
	<p>Alpaca Owners and Breeders Association (AOBA)</p>	
<p><b>VENDOR RULES &amp; REGULATIONS</b>  <b>2010 AOBA NATIONAL SHOW</b>  <b>Allen County War Memorial Coliseum</b>  <b>May 20-23, 2010</b></p>		

**1. Payment:** Application must be accompanied by full payment. Applications received without payment will not be processed.

**2. Refunds:** Cancellations made prior to May 5, 2010 will be subject to a \$50.00 processing fee. Cancellations must be made in writing prior to May 5, 2010. No refunds will be issued for cancellations made after May 5, 2010 or for "No Shows." AOBA assumes no liability for flight cancellations family or travel emergencies on refunds. Refunds will be processed after the conference. If conference management does not accept an application, the payment made with the application will be returned.

**3. Taxes:** The Vendor is responsible for all sales taxes and sales tax licenses required.

**4. Acceptance and/or Rejection:** AOBA AND/OR CONFERENCE MANAGEMENT HAS THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION AT ITS SOLE DISCRETION.

**5. Removal from Conference:** AOBA AND/OR CONFERENCE MANAGEMENT HAS THE RIGHT TO REMOVE OR EJECT ANY VENDOR FROM THE CONFERENCE AT ITS SOLE DISCRETION, for reasons including but not limited to inappropriate conduct, breach of rules and regulations, violation of local, state, or federal regulations, and product misrepresentation (product labeling).



**6. Booths:** Vendor spaces are 10'x10' booths which consist of 8' back drape and 3' side rails. Each space includes a standard 7"x44" company identification sign. Vendors may elect to replace their 3' side rails with 8' side rails at their own expense. Each space includes two name badges for the first booth and one name badge for each additional booth.

**7. Space Assignments:** Conference Management reserves the right, at its sole discretion, to make all space assignments and to change assignments at any time. Space will be reserved on a first-come, first-served basis, based upon the date that the completed application and full payment is received by the AOBA office.

**8. Use of Space:** Conference Management has the right to review and restrict any display of materials which are deemed inappropriate by Conference Management.

- All exhibits / displays must be contained within the space assigned and must not exceed eight feet in height, protrude into aisles, or obstruct the view of other vendors or fire protection equipment.
- No banners, signs or material may be hung or attached to building walls, ceilings or fixtures.
- All exhibits / displays are subject to local fire department rules and regulations.
- Vendors are required to have booth open and attended during scheduled hours and may not tear down before the show closes.
- No food or beverage may be sold or given away.
- Helium or lighter than air balloons and adhesive-backed decals are prohibited in the building.
- No canopies or tenting over exhibit space without prior Fire Marshal approval.

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- Empty crates and exhibit materials may NOT be stored behind vendor back drape. If Vendor anticipates needing storage, it must be arranged in advance.

**9. Special Requests:** Vendors needing special utilities, platform construction, sound, lighting, etc. should contact Conference Management in advance to make arrangements. Conference Management reserves the right to grant or deny any variance including additional fees that may be required.

**10. Liability:** Vendor must protect display so that no injury will result to any person or property. The Vendor agrees to defend and hold Show Management, its officials, agents, representatives and invitees harmless from any and all claims, demands, suits, damages, costs and expenses arising out of the negligence of the Vendor, his agents or employees, or with respect to the providing of any services, or failure to provide services, which are not the responsibility of Show Management under this contract. Vendor agrees to defend, release and hold the Show Management, its officers, employees or agents harmless from any and all claims for damages, suits or other liability for injuries to themselves or their employees; and for damages to property in their custody, owned or controlled by them which claims for damages, suits or other liability, may be incidental to, grow out of or be connected with their use or occupation of space provided; however, nothing herein shall release Show Management from any liability for claims for damages, suits or other liability which are the result of fault or negligence of Show Management, its officers, employees or agents.

**11. Insurance:** It is distinctly agreed and understood that in no case shall Show Management, its officers and/or agents be responsible for any loss, theft, damage by fire, or injury of any character to any person or article of equipment of Vendor which Vendor may suffer during the Conference or the Exhibits. Vendor wishing to insure their goods must do so at their own expense.

**If you have any questions, please contact:**

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**Alpaca Owners and Breeders Association**  
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