the whole or any part of the booth space allotted. Noisy or undignified displays, sound motion pictures, sound devices, megaphones, loudspeakers, or sideshow tactics are prohibited. Non-exhibitors are prohibited from soliciting at the show.
- ARRANGEMENT OF EXHIBIT:** Exhibitors with a booth construction exceeding 8' in height must receive written approval of EP Henry an Oldcastle APG Company. Any construction exceeding 4' in height must be kept within 5' of back line of exhibit space. The ceiling clearance in the Exhibit Hall is 30 feet.
- CANCELLATIONS:** No refunds will be given for booth cancellations.
- LIABILITY AND INSURANCE:** Exhibitors shall provide EP Henry an Oldcastle APG Company with a Certificate of Insurance evidencing insurance issued by an insurance carrier with a rating of at least A- by Best as proof of insurance coverage in the amounts of Two Million Dollars (\$2,000,000.00) of Per-occurrence Limit Coverage to include: Comprehensive Form, Independent Contractors, Contractual, Fire Legal Liability and Products/Completed Operations. Such insurance coverage shall specifically name EP Henry an Oldcastle APG Company, including its officers, employees, agents, and contractors as additional named insureds. Such insurance shall cover any damage or injury to any and all persons attending, or property connected with the Event when such persons or property are located in, on, around or about the Atlantic City Convention Center. The Exhibitor also agrees to indemnify, defend, and hold harmless EP Henry an Oldcastle APG Company for any and all claims, suits, and damages arising out of the Exhibitors participation in the MAHTS® Event, including claims for bodily injury or property damage by any third party or employee of the Exhibitor. Before being admitted to the exhibition, each exhibitor shall be required to furnish EP Henry an Oldcastle APG Company a Certificate of Insurance evidencing the required liability insurance coverage herein described. The Certificate of Insurance should also include proof of Workers Compensation coverage. Failure to provide such certification will not absolve the exhibitor of any of its responsibilities or indemnity obligations under this agreement. EP Henry or Oldcastle APG Companies shall not be liable to the Exhibitor for the acts or omissions of any members, exhibitors or suppliers attending the 2023 Mid-Atlantic Hardscaping Trade Show™. The EP Henry an Oldcastle APG Company, employees, and contractors will not be liable for failure to hold the exhibition as scheduled. Payment for booth space will be returned in that event, except that any actual expense incurred in connection with the exhibits will be deducted if the exhibition is canceled because of fire, or any act of God, or the public enemy, or a labor strike, or epidemic, or any law or regulation of public authority or any other act beyond the control of the EP Henry an Oldcastle APG Company which makes it impossible or impracticable to hold the exhibition. Safekeeping of the exhibitor's property is the sole responsibility of the exhibitor. Each exhibitor must keep an attendant in their display during the hours listed under "Exhibit Hours." In all cases, exhibitors desiring to insure their exhibits and display material against fire, theft, etc. must do so at their own expense.
- PAYMENT:** Booth space will NOT be assigned until your non-refundable booth rental payment is received. No exhibitor will be permitted to enter the Exhibit Hall until payment in full is received by EP Henry an Oldcastle APG Company.
- HOTEL ACCOMMODATIONS:** Hotel reservation forms will be included in the Exhibitor Information Packet online at MAHTS.com. Hotel reservations must be made by you directly with the respective hotel at least 30 days in advance of the show to receive the show rate and based on availability. We suggest that you identify your company as an exhibitor when making your reservation. Space is limited and provided on a first-come, first-served basis.
- EXHIBIT PERSONNEL:** All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor's badge and must be employed by the exhibitor or have a direct business affiliation. The number of badges issued to each exhibitor may be limited by EP Henry an Oldcastle APG Company.
- MOTORIZED VEHICLES IN A BOOTH:** Please reference the Vehicle/Equipment Display guidelines provided in the Exhibitor Guidelines provided on MAHTS.com.
- EP HENRY AN OLDCASTLE APG COMPANY:** EP Henry an Oldcastle APG Company retains the right to discontinue any exhibit, which, in its opinion, is objectionable to exhibitors, to the industry or to the public.
- GENERAL:** All matters and questions not covered by these regulations are at the sole decision of EP Henry an Oldcastle APG Company, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them as the original regulations.