



2017 Gulf South Rotating Machinery Symposium EXHIBIT RULES AND REGULATIONS

1. **GENERAL**

Failure to abide by the rules and regulations stated herein, notwithstanding any provision to the contrary, may result in an Exhibitor being required to leave the conference without refund.

In order to promote the professional purpose of the GSRMS and to provide an equitable and competitive atmosphere in which to conduct corporate/company business, the following rules shall be adhered to by all conference participants:

1. Alcoholic beverages are not permitted anywhere in the conference area without GSRMS approval.
2. **Hospitality rooms are to remain *closed* during any scheduled Conference function.**
3. ***Company-sponsored outside activities are not permitted during any scheduled Conference function.***
4. ***Advertising, including posting of hospitality suite signs in lobbies, hallways or classrooms, is not permitted.*** An Exhibitor may only post a hospitality suite sign within their assigned exhibit space.

2. **LIABILITY INSURANCE**

Each exhibiting company is required to provide proof of liability insurance coverage and return a signed copy of the enclosed *Statement of Confirmation of Liability Insurance Coverage*.

3. **EXHIBIT PERSONNEL - ALL PERSONNEL ATTENDING THE CONFERENCE FOR THE PURPOSE OF MANNING AN EXHIBIT ARE REQUIRED TO REGISTER AND PAY THE REGISTRATION FEE.**

Registration forms will be mailed at a later date.

4. **NUMBER OF EXHIBIT SPACES**

There are 62 8' x 10' exhibit spaces. Spaces will be assigned per the enclosed *Exhibit Space Assignment Procedure on a first come, first serve basis*. No company will be permitted more than two exhibit spaces (one double or two single).

Two methods exist to obtain adjacent exhibit spaces:

- a. A single company may request up to two **adjacent** exhibit spaces.
 - b. A company may request their exhibit space be located adjacent to one or more affiliate(s).
- If a company requests that their exhibit space be located adjacent to one or more affiliate(s), then each company must submit their own separate application with payment and state their request on each application form.
 - Each company is responsible for coordinating their own exhibit space and adjacent space request with their affiliate(s) prior to application submission. The adjacent spaces will be assigned when the last of the companies submits their application.
 - You must specifically identify companies which you do or do not wish to be assigned next to. We will do our best to honor your request.
 - Select five locations from the attached map area that you would like to be assigned. We will give you the best available.

NO EXHIBIT APPLICATION WILL BE ACCEPTED WITHOUT PAYMENT!

5. **EXHIBIT SPACE SIZE**

Exhibits are limited to the floor area per the above exhibit specifications. **For safety reasons, no portion of the exhibit display is to extend beyond this designated floor area.** One table is available for each exhibit space by request. Total weight shall not exceed 50 lbs for material shown on tables.

6. **EXHIBIT CANCELLATION**

If a company chooses to cancel their exhibit assignment(s), then this company will be entitled to a full refund only if written notice of the cancellation is received by GSRMS by email at gsrcms@outreach.lsu.edu or by

address below prior to **Noon, Friday, February 3, 2017** to:
*GSRMS Exhibits Committee
c/o LSU Continuing Education
2146 Pleasant Hall
Baton Rouge, LA 70803-1500*

7. **EXHIBIT MATERIALS**

Materials exhibited may be printed matter, product samples, prototype models, photographs, or other visual aids as long as they conform to the size and weight requirements indicated. The biggest asset any Exhibitor can have at the conference is a person fully qualified to discuss his product or service.

8. **EXHIBIT SPACE IDENTIFICATION**

Company signs, emblems, trademarks, etc. are acceptable on exhibit table tops and displayed material; however, nothing is to be attached to the walls in any manner. A place card identifying the Exhibitor will be available. Token give-away items are permitted.

9. **EXHIBIT HOURS**

The exhibit area will be open during the following times (times may vary depending on final schedule):

**Tuesday, April 26 – 7:00 a.m. - 6:00 p.m.
Wednesday, April 27 – 7:00 a.m. – 2:00 p.m.
Exhibit removal 3-6 p.m.**

** Exhibit hours are subject to change to accommodate any program needs that may arise.*

10. **EXHIBIT SET UP**

The set up schedule is as follows:

**Monday, April 24th, Noon - 9 p.m. Exhibitors may arrive, check-in and set-up displays.
Exhibitors may pick up their badges by 5 p.m. on Monday or return Tuesday morning for pickup before entering the exhibit area.**

Exhibitors will not be allowed in the exhibit hall prior 12:00 p.m. on Monday, April 24th. Exhibitors must check-in at the entrance of the exhibit hall at the registration desk. Failure to check-in by the designated time, without just cause, will result in forfeiture of the assigned exhibit space. Doors to the exhibitor area will be secured at 9 p.m. or after the last exhibitor sets up, whichever comes first.

11. **EXHIBIT BREAKDOWN**

To avoid confusion and safety hazards, exhibitors may only dismantle and/or move their exhibits during designated breakdown times. **These times stated will be strictly enforced.**

Wednesday, April 26, 3:00 – 6:00 p.m. only
(hotel exhibitor services will begin @ 3:00 p.m.)

Any Exhibitor who begins to dismantle his/her exhibit or pack his/her supplies prior to these times will forfeit future priority status in good standing for future conferences. We ask that you be considerate of fellow exhibitors and participants, and adhere to these rules.

12. **EXHIBIT COMMITTEE**

The Exhibit Committee will be responsible for enforcing the rules set forth herein. Any questions regarding the requirements should be directed to the Exhibit Committee chair for clarification.

**You may register by fax, mail or on the internet at www.gsrms.org.
We will not take applications or selections by phone.**