



US LACROSSE
CONVENTION
BALTIMORE



US LACROSSE CONVENTION & FAN FEST
EXHIBITOR INFORMATION
PACKAGE

JAN. 22-24, 2016
Baltimore Convention Center

LaxCon is the largest educational and networking event for coaches, officials, administrators and industry leaders.

USLACROSSE.ORG/CONVENTION

 **@USLaxConvention #LAXCON**



LOCATION

Baltimore Convention Center

1 W. Pratt St.
Baltimore, MD 21201
Phone: 410-649-7000

bccenter.org

EXHIBITOR REGISTRATION CONTACT

Shannon Minter – Event Manager

113 W. University Pkwy., Baltimore, MD 21210
Ph: 410-235-6882 ext. #172
Fax: 410-889-0744

Email: sminter@uslacrosse.org

EACH 10' X 10' BOOTH PACKAGE INCLUDES:

- 8' high back drape and 3' high side drape
- Exhibitor Identification Sign
- (1) 6' long table, with skirt
- (2) Standard chairs
- Standard Booth Carpeting
- (4) Exhibitor credentials per 10' x 10' space

Please note: All 10 x 20 end-cap booths receive 10 feet of 8' back wall drape flanked by 5 feet of 3' side rail drape.

BOOTH PLACEMENT POLICY

- Companies will be placed according to sponsorship level, their longevity of exhibiting at US Lacrosse Conventions, and payment in combination with the date and time registration is received.
- The first round of finalizing floor plans will begin Oct. 2, 2015. The second round will take place Nov. 2, 2015, and the final round will happen Dec. 2, 2015.
- US Lacrosse reserves the right to make changes to the floor plan at any time.

EXHIBITOR SCHEDULE (SUBJECT TO CHANGE)

Installation (subject to change)

Thursday January 21, 2016 12pm – 9pm
Friday January 22, 2016 8am – 12pm*

**All booths MUST be set by 12pm to allow cleaning time, removal of crates and a show management walk-through.*

Exhibitor Check-in/Credential Pickup (subject to change)

Thursday January 21, 2016 12pm – 9pm
Friday January 22, 2016 8am – 12pm

Exhibition Hours (subject to change)

Friday January 22, 2016 1pm – 6:30pm
Saturday January 23, 2016 9am – 5pm+

+All booths MUST remain open until the show closes.

Dismantle (subject to change)

Saturday January 23, 2016 5pm – 9pm

EXHIBITOR BOOTH PRICES

(by location and booth size)

SPACE SIZE	FRONT BOOTH	MIDDLE BOOTH	BACK BOOTH
20 x 30	\$3,950	\$3,600	\$3,150
10 x 30	\$2,700	\$2,450	\$2,150
10 x 20	\$2,050	\$1,900	\$1,650
10 x 10	\$1,300	\$1,200	\$1,050

**10x20 end-cap booths will be an additional \$150 from current booth price*

FREQUENTLY ASKED QUESTIONS

Here are answers to some of the most common questions asked by exhibitors:

WHY SHOULD I SPEND MONEY FOR A BOOTH SPACE?

Your booth will be a part of the largest educational, networking and exposition event in the lacrosse world. Last year's Expo Hall was a complete sell-out with record numbers of exhibitors, and a record 7,631 attendees of the full Convention event. We anticipate another record crowd this year. Don't miss this chance to maximize your visibility and retail chances this captive audience of decision makers in this fast-growing sport.

WHO WILL VISIT MY COMPANY'S BOOTH?

The US Lacrosse Convention and Fan Fest exhibitors reach an excellent demographic of national lacrosse coaches, officials, and fans. The event has averaged 7,162 attendees in the last four years, and we expect every bit of that and more in 2016.

WHAT ARE THE SHOW DATES?

Friday, Jan. 22, and Saturday, Jan. 23, 2016.

I WANT TO BECOME AN EXHIBITOR, WHAT ARE MY NEXT STEPS?

1. Thoroughly read and understand this Exhibitor Information Package. – MANDATORY!
2. Check availability of your staff to work your booth during the Expo Hall dates.
3. Prepare your budget, including travel, meals, freight, shipping, labor, wages, and other pertinent needs.
4. REGISTER & PAYMENT online! – MANDATORY!
5. Receive Hargrove, Inc., Exposition Service Kit from Hargrove.
6. Contact Hargrove to reserve labor and/or arrange for reduced rate cart service – MANDATORY!
7. Complete any necessary labor, electrical, telecommunications and other forms provided in kit.
8. Arrive in Baltimore and set up during installation hours.
9. Set up your Exhibitor Account at the on-site Hargrove counter – MANDATORY!
10. Network, Sell, Have Fun!

WHAT IS INCLUDED IN THE BOOTH PACKAGES?

Standard booths include, in addition to the contracted space: a 6' skirted table, two chairs, a standard printed company show sign, and carpet. Other benefits include web and email exposure and inclusion in the on-site Exhibitor Directory, if your contract and payment are received before the related deadlines.

CAN I MOVE MY OWN STUFF INTO MY BOOTH?

YES. You may hand carry or cart (using your own equipment) your booth materials in by yourself. Should you ask Hargrove, Inc., for assistance, you will be charged.

CAN I BUILD MY BOOTH MYSELF?

YES. Exhibitors are allowed to build the booth themselves as long as it does not require the use of machinery or any tools. If the booth installation requires the use of machinery or any tools, this must be contracted through Hargrove, Inc. For further details on rules and regulations, please refer to the Hargrove, Inc., Exhibitor Service Manual or contact Hargrove's customer service department.

ARE THERE OTHER BENEFITS AVAILABLE FOR EXHIBITORS?

YES! Additional benefits, such as prime booth placement, event sponsor listing in Convention program, web exposure and other publicity activations, are available when you become a sponsor. There are a wide range of benefits packages available. For more information on sponsorship opportunities, please contact director of partnerships Brett Hurwitz at 410-235-6882, ext. #142, or bhurwitz@uslacrosse.org.

FREQUENTLY ASKED QUESTIONS

Here are answers to some of the most common questions asked by exhibitors:

IS LUNCH INCLUDED FOR EXHIBITORS?

YES! Lunch tickets will be distributed per exhibitor credential for Friday AND Saturday. Tickets will be good for items at the various Convention Center concession stands. Only one lunch ticket per valid credential will be given.

CAN EXHIBITORS ATTEND THE CONVENTION EDUCATIONAL SESSIONS?

NO. Convention Registration is not included in the booth fees. Exhibitors who would like to attend the education sessions should register and pay for them separately. You MUST be a current US Lacrosse member.

CAN EXHIBITORS ATTEND THE FRIDAY NIGHT KEYNOTE SPEAKER?

YES. Exhibitors can attend the keynote speaker. Exhibitors MUST wear their Exhibitor Credential to enter. Exhibitors will not be allowed in if they do not have their credential.

WHAT IS YOUR REFUND POLICY?

There will be no refunds or credits for booths should you register and no longer are able to attend.

HOW DO I WORK WITH A TIGHT BUDGET?

- Order services before the discount deadlines.
- Consolidate freight and shrink wrap it to avoid additional material handling charges.
- Bring back up supplies so you don't have to rent them at a premium rate on-site.
- Consider items you can bring with you or ship to the show rather than renting them at the show. This is a cost-effective solution for items like power strips, extension cords, fake plants, wastebaskets, etc.
- Consider the cost of rental displays and booth furnishing versus shipping and material handling charges for your display.
- Avoid additional surcharges on shipping by meeting freight target times (if applicable). Instruct your driver to check in at the marshalling yard before the deadline time noted in the service manual.
- For larger booths, ship hanging signs in advance to allow for straight-time installation when possible.

WHAT COSTS MIGHT INCUR IN ADDITION TO MY BOOTH SPACE FEE?

Most exhibitors will incur or need material handling/drayage charges and shipping charges. Some exhibitors may incur or need electronic connection, internet connection, phone service, or additional booth furniture (display racks, etc.). Prices will be available in the Hargrove Exhibitor Services Kit emailed to you in mid-October.

WHAT EXHIBITOR SERVICES ARE AVAILABLE?

Exhibitors can contract for carpet, electricity and lighting, internet service, drayage and other services using the Hargrove Exhibitor Services Kit, which will be provided via e-mail after a completed online Exhibitor Registration & Payment is submitted in mid-October.



FREQUENTLY ASKED QUESTIONS

Here are answers to some of the most common questions asked by exhibitors:

IS WIRELESS INTERNET SERVICE PROVIDED IN THE EXHIBIT HALL?

NO. You must contract for a connection and complete the Telecommunications Service Order Form, provided in your Hargrove Exhibitor Services Kit to order all internet needs.

CAN I HAVE EXTRA CREDENTIALS TO PROVIDE TO EXTRA STAFF AND CLIENTS?

For every 10' x 10' space, you will receive a maximum of four (4) complimentary credentials (i.e., purchase a 10' x 30' space and receive 12 credentials). If you wish to purchase additional credentials, you may do so. The cost to purchase additional credentials is \$20 per credential. These credentials are only valid for the Expo Hall floor and demonstration fields, not the educational sessions of the Convention.

IS THERE A SPECIAL BOOTH RATE FOR NON-PROFIT ORGANIZATIONS?

YES! There is a special rate for non-profit organizations. Please contact Shannon Minter at sminter@uslacrosse.org for more information about securing your non-profit organization's booth space. Certain restrictions may apply.

HOW CAN I BEST PROMOTE MY PRODUCTS AND SERVICES?

Note your booth number and the show dates and location on your website, in your email signature, on your voicemail greeting, and in your advertising. Purchase additional credentials and send to all your clients and encourage them to attend the US Lacrosse Convention as an attendee. Promote a product demonstration to take place in your booth at the show. If your product or service is endorsed by an expert or other celebrity, ask for the opportunity to feature that person at your booth, and promote the occasion to attendees.

DOES US LACROSSE PROVIDE AN ATTENDEE LIST TO EXHIBITORS?

NO. US Lacrosse will not provide exhibitors with an attendee list pre-show. Exhibitors can purchase the Lead Retrieval Services to capture attendee information for any promotions/follow-ups post-show.

IS THE EXPO FLOOR IS OPEN TO THE GENERAL PUBLIC?

YES. US Lacrosse will provide an opportunity for the public to access the largest lacrosse Expo Hall in the country during Fan Fest. On Saturday, Jan. 23, 2016, the general public is admitted from 11 a.m. to 5 p.m. Fans will have a special opportunity to tour the Expo Hall and see demonstrations. Registered convention attendees may continue to access the Expo Hall and demonstration fields during this time, as well as throughout the full Convention weekend.



EXPAND YOUR CONVENTION PRESENCE

SPONSOR OPPORTUNITIES

To learn more on how you can market your company to more than 7,000 coaches, program administrators, officials, and fans from around world by sponsoring one of the highly visible and valuable programs available at the 2016 US Lacrosse Convention, please contact director of partnerships Brett Hurwitz at 410-235-6882, ext. #142, or bhurwitz@uslacrosse.org.

EXPO HALL PROSPECTING OPPORTUNITIES

At the time of registration, we will present you with information on two (2) of the hottest services available only to 2016 US Lacrosse Convention exhibitors.

I. Expo Lead Retrieval Program

This service offer exhibitors the latest technology in lead retrieval systems. It offers an affordable and technologically advanced bar-coding system to enable exhibitors to accurately and effectively collect attendee lead information with the click of a button. Cost associated will be provided in mid-October.

II. Expo Hall Passport Program

Drive traffic to your booth with this BINGO lottery-inspired game! Attendees must obtain a stamp at each participating exhibitor's booth to be eligible to win prizes. This program is a proven method of increasing your traffic and exposure at the Expo Hall and will provide a one-on-one opportunity for greeting customers and prospecting for additional business partners from your booth. The program is held during show days and hours.

HOW IT WORKS:

- All Attendees will receive an Expo Hall Passport at registration.
- The passport will list 25 participating exhibitors and their booth numbers. Attendees will then visit the participating exhibitors' booths to have their passport stamped.
- Attendees must collect all 25 stamps on the passport to enter the drawing held during Expo Hall hours.
- A draw box will be positioned with promotional signage at the Expo Hall Entrance next to the Information Booth.
- The cost of the participating fee will cover your passport advertisement space, production, printing and a stamp.



EXHIBITOR RULES AND REGULATIONS

Yes, this is the fine print that we KINDLY make you read and be aware of the following information. After you understand this document, there should be NO SUPPRISES for you on-site. Thank you in advance for your cooperation!

PLEASE READ CAREFULLY. All Exhibitors Are Subject to the Following Rules:

HARGROVE, INC., EXPOSITION SERVICES - DECORATOR & UNION LABOR

US Lacrosse is excited to have Hargrove, Inc., Exposition Services on board as our contracted decorator. We believe that Hargrove's streamlined electronic approach and top notch customer service will provide you with a seamless and enjoyable vending experience. Once you have been assigned your booth number, Hargrove will contact you via email with information regarding your Exhibitor Service Manual. At this time, you may place additional exhibitor services (i.e., Internet, electric), furniture orders, shipping information, union labor needs and loading details. Each 10' x 10' Exhibitor space will be dressed standard, enclosed by pipe and drape and includes carpet, company sign, one 6' table and two chairs.

In accordance with the Baltimore Convention Center and the City of Baltimore, Md., all labor performed inside the Baltimore Convention Center that requires the use of machinery, moving equipment, or any tool used for booth installation, **MUST** be contracted through the designated labor union assigned to the US Lacrosse event. Labor may be contracted through Hargrove, Inc., Exposition Services. For further details on rules and regulations please refer to the Hargrove, Inc., Exposition Services exhibitor service manual or contact their customer service department.



1. SPACE RENTAL

- A. **Standard Rental:** This contract for use of space provides a pipe and drape enclosure for the exhibitor space, a six (6) foot table and two (2) chairs, a standard booth sign carrying the Exhibitor's name and booth number and general overhead illumination.
- B. **Floor Plan:** All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. US Lacrosse reserves the right to make such modifications as may be necessary to meet the needs of the Exhibitors and the exhibit program at any time.
- C. **Cancellation of Show:** In the event of circumstances rendering the Exhibitor area unfit or unavailable for use or causing the Convention to be cancelled, payments on account of Exhibitor booth space purchase will be refunded and US Lacrosse shall not have any further liability to the Exhibitor.
- D. **Furnishings:** Additional furniture, such as tables and chairs, and/or additional draping, carpeting, accessories, signs, electrical outlets or other facilities are the sole responsibility of the Exhibitor and subject to the prior approval of US Lacrosse.

2. CANCELLATION OF EXHIBITOR CONTRACT:

- A. **Failure to Occupy Space:** Space not occupied by the close of the Exhibitor installation period as specified in the accompanying material will be forfeited by the Exhibitor and this space may be resold, reassigned or used by US Lacrosse for any purpose. If the Exhibitor is on hand, US Lacrosse reserves the right to assign labor to set up any display that is not in the process of being erected by the stated deadline and to instruct that the Exhibitor be billed for all charges incurred to set up the Exhibitor's display.

3. CONSTRUCTION, INSTALLATION AND USE OF EXHIBITOR FACILITIES:

- A. Acceptability of Exhibits and Displays: All Exhibitor exhibits and displays are intended to serve the interests of the Convention and Convention attendees and shall be operated in an acceptable manner that will not detract in any manner whatsoever from other Exhibitor exhibits and displays or the Convention as a whole. Acceptability includes, without limitation: persons, things, conduct, printed matter or anything of a character which US Lacrosse determines is objectionable or detrimental in any manner to the Convention, as determined by US Lacrosse in its sole discretion. Exhibitor exhibits, displays and activity shall not:
- Be offensive or discriminatory on the basis of age, citizenship, color, creed, handicap, national origin, political affiliation, race, religion, sex or sexual orientation.
 - Depict sexual, violent or drug overtones. Depict illegal actions.
 - Depict females or males in a demeaning way, including the objectification of women and the projection of negative gender stereotypes or dressed in a sexually subjective manner.
 - Promote women's lacrosse as an overly violent, aggressive sport.
 - Promote unsportsmanlike behavior, inappropriate use of equipment or display unsafe practices.
 - US Lacrosse reserves the right to require the immediate removal and withdrawal of any Exhibitor exhibit or display which US Lacrosse determines in its sole discretion, is objectionable or detrimental in any manner whatsoever to any other Exhibitor exhibits or displays or the Convention. In the event of such determination, US Lacrosse shall not be liable for any refund of rental fees or any other exhibit-related expense.
- B. Direct Sales: All sales of any kind that involve the exchange of currency for goods received during the Convention must be conducted within the confines of the Exhibitor space so designated and are restricted. All companies making cash sales must comply with local licensing and tax regulations. Companies should provide a sales receipt for purchasers to show on demand as a safeguard against theft.
- C. Restrictions on Use of Space: No Exhibitor shall sublet, assign or share any part of the space allocated without written consent of US Lacrosse, in its sole discretion. Solicitations or demonstrations by Exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the meeting facilities or in the guest rooms or hallways of the hotels. Operation of sound devices is allowed if the Exhibitor complies with the restrictions on loud volume. No firm or organization not assigned space will be permitted to solicit business at the Convention.
- D. Distribution of Literature and Promotional Items: Exhibitor personnel, including models, hostesses and any other hired help, are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted space. This restriction includes convention center lobby space, other booths, sidewalks outside the convention center, as well as hotel locations in conjunction with the event. The distribution of any item that interferes with the activities in or obstructs access to neighboring booths, of that impedes the flow of traffic in the aisles, is prohibited. All sales literature representing NON-EXHIBITING companies will be excluded from distribution at the Convention. Companies or persons doing so will be excluded from exhibiting at future conventions and their literature will be removed immediately.
- E. Demonstrations and Promotional Activities: As a matter of safety and courtesy to others, exhibitors must conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange display product presentation and demonstration areas to ensure compliance. Booth displays and equipment shall not extend into the aisles. This includes all signs, banners, etc. Exhibitor representatives wearing distinctive costumes or carrying banners or signs, separately or as part of their attire must remain in their contracted exhibit space. Show Management may stop all further demonstrations and promotional activities, including participatory led generation activities or traffic builders, by the exhibitor until the exhibitor has taken appropriate action to ensure there will be no further violations.
- F. Sound/Music: Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Show Management reserves the right to restrict sounds from any source that interferes with activities in neighboring booths. A maximum of 85dB will be maintained on the show floor at all times. Exhibitors may not exceed a maximum sound level of 85dB measured at a distance of ten (10) feet from the source. If an exhibitor exceeds an acceptable sound level and Show Management's request to lower said levels goes unheeded, Show Management has the option to disconnect the electrical power to that booth. All fees to be incurred by reinstating the electrical power will be the responsibility of the exhibitor in violation.
- G. Trademarks: "US Lacrosse," "US Lacrosse Convention™" and "US Lacrosse Fan Fest™" are trademarks owned by US Lacrosse, Inc. Any use of these trademarks withing US Lacrosse's written authorization is an infringement of said trademarks. US Lacrosse will aggressively enforce its rights in its trademarks against infringers..
- H. Appearance of Exhibits: Any part of the exhibit or display, which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the Exhibitor's expense. US Lacrosse reserves the right to have such finishing done, billing the Exhibitor for charges incurred.

- I. Construction of Exhibits: Exhibitor Exhibits and displays shall be constructed and arranged so that they do not obstruct the general view or hide the exhibits or displays of others. No sidewall higher than 36 inches may extend forward from the back wall more than four feet. Nothing shall be displayed above the back of the booth. Exhibitors wishing to use other than standard booth equipment shall submit two copies of a detailed sketch of the proposed layout at least 60 days before the Convention or before construction is ordered and receive written approval from US Lacrosse. Note: All booths and displays shall be open, i.e., no covered tops - canopies, unless prior approval by the State Fire Marshal has been given.
- J. Installation and Dismantling of Exhibits: The Exhibitor expressly agrees to do all installation and dismantling of exhibits or displays during the time indicated in the accompanying exhibit information. No exhibit or display may be erected after the Convention opens nor be dismantled before the official closing time. It is the responsibility of the Exhibitor to see that all materials are delivered to the Exhibit Hall and removed from the Exhibit Hall by the specified deadline. Should the Exhibitor fail to remove the exhibit or display, arrangements will be made by US Lacrosse for the removal of the exhibit or display at the expense of the Exhibitor.
- K. Labor: Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations, and all arrangements for credited labor personnel shall be made by Exhibitor through the US Lacrosse approved Convention General Contractor. Information regarding special regulations, which are applicable, may be obtained from the US Lacrosse approved Convention General Contractor. Display personnel, painters, carpenters, electricians and other skilled labor can be arranged through US Lacrosse Convention General Contractor at established rates.
- L. Fire and Safety Regulations: All local regulations will be strictly enforced and the Exhibitor assumes all responsibility for compliance with such regulations. All decorations and exhibit or display equipment must be fireproofed and electrical wiring must meet the safety requirements of the official service contractor. Affidavits attesting to flameproof compliance with Fire Department Regulations must be submitted when requested. No combustible material shall be stored in or around the exhibit or display areas.
- M. Damage to Exhibit Facilities: The Exhibitor must surrender rental space in the same condition it was in at commencement of occupation. The Exhibitor shall not cause any damage whatsoever to the rental space or any portion thereof, including without limitation the walls, columns or floors included as part of the Exhibitor rental space. In the event of any such damage, the Exhibitor shall be responsible for the payment of all costs and expenses necessary to repair any such damage and restore the Exhibitor rental area to the condition existing at the commencement of occupation of such Exhibitor rental space.

4. DISCLAIMER OF LIABILITY AND INDEMNIFICATION:

- A. No Liability for Loss or Damage: US Lacrosse does not assume any responsibility whatsoever for any loss or damage suffered or incurred by any Exhibitor with respect to any personal property of any Exhibitor, all of which shall be the sole responsibility of each Exhibitor. US Lacrosse does not assume any obligation or responsibility to safeguard any Exhibitor's personal property while such personal property is at the Convention, and each Exhibitor acknowledges that the Exhibitor shall be solely responsible for the protection of all such Exhibitor's personal property while at the Convention. Each Exhibitor acknowledges that US Lacrosse has no duty whatsoever with respect to the protection of the property of the Exhibitors, which shall at all times remain in the sole possession and custody of each Exhibitor and be the sole responsibility of each Exhibitor.
- B. Protection of US Lacrosse: Each Exhibitor is responsible for obtaining and maintaining in full force and effect during the entire period of occupancy of any rental space, including the period of installation and removal of the Exhibitor exhibit or display, commercial liability insurance that provides protection against damage to property and injury to persons with reasonable limits and coverage. US Lacrosse shall, at its request, be named as an additional insured on any such commercial liability insurance. The Exhibitor agrees to indemnify, defend and hold US Lacrosse, its directors, officers, employees, agents and contractors, together with the Baltimore Convention Center, its agents, servants or employees (collectively "Indemnified Parties") harmless from and against any claims, demands, liabilities, damages, judgments, costs and expenses, including without limitation reasonable attorneys fees, suffered or incurred by any Indemnified Party as a result of or in connection with (a) the use and occupancy by the Exhibitor of the rental space provided to the Exhibitor pursuant to this Exhibitor Contract, (b) any violation of any applicable law, statute, ordinance or regulation by the Exhibitor, (c) any breach by the Exhibitor of any provision of this Exhibitor Contract, including without limitation any breach by the Exhibitor of any of the Exhibitor Contract Terms and Conditions and/or the Baltimore Convention Center Guidelines, or (d) the negligent or tortuous acts or omissions of the Exhibitor, its agents, servants or employees. The indemnification obligation of the Exhibitor that is set forth herein shall survive the termination of the rental by the Exhibitor of the exhibit and display space that is the subject of this Exhibitor Contract.

5. EXHIBITOR CREDENTIALS

- A. Allotment: Each 10x10 booth is allotted 4 exhibitor credentials total. The exhibitor credential allows access to the exhibit floor during set-up, tear-down and one hour before regular show hours. Credentials must be visibly worn at all times while on the exhibit hall floor. Companies will be assessed a \$20 per credential charge for any additional badges requested on site, or for any changes which requires issuing credential(s) at the convention. The US Lacrosse cashier must receive this payment before the credential will be issued. Acceptable forms of payment include cash, company check or credit card (Visa, Mastercard, American Express and Discover).
- B. Exhibitor Appointed Contractors (EAC) will be able to pick up temporary work credentials for access onto the show floor for installation/dismantle purposes. If contractors require access to the show on show dates, exhibitors must register them as exhibitor personnel.
- C. Altering of Credentials: Any imprinting, defacing or alteration of the convention registration credentials is prohibited. Credentials for the 2016 US Lacrosse Convention are non-transferable and non-refundable.
- D. Show Hours: All exhibitors shall abide by the show hours. No exhibitors shall be allowed to dismantle their booth prior to the closing of the show at 5 p.m. Saturday, Jan. 23, 2016. This includes any type of packing such as the packing of brochures, taking down signs, etc. If an exhibitor is found dismantling their booth, measures deemed necessary by Show Management will be taken in order to stop the process.

6. VIOLATIONS

US Lacrosse reserves the right to restrict exhibits which, because of noise, method of operation, materials or any other reason become objectionable. US Lacrosse will prohibit or remove any exhibit which, in the sole opinion of the US Lacrosse may detract from the general character of the show as a whole, or consists of products and/or services inconsistent with the purpose of the show, without liability for any refunds or other exhibit expenses incurred. In the event the exhibitor violates any rules or regulations of the show, US Lacrosse has, at all times, the right to regain the immediate possession of any space, and all payments shall be forfeited.

THE FOLLOWING STEPS WILL BE TAKEN TO HANDLE ANY VIOLATIONS:

- 1st Violation: Verbal Warning and/or written warning from Show Management
- 2nd Violation: Verbal warning and written warning from Show Management
- 3rd Violation: Removal from booth space

