

## **Realcomp II Ltd. 2012 'Tools of the Trade'**

### **Vendor Rules Acknowledgement**

**Date: Thursday, March 22, 2012**

[Ford Community & Performing Arts Center/The Michael Guido Theater](#)

15801 Michigan Avenue, Dearborn, MI 48126

**Submit Form to: [Marketing@Realcomp.com](mailto:Marketing@Realcomp.com) or Via Fax at (248) 553-4244**

1. Materials, magazines, merchandise, souvenirs, and all types of other giveaways may be distributed only within the exhibitor's booth.
2. All exhibits must be set up by 8:55 AM. Exhibits must be completely dismantled and removed from premises by 4:45 PM. Dismantling prior to 4:00 PM is not allowed.
3. Neither the management of the Ford Community and Performing Arts Center/Michael Guido Theatre or Realcomp II Ltd. shall be liable for damage, loss or destruction to the exhibits by reason of fire, theft, accident or other destructive causes.
4. No part of any exhibit or any signs relating thereto, shall be pasted, nailed or otherwise attached to the walls, doors, etc., in any way as to deface same. Damage arising by failure to observe these rules shall be paid by the exhibitor.
5. All exhibits must not obstruct the view or interfere with the exhibit of others.
6. Space is provided with the understanding that the exhibitor will indemnify and hold Realcomp II Ltd. harmless from any claims, damages or disputes, including reasonable attorney's fees and costs incurred by Realcomp II Ltd., arising from the exhibitor's activities prior to, during and after the exhibition.
7. The exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of Realcomp II Ltd.
8. Each company is responsible for having a minimum of one (1) representative from the company in their booth at all times during the official trade show hours unless prior written authorization is provided by Realcomp II Ltd. Failure to comply may result in loss of your booth.
9. Exhibitors may not leave merchandise or printed material in the registration areas, lounges, meeting rooms or other facilities of the venue.
10. The exhibitor must carry full insurance for the entire duration of the show, including move-in and move-out. The exhibitor shall provide proof of insurance to Realcomp II Ltd. upon request.
11. Demonstrations and all other activities must be confined to the limits of the exhibitor's booth without written consent of Realcomp II Ltd.
12. All equipment regardless of source of power, must comply with Federal, State and local codes. The Ford Community and Performing Arts Center reserves the right to inspect all electrical devices and connections to insure compliance with all codes. They may refuse connections where the exhibitor wiring is not in accordance with local electrical codes.
13. Exhibitor cancellations made through February 23 are subject to a \$250 cancellation fee. Cancellations made after February 23 are non-refundable. Cancellations must be made in writing.
15. Booth payment must be MADE IN FULL prior to the actual event. Booth space will not be granted to any vendor without the full payment being secured by Realcomp prior to the event.
16. Booth displays and materials can be delivered to the Hubbard Ballroom/Dome room of the Ford Community and Performing Arts Center through the garage doors that are located on the west side of the building.
17. This event is not sponsored by Ford Community and Performing Arts Center.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_