

**CNIGA EXHIBIT RULES AND REGULATIONS – WIGC 2008 Palm Springs Convention Center, Palm Springs, Ca.**  
Thirteenth Annual Western Indian Gaming Conference Show Dates February 13 & February 14, 2008

**EXHIBITOR CODE OF CONDUCT**

Each representative of an exhibiting company is expected to conduct himself/herself with dignity and adhere to proper business behavior. While a spirit of friendly and honest competition is recognized as a valid business practice and even considered healthy, the use of deceptive and/or unethical methods to obtain information and/or gain an advantage over a competitor is considered to be a violation of this Code of Conduct. An exhibiting company may not use for purposes of comparison the product or equipment of a competitor who is also an exhibitor at the same show. Violation(s) of local, state, and/or federal laws can result in immediate suspension (without verbal warning) from the exposition at the discretion of the Western Indian Gaming Conference (WIGC) and the California Nations Indian Gaming Association (CNIGA).

**BOOTH RENTAL FEES**

All debts owed to WIGC/CNIGA by the potential exhibitor must be paid in full prior to the WIGC/CNIGA contracting with an exhibitor. A contract will not be accepted and booth space will not be assigned to a company that has accounts (previous booth space, advertising, dues, etc.) due to WIGC/CNIGA. Booth rental fees are payable in full, with payment being transmitted to CNIGA at the time the Exhibit Order Form and Contract is submitted to CNIGA. There will be no refunds.

**BADGES**

Each exhibiting company is entitled to two complimentary Full Conference Registration and two trade show only badges per 10 x 10 booth space. Full conference registrants will be able to participate in all meetings/seminars, exhibit hall access, and food functions. Additional booth attendants, exhibit hall only passes are available for a fee. Additional full conference badges are available at published rates. Please provide names of your personnel to the CNIGA office no later than December 21st. Badges will be picked up on site at exhibitor registration that is all day Tuesday February 12<sup>th</sup>, 2008. No badges will be mailed in advance.

**INSTALLATION & BREAKDOWN**

Exhibitors shall be responsible for delivery and removal of equipment and display material to and from the exhibit area. Exhibitors must have a representative at the booth at all times. Exhibitors are free to select their own exhibitor appointed contractor (EAC).

If exhibitor is using an EAC, the exhibitor MUST submit a letter to WIGC show management and show decorator informing both of such usage. This letter must be received no later than December 21st, 2007. In addition, the EAC must hold an insurance policy of one million dollars (\$1,000,000.00) and must provide a copy of policy to the WIGC show management and show decorator for their records.

**ACCEPTANCE OF EXHIBIT**

The WIGC/CNIGA reserves the right to reject any and all applications for exhibit space. No reservations for booth space will be accepted over the telephone.

**PLACE AND NATURE OF EXHIBIT**

**Display booths and exhibits shall NOT be placed in such a manner as to interfere with other exhibits.** Booths are 10' deep by 10' wide by 8' high, with 3' (good neighbor) side rails. Exhibits must not exceed contracted space or interfere with neighboring exhibits. It is anticipated that some exhibitors will bring professional setups that exceed the 8' high back drape. Any exhibitor who plans to exceed the 8' height limit, must contact WIGC Show Management, and provide booth plans for approval. End cap displays must be centered and not blocking the line of sight for surrounding booths. All construction shall be substantial and fixed in position for the duration of the show. No exhibits that violate any municipal or state laws, rules, and regulations, including safety codes, will be permitted. No combustible decorations shall be used at any time. All packing containers, excelsior, and wrapping paper must be removed from the floor and must not be stored under any tables or behind displays. All decorations, drapes, acoustical materials, table coverings, and other decoration materials shall be flame resistant to the satisfaction of the local fire department. All fire extinguishing equipment shall be maintained in plain sight, unobstructed, and available for use at all times. The use of any heater or heat-producing device as part of the exhibits is forbidden unless a special permit is first obtained from the local fire department and a copy of the permit placed in the files of WIGC/CNIGA. Approval must be obtained from the local fire department for the use, operation, or presence of electrical, mechanical, or chemical device that, in the opinion of the local fire department or the official exhibit contractor, might be hazardous in a public place.

**USE OF EXHIBIT SPACE**

All demonstrations, interviews, or other activities must be contained within the limits of your exhibit booth. No exhibitor shall assign, sub-let, or apportion the whole or any part of the space allotted to him. Aisles must remain clear at all times. Exhibits must be arranged so that exhibitors will be inside the space rented. Companies may not share booth space. Any requirements for animals present must be pre-approved by show management, and the Palm Springs Convention Center prior to use.

## **MUSIC**

Copyright Permission and Identification. 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 Exhibitor, at any time during the Western Indian Gaming Conference and Trade Show, unless Exhibitor has previously obtained written permission from the copyright owner or the copyright owner's designee 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. Exhibitor agrees to indemnify, save, and hold harmless the WIGC/CNIGA, and its directors, officers, agents, employees, and each of them, from and against any and all claims, costs, and expenses (including legal fees and expenses), demands, actions, and liabilities of every kind and character whatsoever with respect to any breach of the foregoing representations and warranties.

## **NOISY OR OBNOXIOUS EQUIPMENT**

If the operation of any equipment or apparatus produces noise of sufficient volume or odors found to be annoying to neighboring exhibitors, show management or guests, exhibitor agrees to voluntarily discontinue such operation.

## **ELECTRICAL CONNECTIONS AND CHARGES**

All electrical wiring must be approved and installed in accordance with local regulations. Consult your exhibitor service kit for information regarding the handling of and rates for all electrical orders.

## **RESTRICTION AND LOCATION OF EXHIBITS**

The WIGC/CNIGA reserves the right to require any exhibitor to remove any part thereof, which in the sole judgment of the WIGC/CNIGA, is not in keeping with the general character of the exhibition or is not in the best interest of the WIGC/CNIGA, and to remove or relocate any booth as may be needed for the good of the Conference and its exhibits. This restriction includes persons, things, conduct, printed materials, or anything of a character that may be objectionable to the exhibit as a whole. In the event of such restriction or eviction, the WIGC/CNIGA is not liable for any refunds of rentals or other exhibition expenses.

## **HANGING SIGNS**

Any blimps, balloons, or the like must be approved by the WIGC/CNIGA show management, prior to December 21, 2007. Hanging signs will be handled by show decorator. Hanging signs are only allowed for island booths. Balloons must be affixed to booth.

## **BOOTH CANCELLATION**

**Refunds will not be made.** The exhibitor is responsible for total booth rental regardless of the reason for cancellation, including cancellation by the exhibitor because of the failure of an exhibit to arrive for any reason, or cancellation by the Association of the exhibition, in whole or in part, as the result of riot, strike, civil disorder, act of war, act of God, or any other reason of any kind whatsoever not within the Association's control.

## **SHOW CANCELLATION**

Should any situation beyond the control of the WIGC/CNIGA arise to prevent the opening of the exhibit show, the WIGC/CNIGA shall not be held liable for any expenses incurred by the exhibitor.

## **FAILURE TO OCCUPY SPACE**

Any space which is not occupied by the exhibiting company by 9:00 a.m. on Wednesday, February 13, 2008 will be forfeited by the exhibitor and the space may be resold or used by the WIGC/CNIGA without refund, unless previous arrangements for delayed occupancy have been made in writing by the WIGC/CNIGA Exposition Manager and the participating company. Show decorator reserves the right to install exhibits at exhibitors expense if materials are at booth but installation has not begun by 9:00 a.m.

February 13<sup>th</sup>, 2007. Exhibits must be up and functional no later than 11:00 a.m. on Wednesday February 13<sup>th</sup>, 2008.

## **PAYMENT OF FEES**

Exhibit booth rental fees must be paid according to the schedule established by the WIGC/CNIGA, and contained in the Order Form and Contract. Full payment must be received before exhibit space will be assigned.

## **EXHIBITOR-SPONSORED ACTIVITIES**

Hospitality suites and/ or entertainment activities are not permitted to operate during the hours the exhibit hall is open or during any WIGC/CNIGA activities. The WIGC/CNIGA reserves the right to control the hours of operation of any and all hospitality/entertainment activities. Arrangements for any exhibitor-sponsored activities and hospitality suites must be made with the consent of WIGC/CNIGA at least 30 days prior to opening of exhibits.

## **CARPET IN EXHIBIT HALL**

Exhibit hall is carpeted, ordering carpet is not mandatory.

## **LIABILITY AND INSURANCE**

The WIGC/CNIGA, its staff, the exhibit decorator, the Conference hotel, the Conference center, the employees or representatives thereof, and other organizations and persons connected with this Conference shall not be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to exhibitors or their employees from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibit contract. Exhibitors should place their own insurance to cover all contingencies. The exhibitor agrees to indemnify those listed above against any claims for such loss, damage, or injury. Upon signing the contract, the exhibitor expressly releases the foregoing institutions, individuals, and committees from any and all claims for loss, damage, or injury. This also includes the period of storage prior to and following the Conference. Small or easily portable articles of value should be properly secured or removed for safekeeping during the hours the exhibits are closed. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the WIGC/CNIGA, the Conference facilities, and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof. In addition, exhibitor acknowledges that the WIGC/CNIGA and the Conference facilities do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

## **PROTECTION OF EXHIBIT FACILITY PROPERTY**

Exhibitors will be held responsible for any damage done to the building by them or their employees. No nails, tacks, or screws shall be driven into the walls, woodwork, or floor of the building. No gasoline, kerosene, acetylene, candles, or other flammable or explosive substance will be permitted in the building.

## **SECURITY**

The WIGC/CNIGA will contract for appropriate guard services. Registrants and exhibitor representatives will be allowed in the exhibit area only during noted exhibit hours. Exhibitor representatives will be allowed in the exhibit area, additionally, during designated set-up and dismantling times. Any special arrangements MUST be made through the Exposition Manager.

## **DRAWINGS AND RAFFLES**

Exhibitors must notify the WIGC/CNIGA if they plan to hold a drawing or raffle. Drawing and raffles subject to time constraints, Associate Members given first priority.

## **FOOD AND BEVERAGE REGULATIONS**

All food and beverage services must be contracted through the property services. It is not acceptable for exhibitors or attendees to bring in or serve their own food or beverage products. This includes any type of food or beverage give-away (bottled water, candy bars, etc.) whether it is imprinted with your company logo or not. **SAMPLES ARE LIMITED AND SUBJECT TO PROPERTY SAMPLING FEE.** All food and beverage vendors must comply with Palm Springs Convention Center rules and regulations.

## **PHOTOGRAPHY**

WIGC/CNIGA Show Management reserves the photographic rights for the show. Registered employees of your company may photograph your own booth. Any photography requests beyond photographing your own booth must be approved by WIGC Show Management prior to event. Press will not be allowed to photograph on the trade show floor without express consent of WIGC Show Management and CNIGA Director of Communications.

## **SALES**

Selling or taking orders on the premises of the show for exhibited products or services shall not be allowed. The exhibitor further agrees that the WIGC/CNIGA shall be the sole judge of what constitutes sales or order taking activities and may order the exhibitor to cease such activity on the premises of the show on penalty of immediate expulsion from the show.

## **LITERATURE DISTRIBUTION**

Advertising and sales promotion materials may be distributed from your booth only. NO materials may be placed on seats, attached to walls, ceiling, or woodwork in the hotel, convention center, registration areas, or left in public places for distribution. If such materials are found in said areas, they will be thrown away.

## **VIOLATIONS**

It is expected that exhibitors who violate these regulations will respond to request for correction. Eviction from the Conference exhibit may result from violation of these rules and regulations as determined solely by WIGC/CNIGA. In the event of such eviction, the WIGC/CNIGA is not liable for any refunds of rentals or other exhibition expenses.

## **SCHEDULE \*subject to change**

Tuesday February 12th Golf Tournament 9:00 am shotgun start

Tuesday February 12th Exhibitor Registration and Set Up 9:00 am – 5:00

Wednesday February 13th Exhibit hours: Noon – 5:00 pm

Thursday February 14th Exhibit hours: Noon – 5:00 pm

Friday February 15th CNIGA membership meeting 10 am – 3 pm