

TRADESHOW POLICIES AND PROCEDURES

Exhibitor acknowledges, accepts and agrees to the rules, and terms and conditions as set forth below:

1. These terms constitute part of the contract between the Association of Diesel Specialists (ADS) and the Exhibitor for exhibit space at the International Convention & Tradeshow.
2. The Tradeshow Committee shall have primary responsibility for organizing the show to provide a complete, well-balanced tradeshow contained within available space. ADS Headquarters convention staff will assist the committee in carrying out its assignments.
3. The Tradeshow Committee shall consist of a chairman appointed by the President, and a sufficient number of members to effectively, and efficiently perform committee assignments. One committee member shall be a Service member from the Board of Directors. At least two committee members shall be from ADS Manufacturers.
4. The cost of the booth does not include registration fees, and all Exhibitors and booth personnel will be required to pay full registration fee, whether meetings are attended or not. Visiting "VIP" employees (i.e., CEO, President) of exhibiting companies will be admitted to the Tradeshow for one day to see the show on a complimentary basis; such VIPs may not serve as booth personnel. See "Tradeshow Hall Passes" policy for further details.
5. Applications for tradeshow space shall be made to ADS Headquarters using the official application form. Upon receipt, the Tradeshow Committee chairman will be promptly notified, and unless there is any objection, the application will be accepted.
6. Whenever possible, space assignment will be made by the ADS Tradeshow Committee in keeping with the preference as to location requested by the Exhibitor. However, ADS reserves the right to make the final determination of all space assignments in the best interest of the Tradeshow.
7. Booth space is reserved on the basis of a signed application and a deposit of at least one-half of the total exhibit fee. The remaining exhibit fee is payable thirty (30) days prior to the opening of the Tradeshow. If payment is not received, ADS reserves the right to sell the space to another Exhibitor and all deposits will be forfeited.
8. If an Exhibitor cancels all or any of their participation less than thirty (30) days before the convention, no refunds will be made. All other cancellations will forfeit 50% of their total booth fee.
9. Solicitation for exhibitors shall be made to ADS Manufacturer, Allied Equipment, Replacement Parts Manufacturer, Diesel Engine & Vehicle Manufacturer and Distributor Members, plus non-member Exhibitors who exhibited at the preceding Tradeshow. This priority privilege shall expire 180 days prior to the opening day of the Tradeshow after which all applications will be considered in order of their receipt at ADS Headquarters.
10. An Exhibitor will exhibit only under the name or names in which application was made and exhibited products were approved.
11. ADS Tradeshow hours are established by the Convention Planning Committee each year and are designed to fit in with the program schedule.
12. ADS reserves the right to refuse admittance to Exhibitors displaying materials and/or equipment which are not in keeping with the interests of ADS.
13. ADS shall not be responsible for loss or damage to Exhibitors' display and other property. It is the responsibility of individual Exhibitors to insure their own property against fire, theft and other casualties. In addition, Exhibitors will be required to indemnify and hold harmless ADS and its officers, members and staff from any and all claims, liability and expenses arising out of personal injury or property damage caused by exhibitors, exhibit hall, exhibit space and exhibit personnel. Also, each Exhibitor will fulfill the Association's and the convention facility's requirements for assumption of liability, indemnification and insurance. These requirements are set forth in the Tradeshow Prospectus or may be obtained by request from ADS Headquarters.
14. Violation of any Tradeshow Committee rules shall be justification for exclusion of any Exhibitor from an invitation to participate in future ADS Tradeshows. Any such action shall have the approval of ADS legal counsel.
15. It is traditional (but not mandatory) for Exhibitors to contribute to the "Get Acquainted Reception", which is the opening event of the ADS Convention. The amount to be contributed is determined each year.
16. Any and all matters specifically not covered herein shall be subject to the discretion of ADS. The foregoing terms and conditions may be amended at any time.