



# MADE IN AMERICA 2019

MadeInAmerica.com Inc 2019 Event • October 3<sup>rd</sup> – 6<sup>th</sup> 2019  
Indianapolis Convention Center, Indianapolis, IN



### EXHIBITOR INFORMATION (List the name and the address for person to whom all show and logistical information should be sent.)

Company Name: \_\_\_\_\_  
 Logistics Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Mailing Address (no P.O. Boxes): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP/County Code: \_\_\_\_\_  
 Country: \_\_\_\_\_ Phone: \_\_\_\_\_ TollFree: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Website Address: http://www. \_\_\_\_\_  
 Marketing Contact and Phone: \_\_\_\_\_

### BOOTH SPACE (Minimum booth size: 10' x 10' / 3m x 3m.)

<input type="checkbox"/> Standard Booth Rate (100-399 sq. ft)	_____ ft x _____ ft = _____	Total sq. ft X \$33.95	\$ _____
<input type="checkbox"/> Standard Booth Rate (400-999 sq. ft)	_____ ft x _____ ft = _____	Total sq. ft X \$32.16	\$ _____
<input type="checkbox"/> Standard Booth Rate (1000-1999 sq. ft)	_____ ft x _____ ft = _____	Total sq. ft X \$31.36	\$ _____
<input type="checkbox"/> Standard Booth Rate (2000+ sq. ft)	_____ ft x _____ ft = _____	Total sq. ft X \$30.56	\$ _____

#### Booth Upgrades

Corner \$250     End Cap \$500     Island \$1500     Premium Location sq. ft total \_\_\_\_\_ X \$5 per sq. ft    \$ \_\_\_\_\_

#### Booth Package Discounts

Non-Profit /Educational Discount 10%     25% Early Bird Discount (Prior To 6/30/2019)    Discounts \$ -  
 Total \$ \_\_\_\_\_

#### Special Request\*\* (please check)

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_

\*\* Indicating booth choice does not guarantee assignment of your request.

### METHOD OF PAYMENT

All balances are due in full by August 1, 2019. If full payment is not received by August 1, 2019 booth space will be released.

- 50% deposit of the Standard Booth Rate is due with contract and the remaining balance is due by August 1, 2019.
- 100% of payment is due with all Standard Booth Rate contracts received after June 30, 2019.

Invoice full amount \_\_\_\_\_

Payment \$ \_\_\_\_\_  Check # \_\_\_\_\_ Check Date \_\_\_\_\_  Credit Card (In order to protect your credit card information, an invoice will be sent with instructions on how to submit payment.)

### AUTHORIZATION

Exhibitor agrees to abide by all Terms & Conditions, Rules & Regulations and Guidelines (located at MadeInAmerica.com/exhibit) governing Made In America 2019. By signing below, the individual represents that he/she is duly authorized to execute this binding contract on behalf of named Exhibitor.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Name (please print): \_\_\_\_\_ Accepted by MIA: \_\_\_\_\_

#### RETURN TO:

**Info@ MadeinAmerica.com**  
**MadeInAmerica.com, Inc.**  
**712 S 14<sup>th</sup> Street**  
**Leesburg, FL 34748**

Account ID \_\_\_\_\_ Source \_\_\_\_\_

2019 Booth# \_\_\_\_\_ Size \_\_\_\_\_

Return this completed Exhibit Space Application & Contract with payment. Please make a photocopy for your files.



# 2019 COMPANY PROFILE (RETURN WITH CONTRACT)



Made In America 2019's Program will provide vital exposure for Exhibitors. Completed forms must be received by June 30, 2019, to be included in the Final Program. **If this form is not received by June 30, 2019, no description or product/service categories will be listed in the Final Program.**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP/County Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Toll Free: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

### Description of products/services to be exhibited at the Made In America 2019:

*(Please print or type a description of 30 words or less. No sales pitches. MadelnAmerica.com, Inc. retains the right to edit.)*

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## Product/Service Categories

Product/service categories will be displayed as part of your Made In America 2019 Website listing and Final Program listing.

*Please check all that apply. (Maximum 10)*

### Company Classification:

- Manufacturer
- Distributor
- Other

### Household:

- 5087 Household Products
- 5722- Household Appliance
- 3634-Electric Housewares
- 5023 Home Furnishings

### Technology:

- 5734 Computer and Computer Software
- 3555 Printing
- 3112 Video Games
- 7308 Virtual Reality
- 5946 Camera Photo Supplies
- 8732 Robotics

### Industrial Machines:

- 3523 Farm Machinery and Equipment
- 3531 Construction Machinery and Equipment
- 1081 Mining Services
- 3535 Conveyors and Conveying Equipment

### Apparel

- 5699 Misc. Apparel
- 3949 Sporting and Athletic Goods
- 2339 Women's, Misses' and Junior Apparel
- 5136 Men's and Boy's Apparel

### Energy:

- 3433 Solar
- 3692 Battery
- 1389 Oil
- 4911 Electricity

### Education:

- 8221 Colleges, University, Schools
- 8299 Student
- 8249 Trade School
- 9411 Educator

### Infrastructure:

- 1629 Heavy Construction
- 1542 General Contractor
- 3531 Construction Machinery
- 1622 Highway Construction

### Transportation:

- 5012 Automobiles
- 381201 Aerospace
- 401102 Trains
- 594523 Airplanes

### Food and Beverage:

- 5812 Food Places
- 5411 Grocery Stores
- 2086 Bottled and Canned Soft Drinks
- 5181 Beer and Ale

### Government and Associations:

- 9199 General Government
- 9229 Public Order and Safety
- 874876 Defense Contractors
- 864102 Veteran's and Military Organizations

### Finance and Insurance:

- 6061 Credit Unions
- 522291 Consumer Lending
- 6231 Accident and Health Insurance
- 6411 Insurance Agent, Brokers and Service

### Toys:

- 5945 Hobby, Toy, Game Shops
- 3942 Dolls and Stuffed Toys
- 3069 Fabricated Rubber Toys
- 5092 Toys, Hobby Goods and Supplies

### Weapons:

- 3484 Small Arms
- 3795 Tanks and Tank Components
- 594129 Guns and Gunsmiths
- 3728 Aircraft Parts and Auxiliary Equipment

Other: \_\_\_\_\_



# 2019 TERMS & CONDITIONS



## 1. Eligibility of Exhibitors

Eligibility is limited to companies that supply products and/or services specifically related to products that are made in the United States of America. The Exhibitor agrees not to display products or literature it does not regularly sell or distribute, except as may be necessary to illustrate the applications of the products. MadelnAmerica.com, Inc. reserves the right to deny participation to any company whose business is determined, at the MadelnAmerica.com, Inc.'s sole discretion, to be inappropriate for the exhibition.

## 2. Space Assignment

General booth sales will begin on January 18, 2018. Contracts are assigned booth space on a first-come, first-served basis. MadelnAmerica.com, Inc. will attempt to honor an Exhibitor's request for booth space and his/her desires; however, the Made In America.com, Inc. reserves the right to assign an Exhibitor to the best space available should his/her choices be unavailable.

## 3. Payment Information

A 50% deposit is required along with the signed contract. All balances are due in full by August 1, 2019. If full payment is not received by August 1, 2019 and a credit card is on file, the remaining balance will be charged at that time. All booths not paid in full by August 1, 2019 will be released.

All contracts received after August 1, 2019 must include 100% payment to secure booth space. Contracts will not be accepted without full payment. Checks must be made out to the MadelnAmerica.com, Inc. and payable through a U.S. bank. Final payment is due within 30 days of invoice date OR August 1, 2019 whichever comes sooner. Exhibitors will be invoiced by July 15, 2019. If the MadelnAmerica.com, Inc. does not receive the balance by August 1, 2019, or if the Exhibitor has delinquent accounts with the MadelnAmerica.com, Inc. the reserves the right to cancel this contract and release the booth space for resale purposes.

All previously paid monies will be forfeited. Contracts received from companies that have any outstanding balances due to the MadelnAmerica.com, Inc. will not be processed without full payment of delinquent accounts.

## 4. Space Size

Minimum booth space size is 10' x 10' or 100 square feet (inline). Island booth space is subject to a minimum purchase of six 10' x 10' booth spaces in a 20' x 30' configuration. All definitions will appear in the 2019 Display Rules and Regulations.

## 5. Standard Booth Equipment

Booth space includes 8' high back drape in show colors, 3' high side drape in show colors, floor sticker with company logo and booth number; 6ft Table with Skirt, Waste paper basket, two chairs, exhibitor profile on www.MadelnAmerica.com, exhibitor profile in the expo program guide, exhibit Hall passes purchased exhibit space, exhibitors can purchase additional Exhibit Hall Passes for \$24.95 each. Special advertising rates in Made In America Show Directory. Carpeting is mandatory for all Exhibit booth spaces at MADE IN AMERICA 2019 and must be ordered separately.

MadelnAmerica.com, Inc. reserves the right to rearrange the Expo Floor at any time.

MadelnAmerica.com, Inc. Also reserves the right to relocate Exhibitors should it become necessary for causes beyond the MadelnAmerica.com, Inc.'s control.

## Display Regulations

**Inline:** Inline booths are most commonly 10' wide and 10' deep. No exhibit display products or signage may exceed 8' in overall height. The maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section. When three or more inline booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth. A Corner inline booth is exposed to an aisle on one side. The same rules for Inlines apply to Corner inline booths. No hanging signs allowed.

**Island:** An Island booth, defined as 20' wide X 30' deep or larger, is exposed to aisles on all four sides of the booth with no adjacent neighbors.

Exhibit fixtures, components and signage will be permitted up to a maximum height of 20'.

Hanging signs from the ceiling are permitted and must be installed and dismantled by the Rigging Crew. The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.

## 6. Cancellation of Expo

In the event any part of the Exhibit Hall is destroyed or damaged so as to prevent the MadelnAmerica.com, Inc. from permitting an Exhibitor to occupy the assigned booth space during any part of or for the whole Expo period, or in the event occupation of assigned booth space during any part of or for the whole Expo period is prevented by strikes, Acts of God, national emergency or other causes beyond the control of the MadelnAmerica.com, Inc., this agreement shall terminate and the said Exhibitor shall and does hereby waive any claim for damages or compensation against the MadelnAmerica.com, Inc., its officers, directors, agents or employees, except the prorated return of the booth space rental paid after deduction of actual expenses incurred by MadelnAmerica.com, Inc. in connection with the Expo. There shall be no further liability on the part of either part.

## 7. Cancellations/Reductions

All cancellations or reductions of space must be submitted in writing to the MadelnAmerica.com, Inc. on your company letterhead and are considered final. Notifications received by March 29, 2019, will be entitled to a refund minus a 25% fee of the unused booth space. Notifications received after March 29, 2019, will not be entitled to any refund and the Exhibitor shall remain liable for the total amount of the unused booth space. Booths will be reassigned. Exhibitor may be required to move locations if they request a reduction in space. Exhibitors who cancel their booth space or fail to occupy their assigned booth space by 4:30 p.m. on Sunday, September 8, 2019, will not be eligible to access the Made In America 2019 Attendee List, entitled to any badges, or hold meeting space, regardless of whether full payment has been made. Monies cannot be carried over to the following year. Any cancellation without payment is liable for a 25% fee of unused booth space.

## 8. Policy on Selling

In order to stimulate interest in the safety, health and environmental industries, Exhibitors shall be permitted to take orders for the sale of their products or services at the Expo provided that the products/services are made in the United States of America. The Exhibitor shall be solely responsible for any federal, state, or local taxes required be collecting or withholding if product is sold in Indianapolis, IN. NOTE: In case of questions, contact the Indiana Department of Revenue for further information.

## 9. Subletting

The space applied for is to be used solely for the Exhibitor whose name appears on the contract. Only the Exhibitor name which appears upon the face of this contract may be used to identify the leased booth space at the Expo and in all official Exhibitor listings. The Exhibitor may not assign, sublet or sublicense any part of the booth space. In the case of exhibiting companies that are affiliates and wish to share leased booth space, separate contracts must be submitted by each company, along with a letter explaining the relationship. Each request will be reviewed individually by MadelnAmerica.com, Inc. MadelnAmerica.com, Inc., its representatives, committees, agents and members shall not be liable for any damage arising in any manner, directly or indirectly, from such rejection.

## 10. Age Requirement

No one under the age of 16 will be permitted unaccompanied on the Expo Floor at any time regardless of affiliation or circumstances. Proof of age is required.

## 11. Meetings/Functions

In the interest of the success of the entire Made In America 2019, the Exhibitor agrees not to extend invitations, hold meetings or otherwise encourage absence of attendees or exhibitors from the Expo Floor during the official Expo hours.

## 12. Liability and Indemnification

Exhibitor shall be fully responsible for and hereby releases the MadelnAmerica.com, Inc. from any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person, or any loss of or damage to property where such injury, loss, or damage is incident to, arises from, or is in any way connected with Exhibitor's participation in the Expo. The Exhibitor shall protect, indemnify, hold harmless and defend the MadelnAmerica.com, Inc., its officers, directors, agents and employees against all claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation arising in any manner, directly or indirectly, from Exhibitor's participation in the Expo; provided that the foregoing indemnification shall not apply to injury, loss or damage caused by or resulting from the sole negligence of the MadelnAmerica.com, Inc., its officers, directors, agents or employees. It is the Exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state and local laws and City of Indianapolis, IN, ordinances for any activities conducted in association with or as part of the Expo.

## 13. Insurance

Each exhibitor is required to carry insurance, for its own protection and entirely at its expense, a minimum of \$1 million single limit bodily injury and broad from property damage coverage, naming the MadelnAmerica.com, Inc. and Indianapolis Convention Center, City of Indianapolis and their respective members, officers, directors, agents and employees as additional insured's. Any policy providing such insurance must contain an express waiver by the exhibitor's insurance company of any right of subrogation as to any claims against the MadelnAmerica.com, Inc., its officers, directors, agents or employees. Neither the MadelnAmerica.com, Inc., Indianapolis Convention Center, City of Indianapolis and their respective members, officers, directors, agents and employees or assume responsibility or liability for any theft, damage or loss by any cause of property of the exhibitor, its agents or employees, nor for any injury that may occur to the exhibitor, its agents or employees.

## 14. Venue and Jurisdiction for Disputes

This contract shall be governed by the laws of Florida. Any suit, action or proceeding arising out of or relating to this contract, or its interpretation, performance or breach shall be instituted in the United States District Court for the Middle of Florida or any court of the State of Florida located in the city of Orlando, Florida, unless otherwise agreed by written stipulation.

## 15. Authority of Show Management

MadelnAmerica.com, Inc. shall have full power in the matter of interpretation, amendment and enforcement of all said Rules & Regulations. MadelnAmerica.com, Inc.'s interpretation and decision are final. Any amendments to the contract with the Exhibitor must be done so in writing and signed by both parties to be binding. MadelnAmerica.com, Inc. is entitled to attorneys' fees and costs incurred from enforcing this contract.

## Exhibitor Rules & Regulations

The exhibitor has read and understands and accepts that the 2019 Terms & Conditions, Rules & Regulations and Guidelines are integral and binding parts of this contract. In addition, the Exhibitor also agrees to abide by the operational policies of the Indianapolis Convention Center.

## U.S. Federal Trade Commission's Made in USA Policy Statement

This agreement establishes the understanding that any products displayed by a manufacturer, supplier, or distributor in conjunction with Made in America. Com, Inc. 2019 event warrants compliance with the U.S. Federal Trade Commission's **Made in USA policy statement**, available for review at <https://www.ftc.gov/tips-advice/business-center/guidance/complying-made-usa-standards>. In summary, this policy statement defines the standard to be used in assessing compliance with this policy, and provides guidance to marketers making claims that meet FTC definitions applicable to products "all or virtually all" made in the United States. MadelnAmerica.com, Inc. assumes no responsibility for verification of compliance with these FTC standards, and assumes no responsibility in the case of noncompliance allegations.



# 2019 RULES & REGULATIONS



\* Please note times subject to change

## 1. Event Dates and Hours \*

Thursday, October 3, 2019	7:00 p.m.
Friday, October 4, 2019	9:00 a.m. - 5:00 p.m.
Saturday, October 5, 2019	9:00 a.m. - 5:00 p.m.
Sunday, October 6, 2019	10:30 a.m. - 3:00 p.m.

Exhibit personnel will be allowed on the Expo Floor at 7:00 a.m.

## 2. Installation of Exhibits/Move-In \*

Tuesday, October 1, 2019	7:00 a.m. - 8:00 p.m.
Wednesday, October 2, 2019	8:00 a.m. - 3:00 p.m.
Thursday, October 3, 2019	8:00 a.m. - 5:00 p.m.

No one under the age of 16 will be allowed on the floor during move-in or move-out.

Exhibitors and their approved contractors will be allowed on the Expo Floor during the above noted times. Electrical power and work level lighting will be on during setup hours. Air conditioning/heating will not be on during setup hours. Labor can be ordered on-site, although it is strongly suggested that this, along with furniture, carpet, etc., be ordered in advance to save time and money. Written requests to work hours other than those listed above must be received by MadelnAmerica.com, Inc. no later than August 1, 2019.

## 3. Dismantling of Exhibits/Move-Out \*

Sunday, October 6, 2019	3:00 p.m. - 10:00 p.m.
Monday, October 7, 2019	8:00 a.m. - 11:00 p.m.

**NOTE:** Crate return can take up to 8 hours. Each Exhibitor must make arrangements for removal of its material from the Convention Center in accordance with move-out procedures outlined in the Exhibitor Manual. Exhibitors that tear down before 1:00 p.m. on Wednesday, September 11, will be fined \$500.00 per 10' x 10' booth space. The fine must be paid before an application for space at the MadeInAmerica2020 will be accepted. All exhibit material must be packed and ready for shipment on Wednesday, September 12. The Exhibitor must directly arrange for material pickup with its carrier. All carriers must arrive at the Center no later than 12:00 p.m., Thursday, September 12.

**Any material not called for at said time and date will be shipped, at the Exhibitor's expense, by the best available carrier to the Exhibitor's address on file.**

## 4. Design of Exhibits

- Exhibitors are required to provide professional-looking floor covering (carpet or mats) over the entire booth, and are responsible for the safe installation and maintenance of this floor covering throughout the Expo.
- All efforts to design the booth must be done in such a way as to not violate the rights of other Exhibitors and visitors.
- Professionally drawn diagrams of any new booth construction must be submitted to the MadelnAmerica.com, Inc. for review prior to actual construction to ensure that all guidelines have been met. Additional approval by the Convention Center is also recommended. All bunting, draperies or other fabrics must be fireproofed before entering into the decoration of any exhibit. Paper decorations are not permitted.
- If, upon inspection at Expo site, exposed crates, cartons, electrical wires, floor covering, etc., are found to detract from the appearance of the booth or overall safety of the Expo, the MadelnAmerica.com, Inc. reserves the right to drape off, cover or remove the offending item(s). The Exhibitor shall pay all expenses that the MadelnAmerica.com, Inc. may thereby incur.
- Adjoining aisles must remain clear to ensure proper traffic flow.

## 5. Operation of Exhibits

- Booths must be open to all registrants and manned during all Expo hours. Exhibitors may not limit admission to any special group or class.
- All contests, promotions, demonstrations and literature distribution must be confined to the Exhibitor's contracted booth space.
- Exhibits should include descriptive and educational brochures. Demonstrations are to be straightforward, professional and non-combative in nature. **Booth space must be planned to allow an adequate viewing area so aisle traffic is not obstructed.** Equipment for demonstrations must not pose a safety hazard. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the Expo. Demonstrations, lectures or presentations must be conducted by full-time employees of the exhibiting company.
- It is the responsibility of the Exhibitor to receive prior approval from Show Management for any product demonstration or presentation that is not within standard industry procedures and/or may be questionable in nature.
- Audiovisual devices/effects and demonstrations will be permitted only in those locations and at such sound intensity as, in the opinion of Show Management, does not interfere with the activities of neighboring Exhibitors. Plans to use such devices or demonstrations must be presented to Show Management for approval by August 9, 2019.
- Spotlights and floodlights must be located in such a way as not to distract or annoy others. Flashing, revolving or rotating lights must be within the prescribed ceiling height of the booth space, and may only be turned on while being demonstrated.
- No helium balloons may be used as booth decoration or inflated to distribute to booth visitors.
- MadelnAmerica.com, Inc. reserves the right to discontinue objectionable presentations that violate laws or rights of other Exhibitors and that may disrupt the Expo until such time as a mutually agreeable presentation may be developed. The Exhibitor waives any rights or claims of damages arising out of enforcement of this rule.
- The Indianapolis Fire Department prohibits the storage of any material behind an exhibit and limits booth storage to only a one-day supply of promotional material. Boxes needed for repacking must be stickered as "Empty" and placed in aisles for storage during setup. All other cartons must be discarded. This is strictly enforced.

## 6. Program Listing

Only the Company name that appears on the Company Profile form will be used to identify booth space. Company and product information provided as part of the Company Profile will be included in the Made In America 2019 website and Final Show Program. **Exhibitor information is listed in alphabetical order by company name in the Made in America 2019 Final Program.** Products or services displayed by the Exhibitor may not be used in conjunction with or in place of the Exhibitor's legal company name. Product information can be outlined in the listing area provided for this information. Neither the MadelnAmerica.com, Inc., nor the Editor, nor Show Management, can be held responsible for errors or omissions that occur in the course of collection and/or printing of this information.

## 7. Sponsorships

A sponsorship program has been developed to help companies gain additional exposure at the Expo. These diverse and high-profile sponsorship opportunities are limited. Whenever possible, multiple sponsorships will be available for a given item. Exhibiting companies will be allowed to purchase multiple sponsorships.

## 8. Handout/Novelty Item and Food Distribution

Small token gifts that are worn, displayed and/or carried in the pocket such as pens, pencils, luggage tags, or pocket calendars may be distributed from the booth without prior approval from Show Management and must comply with the FTC's regulations for made in the USA products. It is the responsibility of the Exhibitor to receive prior approval from Show Management for any handout that may be questionable in nature. Distribution of refreshments or any other products for consumption is prohibited without the prior approval of Show Management and the Indianapolis Convention Center. No food or beverages will be permitted on the premises unless purchased through the Center's exclusive contractor and only two alcoholic beverage vendors are permitted according to the rules of the Indiana Convention Center.

## 9. Mechanical Recording

Exhibitor shall not photograph or video an exhibit or product of another exhibition unless such photography or videography is approved in writing by the other exhibitor or Show Management.

## 10. Compliance with Laws

Exhibitors shall comply with all laws and ordinances of the United States, the State of Indiana and the City of Indianapolis plus, whenever applicable, all rules and regulations of the local police and fire department along with policies and criteria established by the Indianapolis Convention Center.

## 11. Contractor Service

In June 2019, MadelnAmerica.com, Inc. will send a link to the online Exhibitor Manual to the company contact noted on the Exhibit Space Application & Contract. MadelnAmerica.com, Inc. will designate suppliers to provide various services to the Exhibitor. Such suppliers can provide all show services other than supervision, services provided by the general contractor, and the exclusive services of the Convention Center.

## 12. Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

### Decorators Union

Members of this union claim jurisdiction over all set up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Indiana on a one-to-one basis.

### Teamster Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

### Electrical Union

Members of the IBEW claim jurisdiction for hard wiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

## 13. No Smoking Policy

Made In America 2019 is a non-smoking event. Smoking is prohibited in the Indianapolis Convention Center.

## 14. Press Conferences

Press conferences by Exhibitors on the Expo Floor during Expo hours are prohibited. All press conferences must be coordinated with MadelnAmerica.com, Inc.'s Communications Department.

## 15. Hotel Guidelines

- Suites are available at many of the MadelnAmerica.com, Inc.'s hotels. In keeping with the character of the Expo as a working convention, and so as not to interfere with attendance, **Exhibitors may not provide group entertainment in suites or other facilities during Expo Hours.** Only firms exhibiting in 2019 are entitled to suites in the Made In America, Inc.'s hotels. All requests must be processed through the exclusive housing provider, onPeak; Exhibitors are not permitted to contact MadelnAmerica.com, Inc.'s Hotels directly.
- Advertising in the hotels is not allowed unless written permission is granted by Show Management.



## 2019 RULES & REGULATIONS



### 16. Meetings and Other Group Functions

- a. Only firms exhibiting in 2019 and using MadelnAmerica.com, Inc.'s housing service are entitled to meeting space in the MadelnAmerica.com, Inc.'s hotels.
- b. Meeting space for events (meetings, receptions, etc.) is available at many MadelnAmerica.com, Inc.'s hotels during non-Expo hours only. A space request form will be sent under separate cover for exhibitors to request meeting space at a hotel. We encourage you to secure space before June 2019 to help ensure availability as it is first-come.

### 17. Endorsements

MadelnAmerica.com, Inc. does not approve, endorse or recommend the use of any specific commercial products or services. The Exhibitor may not, therefore, state or imply either verbally, or in printed literature, that his product or service is approved, endorsed or recommended by MadelnAmerica.com, Inc..

### 18. Enforcement of Rules and Regulations

- a. Violations of the 2019 Terms & Conditions, Display Regulations and/or Rules & Regulations may result in the reduction of seniority rights (i.e. loss of priority points, rank) for space selection at the Made In America 2020.
- b. In addition, violations of these Terms & Conditions and/or Rules & Regulations by the Exhibitor, its employees or agents shall, at the sole option of the MadelnAmerica.com, Inc., entitle MadelnAmerica.com, Inc. to apply a penalty fine or terminate the Exhibitor's right to occupy space at Made In America 2019. In the case of such termination, MadelnAmerica.com, Inc. may retain all monies paid or due by the Exhibitor. Upon evidence of violation, MadelnAmerica.com, Inc. may terminate the Contract, re-enter and take possession of the space, and may remove all persons and goods at the Exhibitor's risk. The Exhibitor shall pay all expenses and damages MadelnAmerica.com, Inc. may thereby incur.

### 19. General Information

All matters not covered by these Rules & Regulations are subject to the decision of MadelnAmerica.com, Inc. These Rules & Regulations may be amended at any time by MadelnAmerica.com, Inc. and all amendments that may be made shall be equally binding on all parties affected by them as are the original Rules & Regulations. All portions of this contract are self-sustaining and capable of separate enforcement. In the event of any amendment or additions to these Rules & Regulations, written notice will be given by MadelnAmerica.com, Inc. to such Exhibitors as may be affected by them.

## AUTHORIZATION

Exhibitor agrees to abide by all Terms & Conditions, Rules & Regulations and Guidelines (located at MadelnAmerica.com/exhibit) governing Made In America 2019. By signing below, the individual represents that he/she is duly authorized to execute this binding contract on behalf of named Exhibitor.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Name (please print): \_\_\_\_\_ Accepted by MIA: \_\_\_\_\_