

RPA Showcase Rules & Regulations

- 1. Exhibitor Eligibility:** Exhibitors must be an RPA Supplier, Service Provider or Manufacturer Representative engaged in the manufacturing, converting, imprinting, or importing of retail packaging products for sale through retail packaging distributors, or maintain a division or department devoted to this work, or, provide specific services and benefits to RPA's members.
- 2. Assignment of Exhibit Space:** Assignment of exhibit booths will be made on a first-come, first-served basis. Space is limited. RPA reserves the right of the final decision and the right to amend floor plans to relocate exhibits as necessary.
- 3. Payments & Cancellation Policy:** Total payment of the exhibit booth fees must be paid prior to the program date and cannot be processed without the individual Convention attendee registration form for at least one person responsible for attending the booth. In the event of cancellation (in writing) by Exhibitor: By December 5, 2021 – all fees paid will be refunded; by December 31, 2021 – 50% of fees paid will be refunded. (50% of total fees paid will be forfeited); after December 31, 2021 – full cost will be forfeited - no refunds will be processed. Any exhibitor canceling at any time automatically forfeits their priority number and is then placed at the bottom of the priority list for future shows.
- 4. Security, Safety, Insurance & Permits:** Exhibitor is solely responsible for its own materials, and those wishing to insure their goods must do so at their own expense. Exhibitor understands and agrees that employees or agents of the city and/or state where the Showcase is being held, including law enforcement or fire safety personnel (collectively "Public Employees"), as well as facility representatives, RPA personnel, and the exhibition contractor may have access to the facility at any time. Exhibitors must comply with all local and state fire regulations and all other applicable laws. All materials used in the exhibit areas must be of non-flammable nature. Electrical signs and equipment must be wired to meet local codes. Fire extinguishers on walls, on the floors, or elsewhere are not to be removed or obstructed in any manner. The Exhibitor, at its own expense, will obtain all licenses, permits and approvals required and pay all taxes, including, but not limited to sales tax, which accrues to it during the Showcase.
- 5. Responsibility of the Exhibitors:** The Exhibitor is responsible for damage to hotel property. No signs or other articles may be attached to walls, doors, etc. in such a manner as to deface or damage them. Exhibitors must be self-contained within the booth areas assigned, and no chairs, furniture, or exhibit materials are to be placed outside the booth area or set up in such a manner as to block other booths or any fire exits. Exhibitors shall not sublet their space, or any part thereof, and may not display anything not specified in the Showcase reservation process. Solicitation or advertising by an Exhibitor (or any representative of an Exhibitor's organization) on the facility premises or outside the Exhibitor's booth(s) or display area not approved by RPA is prohibited. **Breaking down exhibits before the official close of the show is strictly prohibited. Requests to deviate from the published schedule must be authorized and coordinated by RPA.** Only registered Exhibitor personnel will be admitted to the

hall when the show is not officially open. Badges will be required for admittance at all times.

6. **Exhibit Booths & Displays:** Standard 10' x 10' exhibit booths and 10 x 12 supersized exhibit booths will each include back wall & side wall draping, one 6' draped, skirted table, two chairs, one wastebasket, and one booth identification sign. Any Exhibitor who has an end cap booth (defined as two booths that face an end aisle rather than down an aisle) is restricted to the back wall of the booth being no higher than 8 feet. That 8-foot high wall may only extend 5' on either side of the center of the booth. Any Exhibitor in violation of this rule must reconstruct their booth or it will be removed. All booths and contents must be constructed as to not obstruct the view down an aisle. Any booth configuration that may be questionable must be approved by RPA in advance. Any booth in an aisle may only construct an 8' high sidewall, 3' from the back of the booth into their booth. The sidewalls of a booth may not extend 8' high for the entire depth of the booth. Distribution of food or beverage is prohibited without authorization from RPA and the in-house caterer. Other, or additional, equipment (tables, displays, chairs, signage, furniture, etc.) may be ordered by each Exhibitor from the exhibit services company designated by RPA. Exhibitors may use their booth area to display company literature, signage, products, samples, prizes, giveaways, or information that is not in violation of local fire or safety ordinances and that can fit within the confines of the exhibit booth, including space for exhibiting employees. Electrical services may be ordered by each exhibitor directly from the Hotel. Exhibits may not contain any hazardous materials or equipment and may not produce noise levels that would be intrusive to other booths.
7. **Booth Staff:** Each Exhibit booth may be staffed by up to three registered company employees (one minimum required), and/or manufacturer representatives or agents retained by the member company. Manufacturer reps or agents attending on behalf of the exhibiting company must be solely attendant to the company which registered their attendance and may not work the convention or the exhibit floor independently. No exhibit staff may block passage within the aisles or take space outside the designated booth.
8. **Move-in, Move-out:** Exhibitors may move materials into their booths once the exhibit hall has been set and vacated by the designated exhibit services agent, due to be on **Wednesday, February 16, 2022, between 8:00 am and 4:00 pm**. All exhibit materials must be removed from the exhibit booth(s) beginning on **Friday, February 8, 2022, at 12:30 pm and ending by 3:00 pm**. No materials will be handled for packing or outbound shipping by an RPA representative or by the hotel or conference center. All materials remaining in the exhibit area after the conclusion of the Showcase program will be considered trash and will be disposed of appropriately.
9. **Shipping Services and Exhibit Support:** Exhibitors are encouraged to use the designated exhibit services agent, Alliance Nationwide Exposition, for assistance with inbound and outbound materials shipping. The hotel and RPA will not accept direct inbound shipments from Exhibitors. The complete **Exhibit Services**

Information Kit is available on the RPA website, and, along with the Showcase registration confirmation form, will be provided to each registered Exhibitor.

10. **Etiquette & Ethics:** Exhibitors are not to enter another Exhibitor's display without permission. Photography of another Exhibitor's display without permission is prohibited. Exhibitors displaying audio or video products are to keep the volume at a minimum level in respect of other Exhibitors, Attendees, and RPA Show Management. Smoking is strictly limited to the clearly designated smoking areas outside the exhibit hall. All city and state laws apply. Scheduling seminars, meetings, receptions, or other activities which conflict with RPA Conference or Showcase events is prohibited. RPA will work with Exhibitors to collaborate on events an Exhibitor wishes to host.
11. **Disputes & Resolution:** The decision or opinion of RPA in the interpretation of this contract shall be final and binding on the Exhibitor. Parties are prohibited from initiating legal action against the other for the purpose of enforcement of this contract. Resolution steps shall be as follows: 1) Both parties shall employ their best effort to resolve any dispute. 2) If a dispute cannot be resolved, mediation or standard alternative dispute resolution according to the prevailing laws of the State of Maryland shall be employed. 3) If all other efforts fail, both parties agree to submit to binding arbitration with the costs equally split by both parties.
12. **Liability:** Neither RPA nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will RPA be liable for lost profits or other incidental or consequential damages. RPA shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. The rights of RPA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of RPA. It is the sole responsibility of the Exhibitor, if so desired, to obtain business interruption, liability, and property damage insurance covering the Exhibitor's property. The Exhibitor agrees to add RPA and the Facility as additional insureds on its own commercial liability insurance policies. RPA shall bear no responsibility for damage to the Exhibitor's property or lost shipments, in either direction or for moving costs. Damages resulting from inadequately packed property are the Exhibitor's own responsibility. If an exhibit fails to arrive, the Exhibitor remains responsible for exhibit space cost. The exhibitor is advised to insure against these risks. RPA agrees to make every effort to publish the most current and correct information. The Exhibitor agrees that RPA shall not be held responsible for errors or omissions in any informational, promotional, or directional materials. Each Exhibitor, for himself and his employees, agrees to abide by these Showcase Rules and by subsequent amendments and additions thereto; it being understood and agreed that the sole control of the Showcase program and exhibit area rests with RPA.