

TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

All orders are governed by the Alliance Exposition Services TERMS & CONDITIONS. Upon participation in any Alliance Exposition Services event or exhibit program, the Exhibitor and/or its agents shall be bound by the terms and conditions set forth below and become a part of the Contract between ALLIANCE EXPOSITION SERVICES and you, the EXHIBITOR., DESIGNATED AGENTS and or CLIENT.

Acceptance of said terms and conditions will be construed when any of the follow conditions are met:

- Submission of an order for services and/or rental equipment by an exhibitor or their agent with Alliance Exposition Services; OR
- Work is performed on behalf of the exhibitor by labor secured through Alliance Exposition Services; OR
- A shipment consigned to Alliance Expositions Services by an exhibitor, or any agent of the exhibitor is received; OR
- The Bill of Lading (BOL) is signed or a shipment is left in the booth without a BOL after the exhibitor move out is concluded..

PAYMENT FOR SERVICES

Alliance Exposition Services requires payment in full, including any applicable tax and or service fee, at the time services are ordered. Further, Alliance Exposition Services requires that the exhibiting party place a credit card authorization on file with the initial order. For the Exhibitor's convenience, Alliance Exposition Service will use this authorization to charge the account for services, which may include but is not limited to labor, shipping, rentals, material handling, and applicable taxes, unless credit has previously been approved and established with Alliance Exposition Services. If the exhibitor and/or Third Party provides a credit card for payment and the credit card transaction is declined, the exhibitor and/or Third Party (EAC) authorizes Alliance Exposition Services to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation.

METHOD OF PAYMENT

Alliance Exposition Services accepts Visa, MasterCard, American Express, check, ACH, and bank wire transfer. All payments must be made in U.S. Funds drawn on a U.S. Bank. The Exhibitor will be charged a \$25.00 fee for returned NSF checks. Exhibitors are responsible for all wire transfer fees charged by their own banking institution. There are no fees incurred from Alliance Exposition Services to the exhibitor for receiving a wire transfer.

THIRD PARTY BILLING

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Alliance Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay for services provided. See Third Party Billing Authorization form.

LATE FEES

Late fees will be assessed up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without an appropriate credit card on file. Future orders will be on a prepaid basis only.

DISCOUNT PRICING

To qualify for advanced rates and discount pricing, orders must be received with payment on or before the discount deadline.

TAX EXEMPTION

If the exhibiting organization is tax exempt in the state in which the event or exhibit program is taking place, a Sales Tax Exemption Certificate for that state must be furnished to Alliance Exposition Services prior to placing any orders. Please upload to the Exhibitor's account at Alliance OnLine and/or send notification via email in advance to ExhibitorAssistance@alliance-exposition.com. Sales Tax Exemption Certificate must be received by the order deadline date designated for the event or show, otherwise sales tax will be applied to the Exhibitor's invoice.

CANCELLATION & BILLING ADJUSTMENTS

Adjustments to your invoice will not be made after the close of the show. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or Alliance Nationwide Exposition set-up costs or expenses. Refer to the Refund Policy for fees associated with cancellation.

REFUND POLICY

fees by category
All refunds are processed post show after a complete billing audit is performed. NO refunds will be processed prior to the show.

RENTAL FURNISHINGS orders canceled prior to move in/set up day, will incur a 50% cancellation fee. Cancellation or partial refund of Rental Furnishings cannot be honored once items have been delivered to the booth and will be invoiced at 100% of the original rate to the exhibitor.

STANDARD CARPET orders canceled prior to move in/set up day, will incur a 50% cancellation fee. Standard Carpet orders delivered to the booth will be invoiced at 100% of the original rate to the exhibitor.

CUSTOM CUT or PRESTIGE CARPET orders that have already been cut and loaded for delivery, will incur a 100% cancellation fee will apply. Orders cancelled at show site will incur a 100% cancellation fee. If carpet has been installed at show site and cancellation occurs, a 1 hour labor fee will also be assessed to the exhibitor's account to remove the carpet in addition to the cancellation terms above.

EXHIBIT RENTAL, CABINET, COUNTER, GRAPHIC SIGNAGE or TABLE THROWS, orders placed prior to exhibitor move-in, pre-paid by the exhibitor, and cancelled at least (10) business days prior to move-in will incur a 50% cancellation fee. Cancellations placed less than (10) business days and/or if any production work is in progress such as graphics, custom components, and/or transit, a 100% cancellation fee will be applied. Cancellations or partial refunds cannot be honored at show site and a 100% cancellation fee will apply.

LABOR SERVICES

Install and Dismantle labor services require (1) business day notice of cancellation. Labor services cancelled on site or not within (1) business day, will be charged a 1-hour minimum charge per person ordered. Cancellation must be done in writing to ExhibitorAssistance@alliance-exposition.com

MATERIAL HANDLING

All material handling orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or Alliance Nationwide Exposition set-up costs or expenses. Cancellation and refunds of material handling orders or shipments will be reviewed at the time of cancellation. If shipment has been received by Alliance Nationwide Exposition or its subcontractors, a full refund of material handling services will not be provided. Material handling services will not be refunded if a shipment has been received in our advance warehouse prior to the show. Any shipments delivered to show site directly or from the advanced warehouse and then cancelled and/or refused by the exhibitor will not be subject to any discount and/or refund of material handling services.

MATERIAL HANDLING SERVICES

Alliance Nationwide Exposition will accept exhibitor shipments in advance at the local warehouse and at show site during exhibitor move-in. This service is chargeable and referred to as Material Handling, also commonly called Drayage. Material Handling is billed based on the weight of each shipment and applies to all deliveries regardless of the carrier transporting the shipment -- FedEx, UPS, Common Carrier, etc. Material Handling and the actual shipping/transportation of freight are two separate services.

Material Handling service is roundtrip for both the inbound and outbound of the show. No discounts will be applied if the service is not used in full.

Material Handling Service is inclusive of the following:

- Offload of shipment from Carrier at the dock
- Storage of materials for up to 30 days prior to the event for Advance Warehouse shipments
- Delivery of freight directly to the exhibitor's booth during show move in
- Storage of empty crates and display containers for the duration of show hours
- Return delivery of stored crates and display containers to exhibitor's booth when the exhibit hall closes and exhibitor move-out begins
- Complimentary pre-printed outbound Alliance Expo Bill of Lading (BOL) and labels
- Return of packed shipment to the onsite loading dock for designated Carrier pickup
- Load freight onto exhibitor's preferred Carrier

Material Handling services should be ordered PRIOR to shipping materials. If the actual weight of the shipment is under or over the estimated amount submitted at the time of ordering, it will be adjusted accordingly when the shipment is received. See Weight Verification details below.

Designated dates and times for advance receiving and direct to show site are outlined with corresponding rates in the online Exhibitor Service Kit published at Alliance OnLine.

A shipment is defined by how materials are delivered to the advance warehouse or direct to show site. Items shipped together may not be delivered in one lot by your carrier and may thereby qualify as separate shipments when received.

In most cases, unless specifically published in the show's Exhibitor Service Kit, only Crated shipments will be accepted at the Advance Warehouse. For instances when OVERSIZED AND MACHINERY SHIPMENTS will be received, Alliance Exhibitor Services should be contacted in advance to ensure proper equipment and facility arrangements are procured and confirmed.

A 200 lb. (2 CWT) MINIMUM CHARGE is applied to all shipments with the exception of items that meet the criteria to qualify for Small Package rates.

SHIPMENT CATEGORIES

- CRATED SHIPMENTS include materials packed in wooden crates, cardboard cartons, fiber cases, or stacked on skids. Palletized Carpet is considered crated and is acceptable for delivery to the warehouse.
- UNCRATED SHIPMENTS will not be received at the warehouse. Uncrated shipments include loose or pad-wrapped materials that are easily damaged when handled by a forklift, pallet jack, or other freight handling equipment.
- SPECIAL HANDLING is applicable when material delivered by a carrier requires additional handling such as ground unloading, stacked or constricted space unloading, designated piece unloading, loads mixed with pad-wrapped materials, and shipments that require additional time, equipment, and/or labor to handle. Loose carpet/padding included. This includes carriers such as FedEx and UPS due to their delivery procedures.
- LATE ARRIVAL FEES are applicable in addition to Advance Warehouse and Direct to Show Site Material Handling charges when shipments are received outside of the designated receiving dates and times.
- SMALL PACKAGE HANDLING rates are applicable to individual shipments received from outside carriers at the Advance Warehouse or Direct to Show Site and have a total weight of 25 lbs. or less. Each individual package meeting these qualifications will be billed at the Small Package rate indicated below. If the package arrives after the Advance Warehouse receiving deadline or on site outside of the designated exhibitor move-in hours, a late fee surcharge will be applied. If the shipment weighs more than 25 lbs in total, standard Material Handling rates will apply.
- VEHICLE SPOTTING is the process by which vehicles, trailers, or other mobile units are escorted to and from a designated exhibit space for staging and display, including outdoor areas. Vehicles are assigned a target date and time for arrival, staging, and move out at the site. Vehicle Spotting fees are round trip and include both the inbound and outbound of the event. Any exhibit material delivered within the vehicle or unit is subject to weight verification and standard Material Handling services and rates. Additional vehicle permitting and inspection fees may be assessed per local Fire Marshal code and regulation.

WEIGHT VERIFICATION

When planning shipment logistics, the Exhibitor must advise the carrier and/or driver that the following documents must accompany the shipment and be furnished upon delivery:

- A Bill of Lading describing the inbound shipment such as piece count, destination, etc.
- A Certified Weight Ticket verifying the weight of the shipment.

Material handling rates are based primarily, though not solely, on the weight of the shipment. A Certified Weight Ticket will provide an accurate assessment to estimate material handling charges. Prior to offloading a shipment at the advance warehouse or show site dock, all carriers (i.e. Common Carrier, Van Line, or any other closed-body vehicle with dual wheels) are required to present a Certified Weight Ticket. Shipments received without Certified Weight Tickets or Bills of Lading will be weighed upon delivery, which will prevail for billing purposes. In the event of a dispute to the Certified

Weight Ticket or documented Bill of Lading weight, Alliance Expo Services will re-weigh shipments it deems is necessary, Alliance reserves the right to charge for labor incurred to provide a re-weigh. Alliance re-weigh will be final and used to determine material handling charges.

OUTBOUND LOGISTICS

At show closing, all outbound shipments require a completed and signed Alliance Expo Bill of Lading (BOL) detailing the content of the shipment, final destination, and authorization to release freight to the exhibitor's designated or preferred Carrier.

PRE-PRINTED OUTBOUND ALLIANCE EXPO BILL OF LADING (BOL) AND LABELS

May be pre-ordered through Alliance Exhibitor Services at no additional charge by completing and submitting the information in your show profile at Alliance OnLine. An Exhibitor Services team member on site will distribute any pre-ordered outbound materials prior to moveout.

Once booth properties are packed and ready for load out to the designated carrier, a completed and signed Bill of Lading (BOL) must be returned to the Alliance Service Desk.

RE-ROUTE via Show Carrier

All carriers must be checked in by the published carrier check in deadline during exhibitor move out. Freight that is not picked up by the designated carrier according to the published deadline and/or abandoned materials, will be removed from the facility and result in additional fees payable by the exhibitor. Alliance Expo Services will employ the following, as designated by the exhibiting party on the Bill of Lading.

- Shipment(s) will be released to the Official Show Carrier for outbound transportation to the final destination.
- A \$150 reroute fee will be added to your Alliance Expo account, in addition to the transportation charges.
- All shipping fees to be reconciled directly between the Exhibitor and Carrier.
- Alliance Expo reserves the right to return abandoned material back to the company address on file via the show carrier, resulting in the same fees listed above and additional material handling fees not previously paid for. (see item 13 under Limits of Liability & Responsibility.)

LIMITS OF LIABILITY & RESPONSIBILITY

The Exhibitor shall be bound by the terms and conditions set forth in Sections 1-15 below if Alliance Exposition Services has accepted a shipment on behalf of the Exhibitor, any shipper consigning, signing the Bill of Lading, a shipment left abandon in booth space after the conclusion of exhibitor move out, picking up or delivering a shipment from/to Alliance Exposition Services or its subcontractors.

1. Alliance Exposition Services and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by Alliance Exposition Services. Including, but not limited to televisions, computers and electronics shipped through Amazon, FedEx, and UPS, etc.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Alliance Exposition Services or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Alliance Exposition Services and its subcontractors shall not be liable for the loss or disappearance of, or damage to any items left in the booth unattended at any time. Consequently, all bills of lading for outbound shipment(s) submitted to Alliance Exposition Services or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. Alliance Exposition Services and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, unload, place, or reload unless 14 days advance notice has been given to Alliance Exposition Services in time to obtain the proper equipment.
4. Alliance Exposition Services and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.
5. Alliance Exposition Services and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. It is the Exhibitor's responsibility to ensure that Exhibitor's freight is insured from the time it departs the Exhibitor's place of the business or other origination point until it is returned to the final destination after the close of the event. It is suggested that the Exhibitor obtain all-risk coverage, which can typically be procured via rider(s) to existing insurance policies through the exhibiting organization's insurance representative or broker. It is the Exhibitors' responsibility to ensure that liability property insurance is in effect during the inbound and outbound transit of freight, while in storage, and at show site. All transit claims will be referred to the common carrier.
7. Alliance Exposition Services and its subcontractors are not insurers; Alliance Exposition Services does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance shall be obtained by the Exhibitor. Amounts payable by Alliance Exposition under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by Alliance Exposition Services or from the negligence of Alliance Exposition Services, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of Alliance Exposition Services and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000 per shipment, whichever is less. This amount shall be considered based on agreed-upon damages and exclusive remedy.
8. Alliance Exposition Services and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, attorney fees, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
9. Alliance Exposition Services will not be bound to honor any claim or action brought against Alliance Exposition Services or its subcontractors more than 30 days after the date of incident.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Alliance Exposition Services and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Alliance Exposition Services or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that Alliance Exposition Services or its subcontractor will do so as the Exhibitor's agent and the Exhibitor accepts the responsibility thereof.
11. Alliance Exposition Services and its subcontractors shall not be liable for shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such shipments will be delivered to the booth without guarantee of piece count or condition.
12. Empty container labels will be available at the Alliance Exposition Services Exhibitor Service Desk in conjunction with Material Handling services paid by the Exhibitor. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Alliance Exposition Services and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage, for mislabeled containers, including old empty labels.

13. In order to expedite removal of freight from the show site, Alliance Exposition Services shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by Alliance Exposition Services and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. Alliance Exposition Services assumes no liability as a result of Rerouting.
14. Dry and cold storage of product is stored at the Exhibitor's own risk. Alliance Exposition Services assumes no liability or responsibility for dry or cold storage.
15. The Exhibitor agrees, in the event of a dispute with Alliance Exposition Services or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Alliance Exposition Services for material handling services or any other services provided by Alliance Exposition Services or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay Alliance Exposition Services prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Alliance Exposition Services, or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
16. Booth Labor Services-Exhibitor or it's agent shall be responsible for the performance and supervision of labor when services is performed under Option B Exhibitor Supervision. It is the responsibility of the exhibitor or it's agent to supervise labor through Alliance Exposition Services in a reasonable manner as to prevent bodily injury and /or property damage. Booth labor services performed under Option A- Alliance Supervision. Exhibitor is responsible for providing detail installation and dismantle instructions including outbound shipping instructions and piece counts for all items left in booth. If properties other than display/exhibitory, are to be included in outbound shipping, those items should be packed and labeled by the exhibitor prior to departure. Alliance will not be held responsible for items we did not install. Dismantle Alliance Supervision orders that did not include Alliance Supervised Installation Service are subject to the written dismantle instructions. Where no written instructions are provided to Alliance Exposition Services, Alliance Exposition Services will not be liable for damages or missing items to the outbound shipment.
17. Indemnification-Exhibitor agrees to indemnify, hold harmless, and defend Alliance Exposition Services from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements and expenses (including but not limited to reasonable attorneys fees and investigative costs) for bodily injuries, including any injury to Alliance Exposition Services employees and or property damage arising out of work performed by labor provided by Alliance Exposition Services but supervised by the exhibitor or it's agents. Further, the exhibitors indemnification includes any and all violations of Federal, State, County or Local Ordinances, Show Regulation and/or Rules as published and set forth by Facility or Show Management, and/or directing labor provided by Alliance Exposition Services to work in a manner that violates any of the above regulations and/or ordinances.

PRIVACY POLICY

Please review this privacy policy before utilization of any Alliance Exposition Services online interface and/or submitting personal information. By using the site, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the site to make sure that you understand how any personal information you provide will be used. Note: The privacy practices set forth in this privacy policy are for Alliance Exposition Services online sites only. If you link to other web sites, please review the privacy policies posted by the owner of the site.

COOKIES/TRACKING TECHNOLOGY

Alliance Exposition Services' online interfaces may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the Site, and understanding how visitors use the Site.

Cookies can also help customize the Site for visitors. Personal information cannot be collected via cookies and other tracking technology; however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties.

DISTRIBUTION OF INFORMATION

Alliance Exposition Services may share information with governmental agencies or other companies assisting in fraud prevention or investigation. Alliance Exposition Services may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is not provided to any unauthorized company or third party for marketing purposes.

COLLECTION OF INFORMATION

Alliance Exposition Services collects personally identifiable information, such as names, postal addresses, email addresses, etc., when voluntarily submitted by our visitors. The information you provide is used to fulfill your specific request. This information is only used beyond the specific request if/when permission is granted by the individual to use it in another manner.

COMMITMENT TO DATA SECURITY

Your personally identifiable information is secure. Only authorized employees and agents of Alliance Exposition Services have access to personally identifiable information provided by an exhibitor, show management, or other third party. All communication from this site allows you to opt out of further notifications.

CONTACT

Please direct any inquiries regarding Alliance Exposition Services Terms & Conditions to Exhibitor Services at 888.528.2011 or ExhibitorAssistance@alliance-exposition.com

Alliance Nationwide Exposition reserves the right to make changes to the Terms & Conditions, without prior notice. Any changes to the Terms & Conditions or it's policies will be posted. For the current version, go to www.alliance-exposition.com.

