

## **SHOW RULES AND REGULATIONS KENTUCKY SHOE BUYING MARKET**

**Following are the Rules and Regulations you have agreed to abide by when you sign this contract on page one.**

1. The Kentucky Shoe Travelers Association (hereafter called KSTA) will hold its **KENTUCKY SHOE BUYING MARKET** at the Doubletree Guest Suites, Lexington, 2601 Richmond Rd, Lexington, KY on two (2) consecutive days from **Sunday, March 11** through **Monday, March 12, 2012**. Exhibit hours will be as follows:

**Sunday .....9:00 AM - 6 PM**

**Monday .....9:00 AM - 5 PM**

Exhibitors will be expected to be in their Rooms/Booths at all times during the above stated Market Hours. Set-up time at the Doubletree Guest Suites will be available on **Saturday, March 10th** from 3:00 PM to 6:00 PM. Exhibitors should set-up during these times and be ready for business when the market opens. Anyone arriving later than 6 PM. must let KSTA or the Doubletree Guest Suites Lexington know in advance.

**2. Show will close at 5:00 PM on Monday, March 12th. Any exhibitor closing early without prior consent of the Board of Directors of KSTA shall be penalized \$100.00 for their first offense and for any subsequent offenses an extra \$100.00 will be added for each occurrence.**

3. Assignment of space will be based on seniority (points) within KSTA with the earliest postmark deciding ties until the registration date of **January 15th**. Registration received after the official cut-off date will then have space assigned on a first-come, first-served basis.

4. Cancellation or request for change of space assignment is permitted within fourteen (14) days following written notification. The postmark on the envelope containing booth/room assignments will begin this 14 day period. Cancellation of space (after the 14 day period) or failure to be at the Market (NO SHOW) will cost the exhibitor 100% of his/her market and space fees.

5. No exhibitor is allowed to assign, sublet or apportion the whole or any part of the space allotted him/her and can not exhibit therein any other goods than those manufactured and sold in the regular course of business by the exhibitor unless permission is granted in writing by the Assignment Committee.

6. The individual applying for exhibit space is responsible for any non-registered sales reps in said space. Should we find someone who has not registered, the individual who applied for the exhibit space must appear at the next scheduled Board Meeting and be subject to a fine up to \$1,000.00 or any part thereof and loss of all points or a part thereof.

7. Only KSTA approved magnetic signs are allowed in the hallways. Any other display material, merchandise, etc. must be inside the room.

8. The aisles and hallways are the property of all the exhibitors. Therefore, each exhibitor has the responsibility to assure proper flow of traffic.

9. Noise level from any demonstration or sound system is to be kept to a minimum. KSTA reserves the right to determine at which point sound constitutes interference to others and must be discontinued.

10. Rooms will contain all the equipment requested (after 3 PM). Requests for additional equipment on or before the Market **MUST** be made to KSTA. All equipment and rental is handled by KSTA, not the Doubletree Guest Suites, Lexington.

11. Each Exhibitor shall assume responsibility for damage to the Doubletree Guest Suites, Lexington and shall indemnify and hold harmless KSTA and Doubletree Guest Suites Lexington for all liability that might ensue from any cause whatsoever, including accidents or injuries to exhibitors, their agents or employees. The Exhibitor assumes responsibility for any accident, injury, or property damage to any person viewing his/her exhibit where such accident, injury, or property damage is caused by the negligence of the exhibitor, his agents, or employees.

12. All merchandise, trade fixtures, equipment and property of any kind which may be on the premises of the Doubletree Guest Suites, Lexington shall be the sole risk and hazard of the exhibitor. The exhibitor is urged to insure all property on display.

In the event any of the exhibitor's property is lost, stolen, destroyed or damaged, no part on such loss or damage is to be charged to or borne by KSTA or Doubletree Guest Suites, Lexington.