2020 BOMA Dallas INNOVATES

2020 Rules & Regulations

Dallas Market Hall
2200 N Stemmons Freeway
Dallas, TX 75207

April 9, 2020
3:00 pm – 7:00 pm
2020 RULES & REGULATIONS

All exhibitors at 2020 BOMA Dallas Innovates (the “Show”) to be held at Dallas Market Hall, Dallas, TX on April 9, 2020 are required to complete and execute the Exhibit Space Contract and subscribe to all Rules & Regulations (as such Rules & Regulations may be updated or amended from time to time). FAILURE TO COMPLY WITH THE EXHIBIT SPACE CONTRACT AND THE RULES & REGULATIONS MAY RESULT IN CANCELLATION OF THE RIGHT TO EXHIBIT AND/OR DEDUCTION OR LOSS OF PRIORITY POINTS (ALL EXHIBITS SHALL CONFORM TO ALL FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS).

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GENERAL SHOW INFORMATION

SHOW LOCATION, DATES & TIMES

2020 BOMA Dallas Innovates will be held at Dallas Market Hall, 2200 N Stemmons Freeway, Dallas, Texas 75207

SHOW DATE
Thursday, April 9, 2020 3:00 pm to 7:00 pm

INSTALLATION SCHEDULE
Wednesday, April 8, 2020 8:00 am to 5:00 pm

DISMANTLING SCHEDULE
Thursday, April 9, 2020 7:00 pm to 9:00 pm

UNOCCUPIED BOOTH SPACE AS OF 1:00 PM

An exhibitor failing to fully occupy the contracted space (and otherwise conduct its activities at the show) by 1:00 pm on the day of the Show will lose the right to such space, and BOMA Dallas reserves the right to use such defaulted exhibit space as it sees fit, without compensation or refund to the exhibitor. Exhibitors who lose exhibit space as described herein are not relieved of the obligation of paying the full rental price for the space and otherwise comply with the provisions of the Exhibit Space Contract and the Rules & Regulations. Priority points will be deducted from exhibitors failing to occupy space, or that do not comply with the provisions of the Exhibit Space Contract and/or the Rules & Regulations. The number of points deducted are at the discretion of BOMA Dallas. An exhibitor failing to occupy space by the designated time may lose the right to exhibit the following year.

DISMANTLING RULES – TEARING DOWN EARLY

Booth tear-down is from 7 – 9 pm only on Thursday, April 9, 2020. Exhibits may not be dismantled or removed, in whole or in part, prior to 7 pm. The freight door will not be opened to allow for booth tear-down until 7 pm on and no exhibitor may utilize any other elevator (other than the freight elevator) to remove its exhibit. An exhibitor found dismantling their booth before 7 pm will lose access to the post-show attendee list, as well as priority points. The number of points deducted are at the discretion of BOMA Dallas. The aisles will be monitored for the duration of the Show to ensure no one commences dismantling any exhibits before 7 pm. Items may not be picked up after 9:00 pm on Thursday, April 9, 2020. Any material left in or around booth after 9 pm will be discarded or retained, and BOMA Dallas shall have no liability or obligation with respect to any articles left behind.

FAILURE TO HOLD SHOW

If BOMA Dallas should be prevented from holding the Show for any reason or cause beyond its control (such as, but not limited to, damage to buildings, riots, labor disputes, acts of government, acts of terrorists, or acts of God, or cancellation by the facility) or if it cannot permit the exhibitor to occupy a space during any part of the Show due to causes beyond BOMA Dallas’ control, then BOMA Dallas has the right to cancel the Show (or the exhibit’s booth, as the case may be) with no liability whatsoever, other than a refund of space rental less a proportionate share of show management expenses, EVEN IF SUCH CANCELATION IS CAUSED IN WHOLE OR IN PART BY THE NEGLIGENT ACTS OR OMISSIONS OF BOMA DALLAS.

EXHIBITOR CONTACT

Each exhibitor will be required to appoint at least one individual authorized to represent their company in all dealings with BOMA Dallas to be furnished at the time the exhibit space application is submitted. This representative shall be authorized to enter into the Exhibit Space Contract and all other contracts as may be necessary or required and for which the exhibitor shall be responsible. It is the responsibility of exhibitor to notify BOMA Dallas with the name of another representative if the primary representative is unavailable.

EXHIBITOR SERVICES MANUAL

The Exhibitor Services Manual will contain all necessary information and forms for installation and Show services. The Exhibitor Services Manual will be located on the BOMA Dallas website and will contain all necessary information and forms needed for the Show. The Key Contact listed on your Exhibit Space Contract will receive all correspondence regarding the purchased exhibit space and the show.
EXHIBIT SPACE

EXHIBIT SPACE PRICE & PAYMENT

<table>
<thead>
<tr>
<th>Booth Size</th>
<th>Member</th>
<th>Non-Member and Allied Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 x 10 single *</td>
<td>$920</td>
<td>$1,775</td>
</tr>
<tr>
<td>10 x 20 endcap or 10 x 20 stand-alone</td>
<td>$2,015</td>
<td>$3,725</td>
</tr>
<tr>
<td>20 x 20 island quad **</td>
<td>$2,710</td>
<td>$5,275</td>
</tr>
</tbody>
</table>

* Converting two single 10 x 10 vertical spaces at the end of two rows into one 10 x 20 space will be priced at the 10 x 20 endcap rate.
** 20 x 20 island quad spaces do not allow walls on any side of the space. Carpet provided.

Height restrictions are enforced. Max height 10 x 20 stand-alone: 10 feet; Max height 20 x 20 island quad: 16 feet. Both require at least 50% see-through effect.

Payment for the Booth is due in full at the time of purchase and with a completed Exhibit Space Contract. Any Exhibit Space Contracts that are submitted without payment in full for the Booth shall not be binding upon BOMA Dallas, and the exhibitor acknowledges and agrees that unless and until it remits payment in full for the Booth, then it has no rights whatsoever to utilize such booth (or any other booth) during the Show, and BOMA Dallas shall have no obligation to hold or reserve any such booths. Payment for the booth via check, VISA, MC, Discover and AMEX are accepted (and any credit cards used for payment are subject to processing fees). Checks and other payments will be processed (deposited) immediately and any check or other payment that is not successfully processed will be deemed not to have been timely made, and BOMA Dallas has no obligation or liability with respect thereto. Applications may be mailed, faxed, hand delivered, or emailed to lwallace@bomadallas.org, fax 214-741-6618. Tax ID# 75-1042373

BOMA Dallas
Attn: Trade Show – Lisa Wallace
901 Main Street
Suite 570, LB 130
Dallas, TX  75202

CANCELLATION OF EXHIBIT SPACE

Any notice of cancellation of exhibit space by an exhibitor must be made in writing to Lisa Wallace at the above address. This cancellation policy does not depend upon whether the exhibit space is re-sold or re-assigned.

Requests to cancel exhibit space must be received by Lisa Wallace in writing by March 9, 2020. If such cancellation request is properly received by Lisa Wallace by March 9, 2020 then the exhibitor will be entitled to a refund of 50% of the price paid for booth. However, if such cancellation request is not timely or properly made, then in no event shall the exhibitor be entitled to any refund, and in such event, the exhibitor shall be deemed to have waived, forfeited, relinquished and abandoned all rights and claims in and to any amounts previously paid to BOMA Dallas in connection with the Show, and BOMA Dallas shall have no liability therefor.

ASSIGNMENT OF EXHIBIT SPACE

Exhibit sale dates, times and methods are determined by BOMA Dallas in its sole and absolute discretion. Space assignments are made in the order of date and time in which applications are received. BOMA Dallas Official Sponsor and Priority Point booth assignments are in advance of all other booth sale dates and are by appointment only. BOMA Dallas will use commercially reasonable efforts to give requested spaces to the exhibitor (subject to the Exhibit Space Contract and the Rules & Regulations), however, the final decision of placement of each exhibitors’ booth will be made by BOMA Dallas in its sole and absolute discretion. BOMA Dallas reserves the right to relocate any and all booth spaces from time to time when such action is deemed by BOMA Dallas (in its sole and absolute discretion) to be in the best interest of the total exhibit effort. BOMA Dallas reserves the right to determine the eligibility of any company or product for inclusion in the display.
In addition, the following rules and regulations shall apply to the assignment of exhibit space:

- Space provided will be as shown on the floor plan, but BOMA Dallas reserves the right to make changes at any time in the location, size, and display limits of any booth(s) in its sole and absolute discretion.

- BOMA Dallas does not guarantee that exhibitors within similar industry categories will not be located adjacent to, or directly across from, or in proximity to, each other.

- Neither exhibitor application nor payment will be accepted prior to the designated sale date and time.

- Sharing of exhibit space must be approved in advance by BOMA Dallas and is not allowed in space smaller than 20’x20’.

- At no time will sharing of booth space with a non-member vendor/service provider be allowed.

- No exhibitor shall represent, advertise, or distribute literature for the products or services of any other company.

- All advertisements and literature displayed at the Show is subject to BOMA Dallas’ approval and consent, and BOMA Dallas reserves the right to require any exhibitor to not utilize any advertisements or literature.

If all booth space has been assigned, BOMA Dallas may create a “waiting list” for such booth space. When BOMA Dallas determines that the requested booth space becomes available (if at all), then BOMA Dallas may assign such booth space based on a “first come, first served” basis, subject to the Exhibit Space Contract and the Rules & Regulations. In no event shall BOMA Dallas be liable for any waiting-list requests that are not filled or accepted.

By submitting an application for booth space, the applicant releases BOMA Dallas and its agents from any and all liabilities, claims, damages, causes of action, and obligations to applicant, its agent, licensees, or employees that may arise out of, be related to, or are in connection with, or be asserted as a result of the submission of an application or of participation in the Show, EVEN IF SUCH CLAIMS ARE CAUSED BY, OR ALLEGED TO BE CAUSED BY, BOMA DALLAS’ NEGLIGENT ACTS OR OMISSIONS.

BOMA Dallas determines the eligibility of any company or product for exhibit at the Show, in BOMA Dallas’ sole and absolute discretion. Acceptance of application does not imply endorsement by BOMA Dallas of the applicant’s products, nor does rejection imply lack of merit of product or manufacturer.

**GENERAL SERVICE CONTRACTOR FOR SHOW**

BOMA Dallas has appointed Superior Expo Services as the general service contractor for the Show, who will handle all pipe and drape, carpet, décor and exhibit furniture. Additional items, or items other than what is included in the standard booth package, may be ordered at an additional charge to the exhibitor (and BOMA Dallas shall have no liability therefor) through the general service contractor. The exhibitor services manual outlines pricing and instructions for shipping, securing special lighting, wiring, electricity, telephone, or other special work. The exhibitor services manual (which manual shall be subject to amendment and modification from time to time) will be distributed to exhibitors and will also be available on the BOMA Dallas website www.bomadallas.org

**EXHIBITOR APPOINTED CONTRACTORS (EAC)**

An Exhibitor Appointed Contractor (EAC) is any company other than contractors or vendors appointed by BOMA Dallas, who provides services to exhibitors, such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit during the Show, or during the installation and/or dismantling dates and times as set forth above. Any EAC engaged by an exhibitor shall be at such exhibitor’s sole cost and expense and BOMA Dallas shall have no liability therefor.

**RULES & REGULATIONS**

If the exhibitor wishes to use an EAC, the following rules and regulations must be adhered to by the exhibitor and the EAC.

1. Exhibitors must submit a Non-Official Contractor form for each EAC working on their behalf. This form can be found in the Exhibitor Services Manual. The deadline for submitting the EAC form is provided by the official General Services Contractor.

2. The EAC shall refrain from placing an undue burden on the official General Services Contractor by interfering, in any way, with the official contractor’s work.
3. The EAC will not solicit business on the show floor during the show, including installation and dismantling. The EAC must comply with the other terms and conditions herein, the Exhibit Space Contract, and the Rules & Regulations that are applicable to such EAC.

4. The EAC is responsible for adhering to all rules and regulations requiring badging.

5. If BOMA Dallas determines, in its sole and absolute discretion, that any EAC, in any way, disrupts the official contractor, or impairs the installation and/or dismantling of any booths at the Show, or if any EAC violates any other applicable Exhibit Space Contract and/or any Rules & Regulations, then the EAC will immediately cease such disruption, or, at BOMA Dallas’ sole and absolute discretion, shall be removed from the Show site, and BOMA Dallas shall have no obligation or liability to such EAC or any exhibitor(s) that hired such EAC. BOMA Dallas will have the final decision in such instances.

In performing work for their clients, the EAC shall cooperate fully with the official General Service Contractor and shall comply with contracts as determined by the commitments made and obligations assumed by BOMA Dallas in any contracts with the official General Service Contractor. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Show site, and BOMA Dallas shall have no obligation or liability to such EAC or any exhibitor(s) that hired such EAC. BOMA Dallas will have the final decision in such instances.

**INSURANCE REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS (EAC)**

Insurance requirements for all EACs are included in the Exhibitor Services Manual and must be complied with by each EAC.

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**OPERATING YOUR BOOTH**

**EXHIBIT DESIGN & USE OF EXHIBIT SPACE**

No portion of product or display piece may extend beyond the boundaries of the exhibitor’s assigned exhibit space.

**SOLICITING IN BOOTH ONLY**

Solicitation by exhibitors must be confined within the boundaries of its assigned booth. Aisles shall not be used for exhibit purposes, displaying signs, displaying products, solicitation, or distribution of promotional materials. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the facility where the Show is located. No exhibitor shall allow any noise, odors or vibrations to emit from their respective Booth without the prior, express, written consent of BOMA Dallas, which consent may be granted or withheld in BOMA Dallas’ sole and absolute discretion. Any demonstration or activity that results in obstruction of aisles or prevents or restricts access through the aisles or to another booth(s) shall be suspended from the Show for any period specified by BOMA Dallas, in its sole and absolute discretion. Any vendor company not assigned exhibit space will be prohibited from entering the Show.

**EXHIBITOR REPRESENTATIVE IN BOOTH BY 1:00 PM**

A representative of the exhibiting company is required to occupy the booth throughout the period of the exhibition. Please do not leave your booth unattended. Representative is required to occupy booth by 1:00 pm.

**BOOTH CONSTRUCTION & DÉCOR REGULATIONS, ELECTRICITY**

Paid space includes carpet (color is chosen by BOMA Dallas) 1 6-foot draped table per 100 sf, 2 chairs, small sign with company name (in BOMA Dallas’ standard format), and with the exception of 20 x 20 quad island spaces (no curtains are provided), flame proofed drapes with aluminum framing. Electric hook-up is not included in the price of the booth and cannot be purchased through BOMA Dallas. Forms for purchasing electric hook-up will be provided in the exhibitor manual, and all electrical hook-ups and any costs related thereto shall be paid for solely by the exhibitor and BOMA Dallas shall have no liability therefor. The designated electric provider for Market Hall is GES. Electricity may be purchased the day of the show, as well.

In addition, the following rules and regulations shall apply to booth usage:

- **Tables** – All tables in the booth must be set at least 2 feet back from the aisle, inside the booth, and no table shall prohibit, block, or restrict access through the aisles. The aisles are deemed common areas and each exhibitor has the responsibility to assure proper flow of traffic. Excessive crowding blocks neighboring booths and is an infringement on the rights of other exhibitors, and shall be deemed a violation of these Rules & Regulations.

- **Side rail height is 3’** – Limit single and double booths display, contents and décor height on each side of booth to 3 feet.
• **8’ wall height limit 10 x 10 in-line booths, 10 x 20 Endcap and 10 x 20 In-line booths** - Limit your display, contents and décor of booth to the 8-foot back wall height of exhibit space. Maximum back wall height of 8 feet is allowed only in the rear half of booth space. The 5 feet in the front half of exhibit space should stay within 4 feet tall maximum so as not to block other exhibitors’ line of sight vision. No display will be allowed to limit or otherwise interfere with other exhibits and BOMA Dallas will request removal or adjustment of the exhibit.

• **12’ wall height limit Perimeter booth** - Perimeter row booths may utilize up to 12 feet height on draped back wall. The 5 feet in the front half of your space should stay within 4 feet tall maximum so as not to block other exhibitors’ line of sight vision. No display, contents or décor will be allowed to limit or otherwise interfere with other exhibits and BOMA Dallas will request removal or adjustment of the exhibit.

• **16’ height limit Quad booth** – Island quad spaces do not allow rails, walls or draped walls. Carpet is provided. The space is open on all four sides. Quad booths and décor must maintain a 50% see-through effect so as not to block other exhibit booths located on any side of the quad. Exhibit décor or contents that block the view of booths next to or across from the space will be required to be removed. Height restrictions are based on Fire Marshal and facility regulations. 16 feet, including signage is acceptable as long as there are no A/C units above exhibit space. Fire Marshal regulations are strictly enforced regarding construction, height, fire proofing, etc. Refer to exhibitor manual for Market Hall List of Approved Contacts and Fire Marshal information. No display will be allowed to limit or otherwise interfere with other exhibits and BOMA Dallas will request removal or adjustment of the exhibit at exhibitors’ expense.

• **10’ height limit 10 x 20 Stand-Alone booth** – Carpet is provided. The space is open on all four sides; however, exhibitor may request pipe and drape from Superior Expo on the day of set-up. Stand-alone booths and décor must maintain a 50% see-through effect so as not to block other exhibit booths located on any side of the stand-alone booth. Exhibit décor or contents that block the view of booths next to or across from the space will be required to be removed. No display will be allowed to limit or otherwise interfere with other exhibits and BOMA Dallas will request removal or adjustment of the exhibit at exhibitors’ expense.

• **All booths** - Booth display, contents or décor may not extend into the aisle. Exhibiting company will be required to move contents. No exception.

**AMERICANS WITH DISABILITIES ACT (ADA)**

Exhibitor represents and warrants: (1) the exhibit will be accessible to the full extent required by law; (2) that its exhibit will comply with the Americans with Disabilities act (ADA) and with any regulations implemented by the Act; (3) that it shall indemnify and hold harmless and defend BOMA Dallas, Dallas Market Hall, and all other exhibitors and attendees, from and against any and all claims and expenses, including reasonable attorney’s fees and litigation expenses, that may be incurred by or asserted against BOMA Dallas, Dallas Market Hall, and all other exhibitors and attendees, on the basis of the Exhibitor’s breach of (or alleged breach of) this paragraph or noncompliance with any of the provisions of the ADA, EVEN IF SUCH CLAIM OR CAUSE OF ACTION IS CAUSES OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENT ACTS OR OMISSIONS OF BOMA DALLAS, DALLAS MARKET HALL, OR ANY OTHER EXHIBITOR OR ATTENDEE.

**INFLATABLE OBJECTS**

Helium filled balloons may be used as decoration if anchored within purchased exhibit space. At no time may helium balloons be given to attendees.

**PROTECTION OF BUILDING**

Exhibitors will be held liable for any damage to the property where the Show is conducted, as well as any damage caused to the booth or property of any other exhibitor. No material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to curtains, columns, walls, floors or other part or portions of the building or furnishings. The exhibitor must take necessary precautions to protect building equipment or furniture and equipment, labor and tools. Whatever may be needed for those precautions will be at the expense of exhibitor. If any concerns arise as to the need or extent of the precautions needed, BOMA Dallas will be the final judge (in BOMA Dallas’ sole and absolute discretion) and its decision shall be binding on all parties concerned.
ADMISSION TO SHOW

REGISTRATION

Anyone attending the Show will be required to register and agree with the Show’s rules and regulations. Exhibitors who have been assigned exhibit space for the show will be required to register all exhibit staff for an Exhibitor badge, at Exhibitor’s sole cost and expense. Information regarding this process will be included in the Exhibitor Services Manual and will be available on the BOMA Dallas website, www.bomadallas.org.

ADMISSION & ATTENDANCE

Non-exhibiting service provider/vendor companies, whether member or non-member of BOMA Dallas, are not permitted to attend the Show. BOMA Dallas has a zero tolerance policy for false certification of individuals as exhibitors or real estate representatives. BOMA Dallas shall have sole control of admission policies at all times, and BOMA Dallas reserves the right to escort or cause any exhibitor or any person violating such policy to be removed from the Show (in BOMA Dallas’ sole and absolute discretion), and in such event, BOMA Dallas shall have no liability whatsoever to such attendee and/or exhibitor.

The Show floor is monitored for service provider companies that knowingly register as a real estate attendee and solicits while attending the Show; or when an exhibiting company solicits anywhere other than their purchased booth space. This includes aisles, food courts, bars and all other common areas.

As an exhibitor at the Show, it is your duty to immediately report to BOMA Dallas anyone soliciting in areas other than an exhibitors purchased space, as well as in aisles, bars, and food court areas.

BOOTH PERSONNEL & BADGES

The number of complimentary booth personnel badges is based on size of space purchased. All booth personnel must be employed by or hired as entertainment by the exhibiting company that purchased space. (No vendor service providers that would otherwise be required to exhibit in order to attend the show) Up to 5 additional booth personnel badges per booth are available for purchase at $60 each.

<table>
<thead>
<tr>
<th>BOOTH SIZE</th>
<th>COMPLIMENTARY BADGES</th>
<th>ADDITIONAL AVAILABLE FOR PURCHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’</td>
<td>3</td>
<td>up to 5 more</td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>6</td>
<td>up to 5 more</td>
</tr>
<tr>
<td>20’ x 20’</td>
<td>9</td>
<td>up to 5 more</td>
</tr>
</tbody>
</table>

*Hired individuals working as an integral part of the exhibit are required to wear a badge and are considered booth personnel.

BOOTH CONDUCT

Exhibit personnel may NOT enter another exhibitor’s booth without obtaining express permission from such exhibitor (and such exhibitor reserves the right to request such visitors to vacate their booth at any time.) Lingering in the aisles surrounding other exhibit booths, gathering at the bar areas or food court is strictly prohibited.

SECURITY & SAFETY

SECURITY

Each exhibitor shall take each and every reasonable precaution to protect its property during the installation, show and dismantling periods. However, neither BOMA Dallas, any service contractors, nor Dallas Market Hall are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, EVEN IF SUCH THEFT, DAMAGE, FIRE, ACCIDENT, VANDALISM OR OTHER CAUSE IS CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENT ACTS OR OMISSIONS OF BOMA DALLAS, ANY SERVICE CONTRACTORS AND/OR DALLAS MARKET HALL.

It is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display at any time.
BOMA Dallas recommends that each exhibitor obtains proper insurance coverage (at such exhibitor’s cost and expense) for your goods from the time your shipment leaves your office, during move-in, on show day, during move-out and until all materials have been returned to their point of origin.

SAFETY DEVICES

The exhibitor agrees to accept full responsibility for compliance with federal, state or local safety, fire and other regulations and to provide and maintain adequate safety devices.

FIRE, SAFETY & HEALTH

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment. All exhibit materials and equipment must be located within the booth and protected by safety guards and devices where necessary to prevent personal accidents to spectators. Only fireproof materials may be used in displays and the necessary fire precautions will be the responsibility of the exhibitor.

FLAMMABLE MATERIALS / VEHICLES WITH GASOLINE

No exhibitor shall be permitted to allow any flammable or hazardous materials to be brought into the Show or on to the premises of Dallas Market Hall for any reason whatsoever, unless such exhibitor obtains BOMA Dallas’ and the Fire Marshal’s prior, express, written consent (and BOMA Dallas reserves the right to grant or withhold such consent in its sole and absolute discretion).

Vehicles with gasoline engines may be displayed only if the following conditions are met: all battery cables must be disconnected and taped to avoid potential sparks. A locking gas cap must be installed or the tank must be adequately sealed by tape. Refer to the exhibitor services manual for limit of gasoline allowed in tank. Absolutely no storage of any fuel in any building. The Fire Marshal will inspect all booths prior to opening of the Show.

FLAMMABLE MATERIALS & FIRE MARSHAL INSPECTION

The Fire Marshal will inspect your booth prior to the show. Booth decorations and construction must conform to the fire regulations of the City of Dallas and Dallas Market Hall. Combustible or explosive materials and substances may not be used. Cloth and other flammable materials, such as hay bales, must be flame-proofed. Packing containers, excelsior, wrappings and similar materials must be removed from the exhibit area and not stored under tables or behind curtains.

Violations will require correction and or removal before the opening of the Show (and the extent of such correction shall be approved by the Fire Marshal). The exhibitor services manual provides additional detail regarding fire regulations.

ALCOHOL RELEASE & INDEMNITY

(Also see General Liability Insurance Requirements)

Exhibitors are permitted to serve alcoholic beverages within their space and according to the onsite beverage guidelines provided by Levy Restaurant and subject to the prior, express consent of BOMA Dallas. If the Exhibitor elects to serve alcoholic beverages in their rented space, the Alcoholic Beverage Release and Indemnity Agreement provided in this Rules & Regulations packet must be completed and returned to BOMA Dallas. Exhibitor agrees to obtain exhibitor liquor liability insurance (including with respect to the service of alcoholic beverages, in types and amounts acceptable to BOMA Dallas and/or Levy Restaurant) to the extent required by BOMA Dallas and/or Levy Restaurant. Exhibitor shall provide BOMA Dallas with copies of agreements and insurance necessary to facilitate the service of alcoholic beverages at the Event. Exhibitor agrees to comply with any and all other BOMA Dallas and/or Levy Restaurant required rules, regulations and policies (as well as all applicable legal requirements) related to the service of alcoholic beverages at the Event. Purchase of alcohol is through Levy Restaurant only. If providing alcohol in your booth, Levy Restaurant TABC bartenders are required to serve. TABC laws are applicable and exhibitors providing alcohol will be verified by Levy Restaurant.

Return signed Release and Indemnity Agreement to: Lisa Wallace lwallace@bomadallas.org

Send COI with liquor liability coverage documents to: Lisa Wallace lwallace@bomadallas.org

A Sample COI is included in this packet with required coverage amounts.

Additional Insured: Dallas Building Owners & Managers Association dba BOMA Dallas

901 Main Street, Suite 570, LB 130
Dallas, TX  75202
AGREEMENT & ENFORCEMENT OF RULES & REGULATIONS

(Also see Alcohol Release & Indemnity Insurance Requirements)

GENERAL LIABILITY INSURANCE REQUIREMENTS

All outside suppliers, exhibitors and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance, and such insurance shall be subject to BOMA Dallas’ prior, express consent, which consent may be granted or denied in their sole and absolute discretion. The amounts should be no less than $1,000,000 per occurrence and $2,000,000 general aggregate. All such insurance must name BOMA Dallas as additional insured, and each person or entity shall provide BOMA Dallas a certificate of insurance (and related endorsement(s)) showing all such insurance required hereunder.

In addition, the exhibitor acknowledges that BOMA Dallas does not maintain insurance covering exhibitor’s property and it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor. Certificates of insurance must be submitted with this application for exhibit space. If your COI is not due for renewal until a later date, you may send after the new term has renewed as long as BOMA Dallas receives your COI before the show date.

*Please note: exhibitors may not install exhibit booth until BOMA Dallas receives current COI

The COI can be mailed, faxed or emailed to Show Management at:

MAIL: BOMA Dallas
Attn: Trade Show – Lisa Wallace
901 Main Street, #570, LB 130
Dallas, TX 75202

FAX: (214) 741-6618
EMAIL: lwallace@bomadallas.org

RESPONSIBILITY

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor activities on the exhibit premises and will indemnify, defend and hold harmless BOMA Dallas, Dallas Market Hall, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims, even if such claim or cause of action is caused or alleged to be caused in whole or in part by the negligent acts or omissions of BOMA Dallas, Dallas Market Hall, or any other exhibitor or attendee.

COMPLIANCE

The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that BOMA Dallas may make from time to time, including those in the exhibitor services manual and to these Rules & Regulations. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety and health as well as the rules and regulations of the operators and/or owners of the property where the exhibition is held.

AGREEMENT WITH RULES

The exhibitor agrees that its employees and agents will abide by these rules and by any amendments that may be put into effect by BOMA Dallas.

Each exhibitor represents and warrants to BOMA Dallas that the person signing the respective Exhibit Space Contract has the full capacity and authority to sign such contract and bind the exhibitor thereto, and that by executing such Exhibit Space Contract, the exhibitor represents and warrants that it has read and understood the Exhibit Space Contract, these Rules & Regulations, and acknowledges that such documents are legally binding instruments that have significant legal consequences if not complied with. Exhibit Space Contract authorized signer and/or Key Contact will be emailed an exhibit space confirmation of booth space upon completion of space assignment.

BOMA DALLAS RESERVES THE RIGHT TO RESTRICT ACTIVITIES, RESTRICT AND/OR CLOSE EXHIBITS WHICH, IN BOMA DALLAS’ SOLE AND ABSOLUTE OPINION IS DEEMED TO OBJECTIONABLE. This includes persons, things, conduct, printed matter, or anything of a character, which is deemed not to be in the best interest of all exhibitors or BOMA Dallas. An exhibitor’s space shall not be used to publicize meetings to be held outside the Show that will detract from Show attendance. All matters and questions not covered by these Rules and Regulations and all interpretations of these Rules and Regulations, are subject to final decision by BOMA Dallas. Any questions should be addressed to BOMA Dallas.
GIVE-A-WAYS & DRAWINGS

Stage area prize drawing announcements must meet the following criteria:

- All prizes, contests and drawings must be conducted in accordance with all applicable state and federal laws, rules and regulations.
- For the prize winner name to be announced by the emcee, the tangible prize must have a value of at least $250.
- Prizes must have a value of at least $100 for the winner name to be pinned on the prize board and will not be announced.
- All prizes must be tangible items, such as gift cards, tickets etc.
- No discounts or “percent off” coupon/vouchers as a prize will be allowed.

Exhibitors may also conduct prize drawings within their booth and contact the winner. Drawings and give-a-ways are not required to be announced by the emcee or to be pinned on the prize board.