EXHIBITOR RULES AND REGULATIONS

ESTECH 2020

EXPOSITION SCHEDULE
Set up
Tuesday, April 28, 2020, 12 – 4 p.m.

Show Schedule
Tuesday, April 28, 2020, 5:30 – 7:30 p.m.
(Presidential Welcome Reception)

Wednesday, April 29, 2020, 7 a.m. – 10:15 a.m., 1 – 3 p.m.

Teardown
Wednesday, April 29, 2020, 3 – 5 p.m.

EXPOSITION LOCATION:
Intercontinental St. Paul Riverfront
11 East Kellogg Blvd.,
Saint Paul, MN 55101
Phone: (651) 292-1900

ORGANIZATION:
IEST
1827 Walden Office Square, Suite 400
Schaumburg, IL 60173
Phone: 847-981-0100
www.iest.org
1. MANAGEMENT—The words “IFEST Exposition Management,” as used herein, shall mean the Executive Director of the Institute of Environmental Sciences and Technology (IFEST) or official representatives designated by the Executive Director.

2. LABOR AND HANDLING—Please contact the Intercontinental St. Paul Riverfront for any labor and/or handling needs.

Exhibit Labor
Intercontinental St. Paul Riverfront will provide a 6-foot skirted exhibit table, 2 chairs, a wastebasket for each tabletop space. These services do not include the placement of your products on display, the opening of cartons containing your products, or the performance testing, maintenance, or repairs of your products.

Freight Handling
Shipping, storage, and handling can be arranged directly through the Intercontinental St. Paul Riverfront PSAV Services. Exhibiting companies may hand carry material provided they do not use material handling equipment. When exhibitors do choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas unless special arrangements have been made ahead of time for receiving any equipment, goods, display or other materials that will be sent, delivered or brought into the Hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required.

IFEST and the Intercontinental St. Paul Riverfront will not be responsible for any material they do not handle.

3. MECHANICAL SERVICES—All necessary information will be found in the exhibitor kit. All electrical services MUST be handled by PSAV.

4. RECEIPT OF GOODS—Shipping information will be provided to exhibitors by IEST and the Intercontinental St. Paul Riverfront.

5. INSTALLATION OF EXHIBITS—All Exhibitors must begin set up of their exhibits Tuesday, April 28, 2020, from 12 p.m. to 4 p.m. All crates must be removed from the Exposition Hall by 5 p.m., Tuesday, April 28, 2020. No carpentry or other work that will cause noise of any sort will be permitted after that time.

6. PROPERTY ADMISSION AND REMOVAL—No exposition material shall be brought into or removed from the exhibit area after the opening of the Exposition to the public, unless by permission of IEST and under the conditions and at the times set by such Management for that purpose.

7. TEARDOWN—No exhibit shall be removed nor shall any demolition of structures be made or the exhibits disturbed until the official closing hour. A penalty fee may be incurred. Removal schedule is: 3–5 p.m., Wednesday, April 29, 2020.

Shipping
Return shipping information is provided by the Intercontinental St. Paul Riverfront.

8. RESERVATIONS—Contact IEST at information@iest.org for forms and reservations. Tabletop booth space will be assigned upon payment in full. IEST will be contacting exhibitors for information on publicity services.

9. SHARING EXHIBIT SPACE—Companies with different ownerships may not share exhibit space. IEST Exposition Management may approve special considerations for exhibit space assignments based on availability or requirements.

10. COST—Each tabletop booth space is $1275, or $1525 for a space and one 3-day conference session registration.

11. HOSPITALITY SUITES—Only Exhibitors, IEST Corporate Sponsors, and Event Sponsors are allowed hospitality suites, and clearance is through IEST to the hotel. All exhibit material and equipment shall be displayed in the exhibitor’s space only. Hospitality suites, or public display rooms used for this purpose, shall not contain exhibit material unless approved by IEST when all exhibit floor space is sold out. Under no conditions shall hospitality suite activities occur during the posted exhibit hours. All food and beverage must be provided through the Catering Department of the Intercontinental St. Paul Riverfront.

12. CANCELLATION—Should the Exhibitor be unable to occupy and use the contracted exhibit space, the Exhibitor shall promptly notify the IEST Exposition Management. Upon resale of exhibit space by IEST Exposition Management prior to January 4, 2020, the exhibitor shall be entitled to a refund of the fee paid less a service charge of $500.

If cancellation is made on or after January 4, 2020, IEST will retain the full rental fee. It is explicitly agreed by the Exhibitor that in the event it fails to install its products in its exhibit space, the Exhibitor shall have the right to take possession of said exhibit space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper.

13. ELIGIBLE EXHIBITS—IFEST reserves the right to determine the eligibility of any company or product for inclusion in the Exposition.

14. RELOCATION—IFEST reserves the right to alter locations of Exhibitors or of displays as shown on the official floor plan, if deemed advisable in the best interest of the Exposition generally.

15. REJECTED DISPLAYS—The Exhibitor agrees that its exhibit shall be admitted and shall remain solely in strict compliance with the rules herein laid down. The IEST Exposition Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any Exhibitor or its representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or Exhibitor is ejected for violation of these rules or for any other stated reasons, no return of rental shall be made.

16. ADMITTANCE—The IEST Exposition Management shall have sole control over all admission policies at all times. Representatives of exhibiting companies will not be permitted to enter the Exposition earlier than one hour before the scheduled opening time of the Exposition. Exhibitors having special problems that require additional time should make arrangements for earlier admission by checking with the IEST Registration Desk on the previous day and obtaining necessary credentials. Also, Exhibitors’ representatives will not be permitted to remain in the exposition hall after the closing hour each night, with the exception of the final night, unless special arrangements are made with the IEST Exposition Management in advance. Children under the age of 16 must have a badge issued by the IEST Exposition Management, and be accompanied by an adult while on the exposition floor.

17. REPRESENTATIVES—No one will be admitted to the Exhibit Hall at any time without official badging. Exhibitors’ representatives shall be restricted to owners, executives, employees, or representatives of exhibiting companies. Exhibitor representatives shall wear proper badge identification, furnished by the IEST Exposition Management, at all times. Exhibitors shall submit to the IEST Exposition Management, prior to 30 days before the opening date of the exposition, lists of all eligible exhibitor representatives of their respective companies. Exhibitor representatives are limited to three individuals. If additional representatives are needed, there will be a charge of $25 per person due to the cost of the reception and refreshment breaks. Exhibitors and representatives not registered for the conference, wishing to attend the luncheon, Working Groups, conference sessions, or training courses must pay an additional fee. See IEST registration for details.

18. GRATUITIES—Our work rules prohibit the SOLICITATION or ACCEPTANCE of tips in cash, product, or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages, therefore tipping of any kind is not allowed.

19. DAMAGE—Exhibitors are liable for any damage caused to building floors, walls, or columns, tables, or to other exhibitors’ property, excluding any damage that results from the acts or omissions of Intercontinental St. Paul Riverfront’s exclusive labor for Installation, Dismantling, or Freight Handling. Exhibitors may not apply paint, lacquer,
adhesive, or any other coating to building columns and floors or to tabletops. Nothing may be placed or leaned against any wall surface of the bathroom area. This includes writing, tacking and taping. All crates, road cases, scaffolding, panels, pallets, etc. must at all times be kept away from walls.

20. SAFETY DEVICES—The exhibitor agrees to accept full responsibility for compliance with national, state, and city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment.

21. SOUND DEVICES—The use of devices for mechanical reproduction of sound or music is not permitted. Music, whether mechanical, vocal, or instrumental, shall not be permitted to be played or sung in the exposition hall at any time without the express prior consent of the IEST Exposition Management. All music and mechanical licenses are the responsibility of the exhibitor.

22. ELECTRICAL—The hotel requires all electrical service needs be submitted no later than twenty-one (21) days prior to the function. All required electrical work will need to be completed by the hotel’s approved electrical contractor, PSAVE.

23. NOISE/ODORS—No noisy or obstructive work will be permitted during open hours of the Exposition; nor will noisy operating displays, nor exhibits producing objectionable odors, be allowed.

24. LOTTERIES/CONTESTS—The operation of games of chance or devices of lottery by exhibitors shall not be permitted; the distribution of game pieces, game stamps, or raffle tickets with the exception of those initiated by IEST Exposition Management, based on the operation of chance or the demonstration of competitive skill or knowledge, whether or not having monetary value; the playing of any games or the actual or simulated pursuit of any recreational pastime, etc., whether involving chance or skill shall be prohibited.

25. SOLICITING, SAMPLES, COSTUMES, RETAIL SALES—Exhibitors shall not solicit business in aisles or in display spaces other than their own. Exhibitors’ representatives wearing distinctive costumes or uniforms, or carrying banners or signs separately or as a part of their apparel, shall not appear at the Exposition other than in their own display space. Samples, catalogs, pamphlets, souvenirs, publications, etc. may be distributed by Exhibitors only from within their own display space and may not be made available in any way in any gathering held officially in connection with the Exposition with the exception of paid space for materials at the IEST literature table near the registration area. Samples other than articles manufactured by the Exhibitor may be distributed only if approval for such distribution has been obtained in writing from the IEST Exposition Management. Sales at retail for delivery to purchaser on the Exposition premises are prohibited.

26. SPACE CONFIGURATION—Exhibitor must notify IEST Exposition Management of any special requests at least three months prior to the show dates.

27. SIGNS—All signs, posters, and graphics must be professionally lettered and secured in a professional manner. IEST Exposition Management reserves the right to change or remove signs (at Exhibitor’s expense) that are not in keeping with overall high quality of the show. Exhibitors, whether or not having monies payable; the playing of any games or the actual or simulated pursuit of any recreational pastime, etc., whether involving chance or skill shall be prohibited.

28. BACKDROPS—Backdrops may not be any larger than 10 feet wide. If a backdrop obstructs another booth, IEST reserves the right to have the backdrop removed.

29. FLOOR LOAD, ELEVATOR LOAD, AND DOOR SIZES—Exhibitors accept full and sole responsibility for any injury, damage, or accident to property or persons, resulting from their failure knowingly or otherwise to distribute the load of their exhibit material in conformity with specifications provided by the Intercontinental St. Paul Riverfront unless such loading is a result of the acts or omissions of the Intercontinental St. Paul Riverfront exclusive labor for Installation, Dismantling, or Freight Handling.

30. VEHICLE INSPECTION—Fuel tanks of vehicles entering the exhibit hall must be filled to no more than 1/4 their capacity. The IEST Exposition Management reserves the right to inspect and reject any vehicle entering the hall. The Fire Marshall must give prior approval. A special fee may be charged to the exhibitor.

31. LIMITATION OF LIABILITY—The Exhibitor agrees to make no claim, for any reason whatsoever, against IEST and the Intercontinental St. Paul Riverfront, and their agents or employees shall not be responsible for any loss, theft, or damage to the property of the Exhibitor, its employees, or representatives unless such damages result from the acts or omissions of the Intercontinental St. Paul Riverfront labor for Installation, Dismantling, or Freight Handling. Further, IEST and the Intercontinental St. Paul Riverfront will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the Exhibitors or their assigns, nor for any action of any nature of IEST and the Intercontinental St. Paul Riverfront, or its members, committees, employees, or agents, nor for failure to hold the Exposition as scheduled results from the negligence or willful misconduct of any of the listed persons or entities.

If the Exhibitor’s material fails to arrive, the Exhibitor is nevertheless responsible for all amounts due hereunder. Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss and must carry public liability insurance against injury to persons and property of others.

Exhibitor assumes entire responsibility and here agrees to protect, indemnify, defend, and save IEST and the Intercontinental St. Paul Riverfront, and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused directly by Exhibitor’s installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Intercontinental St. Paul Riverfront, or its employees or agents. In no event shall exhibitor be liable to IEST, and the Intercontinental St. Paul Riverfront, or any of their personnel, representatives, or agents for any indirect, incidental, collateral, special, or consequential damages, including without limitation lost profits or lost revenue, regardless of the form of action or theory of recovery, even if the exhibitor has been advised of the possibility of such damages. This exclusion of damages shall survive expiration or termination of this agreement.

In addition, Exhibitor acknowledges that IEST and the Intercontinental St. Paul Riverfront 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.

IEST shall obtain from the Exhibitor to keep in force during the term of the installation and use of the exhibit premises, exhibitor policies of Comprehensive General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability set forth in the foregoing paragraph hereof, in an amount not less than $1,000,000 Combined Single Limit for personal injury and property damage. IEST and the Intercontinental St. Paul Riverfront shall be included in such policies as additional named insureds. All exhibitors, whether through paid fee or by trade or through Corporate Sponsorship, must provide evidence of insurance no later than March 7, 2020.

32. INFLAMMABLE MATERIALS—No inflamable fluids, substancess or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city regulations, may be used in any display.

33. OBSTRUCTION—Any demonstration or activity by any Exhibitor that results in excessive obstruction of aisles or prevents ready access to a nearby Exhibitor’s display space shall be suspended for any period or periods specified by the IEST Exposition Management.

34. CARE OF EXHIBITS—No glitter or balloons are allowed at booths. There may be a charge incurred for excessive cleaning needed at tear down. Any cleaning must be contracted between SHEPARD and the exhibitor.

35. SECURITY—The Exhibitor is responsible for the safekeeping and proper use of exhibit materials at all times.

36. OPENING/CLOSING—The IEST Exposition Management reserves the right to alter Exposition hours in any manner whatsoever in the best interest of the show. The tentative show hours are as follows:
Exposition
Tuesday, April 28, 2020 from 5:30 p.m. to 7:30 p.m.
Wednesday, April 29, 2020 from 7 to 10:15 a.m., 1 to 3 p.m.

Each exhibitor will have the opportunity to receive one complimentary Awards and Membership Luncheon ticket. Additional tickets may be purchased on site based on availability. If you wish to keep your booth space open during this time you will need to make sure that you bring an additional employee to staff the space while at lunch.

Teardown and move out will begin at 3 p.m. Wednesday, April 29, 2020, and continue until 5 p.m.

37. AMENDMENT TO RULES—Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the IEST Exposition Management. The IEST Exposition Management may amend these rules and regulations at any time provided that such amendments shall not operate to substantially diminish rights now reserved by the Exhibitor, under the contract, and shall not operate to substantially increase the liability of the Exhibitor. All amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations commencing at such time as the amendments are provided to the Exhibitor in writing.

38. AGREEMENT TO RULES—Each Exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto that may hereafter be established or put into effect by the IEST Exposition Management, provided that such amendments or additions shall not operate to substantially diminish rights now reserved to the Exhibitor under the contract, and shall not operate to substantially increase the liability of the Exhibitor. All rules, regulations, and subsequent amendments and/or additions are considered part of the contract between the Exhibitor and the IEST Exposition Management commencing at such time as the amendments are provided to the Exhibitor in writing.

39. FAILURE TO HOLD EXPOSITION—Should any contingency beyond the reasonable control of IEST or the Intercontinental St. Paul Riverfront prevent holding of the Exposition, the IEST Exposition Management may retain such portion of Exhibitors’ rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred.

40. AGREEMENT—We have carefully read the cancellation clause (Item 12) of the Rules and Regulations and understand it will be firmly enforced. We agree to remit full payment with this application. We further agree to abide by the rules and regulations of the IEST Exposition which are part of this contract between our firm and IEST, including the opening reception and hospitality suites.

41. In order to set up, the Exhibitor shall furnish to IEST a Certificate of Insurance no later than March 7, 2020. Any exhibitor failing to provide a Certificate of Liability Insurance shall not be allowed access to set-up of the Exhibitor’s booth space. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability set forth in the foregoing paragraph hereof, in an amount not less than $1,000,000 Combined Single Limit for personal injury and property damage. IEST and the Intercontinental St. Paul Riverfront shall be included in such policies as additional named insureds.

42. RULES AND REGULATIONS AND CONTRACT—Exhibitor acknowledges that its signed contract for exhibit space indicates adherence to the foregoing rules and regulations.

43. CODE OF CONDUCT—Exhibitor agrees to abide by the IEST Code of Conduct outlined in the IEST Policies and Terms of Use on the IEST website.