



BCMC 2019

OCTOBER 22-25

COLUMBUS, OH

EXHIBITOR RULES & RULE VIOLATIONS

ACCEPTANCE OF RULES

The BCMC 2019 Exhibitor Rules (the "BCMC Rules") are specifically incorporated into and made part of each Exhibitor's Application and Contract for Exhibit Space accepted by BCMC 2019 (the "BCMC Contract"). As a condition to a BCMC Contract each Exhibitor agrees to fully comply with the BCMC Rules.

ROLE OF BCMC COMMITTEE: The BCMC Committee (the "Committee") is appointed by the Structural Building Components Association ("SBCA"). All BCMC Rule infractions and violations (referred to as either "infraction" or "violation") shall be reported to the Committee. The Committee shall also be responsible for monitoring show floor activities and reporting all infractions to the SBCA Executive Committee (the "Executive Committee").

ROLE OF THE EXECUTIVE COMMITTEE: The Executive Committee shall interpret and enforce the BCMC Rules.

EXHIBITOR CODE OF ETHICS: The goal of all that participate in BCMC 2019 is to provide the most professional and honorable tradeshow possible. Thus, it is incumbent on all Exhibitors to aid in the enforcement of all BCMC Rules and to immediately report violations of any BCMC Rule to the Committee. Each Exhibitor shall furthermore designate a representative who shall be responsible for overseeing and ensuring that the professional spirit of BCMC 2019 is maintained and enhanced.

EXHIBITOR SPONSORSHIP ETHICS: All Exhibitors that choose to support or participate in any BCMC 2019 sponsorship opportunity shall be allowed to do so without infringement by other Exhibitors. Any infractions shall be immediately reported to the Committee.

RULE VIOLATIONS: Any Exhibitor in violation of the BCMC Rules shall take immediate corrective action upon notification by either the Committee or the Executive Committee. For each day of BCMC 2019 that a violation exists unabated, such Exhibitor shall be subject to an additional charge of up to \$5,000 per day as determined in the discretion of the Executive Committee. If the violation continues unabated for greater than one day of BCMC 2019, in addition to any additional charge that is imposed, the Exhibitor's right to exhibit at BCMC 2019 or in the future may be terminated as determined in the discretion of the Executive Committee.

OTHER REMEDIES: Other remedies available to the Executive Committee for violation of the BCMC Rules shall include the loss of discount privileges for subsequent BCMC shows or

SBCA sponsored conferences, ineligibility for admission to exhibit in future BCMC shows and/or the loss of future eligibility to serve on the Committee.

UNPAID RULE VIOLATION CHARGES: All companies that have any unpaid amounts due to SBCA, whether for BCMC Rule violations or otherwise, shall not be permitted to exhibit at any future BCMC show or SBCA sponsored conferences until such unpaid amounts have been paid in full.

EXHIBIT SPACE

ASSIGNMENT OF EXHIBIT SPACE: Exhibit space assignments for BCMC 2019 shall begin on June 1, 2019. Exhibit space is allocated at the discretion of the Committee. The following factors among others are used by the Committee in allocating exhibit space: membership status within SBCA; *SBC Magazine* advertiser status; the date the Committee receives the proposed BCMC Contract and the required deposit; the size of the booth requested by the Exhibitor; previous exhibitions at BCMC shows or SBCA sponsored conferences; and marketplace and competition issues. BCMC Contracts received after June 1, 2019, will be assigned as received. Notification of space assignments will be made following Committee selection.

CORNER BOOTHS: Corner booths are available for an additional \$100 required at the time of booth payment. Corner booths are assigned on a first-come, first-served basis. If you are not assigned a corner booth, your corner booth fee of \$100 will be refunded.

BOOTH SIZE CHANGES: Any request to increase a booth size must be submitted in writing to BCMC 2019 along with the required deposit for the increased booth size. The charge for additional booth space will be based on the current pricing schedule. Acceptance will depend on show floor availability and may be conditioned on a change of the location of the booth on the show floor. An Exhibitor may choose to reduce its booth size after the cancellation deadline (see Cancellation/Booth Space Reduction), but in that event the Exhibitor shall remain responsible to pay the original amount set forth in the BCMC Contract.

EXHIBIT CONSTRUCTION: Booth dimensions MUST be in increments of 10'. For 10'x10' or longer (10'x XX) pipe and drape booths, no part of a display shall: (1) be higher than 3', (2) be located within 1' of an aisle, and (3) disrupt sight lines through any individual booth to the booth(s) beyond. Any part of the display over 3' in height that would substantially block sight lines must be confined to the rear portion of the booth, with a maximum height

of 8'. Standard 10'x10' booths will be provided with an 8' high background curtain and 3' high side-rails. When exhibiting a trailer, crane, or forklift, the TRAILER/EQUIPMENT EXHIBITS rules set forth below shall apply.

For booths that are 20'x20' minimum and located on an exterior wall, the specifications shown above for 10' x XX booths are acceptable.

For booths that are 20'x20' minimum and are not located on an exterior wall, any part of the display over 3' in height that would substantially block sight lines shall: (1) be confined to the center of the booth floor area, (2) be no closer than 5' from any aisle, and (3) shall not exceed a maximum height of 8'.

All property contained within a booth, including all machinery, machinery handles, cords etc. (the "Booth Space"), must in no way protrude into show floor aisles. Machinery and/or equipment that contain moving parts must also remain within the Booth Space at all times. For aspects of the booth that are close to the aisle and contain a trip, run-into or moving part hazard, it is the responsibility of the Exhibitor to cordon off the area in a very visible and entry preventing manner (e.g., stanchions, fencing, yellow tape, etc.), the sufficiency of which shall be determined by the Committee in its discretion.

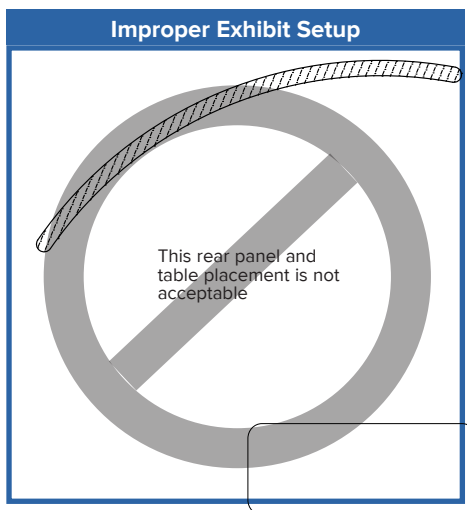
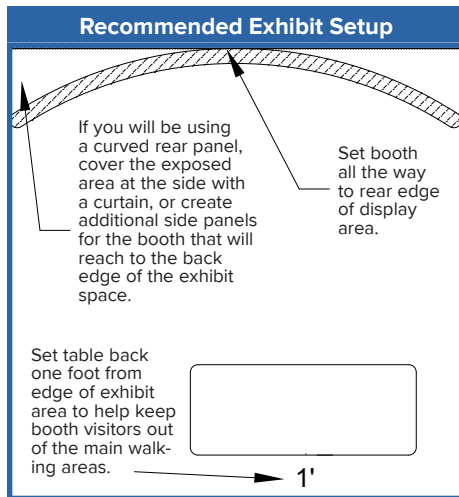
Exhibitors are responsible for marking hazards within their booth.

If an Exhibitor chooses to carpet a booth space, the carpeting must be in like-new condition acceptable in the discretion of the Committee.

No banner shall be hung inside a booth space unless the bottom of the banner is at least 15' from the floor. The Exhibitor is responsible for reviewing the pick points on the ceiling grid of the convention center to make sure the banner may be hung directly over the Exhibitor's contracted booth space. Please review the nonconforming exhibit rule and the exhibit space variance deadline rule if the exhibit will require a variance reviewed by the Committee.

Bolting of machinery to the floor is prohibited, unless otherwise approved by the BCMC 2019 Convention Center. Exhibitors cannot store containers, boxes, packages, etc. in a booth space unless the items stored are completely out of sight and do not cause any part of the booth to protrude into the aisle way. Should the items stored behind a booth be visible to people walking past a booth, Exhibitor must cover it with a drape at Exhibitor's own expense.

With respect to Exhibitor move-in, Exhibit construction and Exhibit operations, the following additional rules shall apply: (1) equipment, trucks and trailers cannot be moved after carpet installation except with the consent of the Committee; (2) all spray painting shall be prohibited; (3) no property contained within a booth should be displayed or utilized within one (1) foot of any aisle; and (4) no tipping shall be permitted.



TRAILER/EQUIPMENT EXHIBITS: The following additional rules shall apply with respect to all Trailer/Equipment exhibits:

When determining booth size, it is important to allow enough space to ensure the equipment fits into the allotted space and not disrupt sight lines.

For exhibitors who exhibit trailers or equipment, the Exhibitor must contract for a minimum of a 10'x10' at one end of the trailer or equipment providing an area within the booth space for attendees to congregate and conduct business. Prior to being placed on the floor plan or receiving the attendee list, the Exhibitor must submit to BCMC the size of their trailer or equipment.

No Trailer/Equipment Exhibitor shall stack trailers or pieces of equipment.

NOISE: Any machinery, device or sound system used in whole or in part to demonstrate equipment, focus on booth space activity, provide entertainment or used in conjunction with

any exhibit shall not exceed the legal noise limits or requirements of the BCMC 2019 Convention Center or the City of Columbus, Ohio. Additionally, noise or sound emanating from any booth or exhibit space considered to be a nuisance or disruptive to the professional nature of BCMC 2019 as determined in the discretion of the Committee, shall immediately be abated.

ACTIVE MACHINERY DEMONSTRATIONS:

To maintain professional show decorum, to avoid disruptions with neighboring booths and for the safety and comfort of show attendees, equipment used for demonstrations must be fully enclosed if there is potential for sawdust or other by-products to be airborne in the facility.

To aid the Committee in placing your booth on the show floor and to ensure your active machinery demonstration will be acceptable on show site, a video with audio, diagram and/or photographs of the equipment that will be used during the show shall be submitted to BCMC at the address set forth at the end of the BCMC Rules. The Committee will review the information and advise of any required changes.

All booth spaces must be large enough to accommodate people viewing booth demonstrations. No Exhibitor shall assume the show floor aisles can be used for people to view booth space demonstrations.

PROJECTIONS: If an Exhibitor desires to project logos and/or video from within their booth to a convention center exterior wall or screen against a convention center exterior wall, it is necessary for their booth to be located on the perimeter of the show floor. A detailed request outlining specifics of the concept to be implemented must be submitted in writing to the Committee for review and approval. Pricing will be determined based on the request being made.

SAFETY/SECURITY: BCMC shall publish its BCMC Safety Information document prior to commencement of the Show for guidance on the part of Exhibitors to enable them to provide a safe working environment within their Booths and to ensure that people are not exposed to risks to their health and safety. The Committee reserves the right to summarily suspend or terminate the right of an Exhibitor to exhibit within all or a part of an exhibit space for safety or security reasons on a case by case basis in its discretion.

NONCONFORMING EXHIBITS: The Committee reserves the right to approve any nonconforming exhibits or requests for exceptions and/or modifications to BCMC Rules on a case-by-case basis in its discretion upon an Exhibitor's written request. Each such request, as determined by the Committee, shall be accompanied by proposed floor plan and four-direction side view elevation drawings by August 1, 2019. Authorization for approval may be conditioned on the approval of adjacent floor space Exhibitors.

EXHIBIT SPACE VARIANCE DEADLINE:

Requests for exhibit space variances must be submitted in writing to BCMC 2019 on or before August 1, 2019.

SUBLETTING OR ASSIGNMENT OF EXHIBIT

SPACE: No Exhibitor shall assign, sublet or share allocated exhibit space with any person or entity, including any affiliates or subsidiaries of the Exhibitor except by written approval of the Committee as determined in its discretion. Requests for shared space will only be considered for exhibits greater than 100 square feet. Requests received where there is ownership or an exclusive agreement between the Prime Exhibitor (as defined below) and Sub-Exhibitor (as defined below) will be considered without additional cost for separate listings, up to a maximum of one additional free listing per thousand square feet of contracted space. Additional listings are available at a cost of \$200 per listing. If the approval for shared space is granted by the Committee the Exhibitor (the "Prime Exhibitor") and all companies that sublet or share allocated exhibit space (the "Sub-Exhibitors") shall sign the BCMC Contract and thus shall be bound by all rules and regulations made part of such contract (the "BCMC Rules"). The Prime Exhibitor will be responsible for the actions of all Sub-Exhibitors and will be the responsible party as it pertains to compliance with the BCMC Rules, including the party responsible for any fees or fines incurred. The Prime Exhibitor will receive a complimentary Exhibitor listing in all BCMC promotions. Each Sub-Exhibitor sharing space must pay such additional fees and charges as determined by the Committee including a minimum charge of \$3 per square foot of the total booth space if such company is to be listed in all BCMC promotions or a minimum charge of \$2.50 per square foot of the total booth space if such company is not to be listed in all BCMC promotions.

USE OF EXHIBIT SPACE: Only products or services related to the structural building components industry shall be displayed at BCMC 2019. Exhibitors shall confine all exhibit activities to the confines of the allocated booth space (including but not limited to signage, carpeting, projections, memorabilia, sales activities, models, etc.). All materials and activities in a booth shall be relevant to the Exhibitor's products and/or services as determined in the discretion of the Committee. Exhibitors may only hand out literature, pamphlets or promotional materials describing the products and services they provide. Handouts of such literature, pamphlets or promotional materials shall be confined to the booth space allocated to such Exhibitor.

Booth activities or materials causing attendees to congregate in the aisles, as determined in the discretion of the Committee, shall be prohibited.

The Committee must approve dispensing or serving of beverages or food from any booth. In the event the Committee approves the request, the Exhibitor must follow applicable convention hall and catering company rules. Absolutely no alcohol may be provided within a booth space or distributed by an Exhibitor.

All food and beverages must be obtained through the exclusive caterer at the Convention Center.

INSURANCE REQUIREMENTS: Each Exhibitor shall, at its cost and expense, procure and maintain through the duration of BCMC 2019,

the following minimum insurance coverage. Neither the issuance of any insurance policy required under this agreement nor the minimum limits specified below shall be deemed to limit or restrict in any way the Exhibitor's liability arising under or out of the BCMC Rules. Each Exhibitor shall be liable for any losses, damages or liabilities suffered or incurred by BCMC 2019 as the result of the Exhibitor's failure to maintain or cause to be maintained the types or amounts of insurance required to be maintained by Exhibitor under the terms of the BCMC Agreement.

- (i) Commercial general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises, such insurance to afford immediate protection to the limits of not less than \$1,000,000 per occurrence, and \$2,000,000 aggregate and such insurance shall include (a) advertising injury and (b) personal injury;
- (ii) Commercial automobile liability insurance with limits of not less than \$500,000 with "any auto" coverage or scheduled vehicle coverage as approved by SBCA; provided in the event Exhibitor hires a third party freight company to transport equipment and machinery and that Exhibitor either provides such proof of coverage for such third party freight company or provides its own "hired auto" coverage; and
- (iii) Workers' compensation (statutory amount);
- (iv) SBCA, Greater Columbus Convention Center and the City of Columbus shall be named as an additional insured on Exhibitor's commercial general liability policy without any restrictive modifications.

The issuer of any policy shall have a certificate of authority to transact insurance business in the State of Ohio or have a best's rating of at least B+ and a Best's financial size category of class IV or better, according to the most recent edition of best's key rating guide, Property-Casualty United States.

Exhibitor shall maintain with respect to each such policy or agreement evidencing such insurance with such endorsement as may be reasonably required by SBCA, the City of Columbus, or the Director of the Greater Columbus Convention Center and shall deliver a certificate with respect to such insurance in a form reasonably satisfactory to the person or entity requesting the same. Each Exhibitor shall obtain the written agreement on the part of each insurance company to notify the person or entity requesting the same at least ten (10) days prior to cancellation, material alteration or non-renewal of any such insurance.

All certificates shall reflect as certificate holder and as additional insured the Structural Building Components Association (SBCA), 6300 Enterprise Lane, Madison, Wisconsin 53719-1173.

SEE SAMPLE CERTIFICATE OF INSURANCE ONLINE AT bcmcshow.com.

INDEMNITY AND RELEASE OF LIABILITY:

To the fullest extent allowed by law, Exhibitor, its predecessors, successors and assigns, hereby releases, relinquishes and discharges SBCA, Greater Columbus Convention Center,

the City of Columbus, its predecessors, successors, assigns, legal representatives, and its former, present and future agents, employees and officers from any liability resulting from the sole and/or concurrent negligence of SBCA, Greater Columbus Convention Center or the City of Columbus for any injury, including death or damage to persons or property where such damage is sustained in connection with or arising out of the BCMC agreement. Exhibitor agrees that it will protect, defend, indemnify, and hold and save SBCA, Greater Columbus Convention Center and the City of Columbus harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses, and judgments recovered from or asserted against the city on account of injury or damage to person or property, including without any limitation, by reason of copyright infringement, to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence, or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees, or invitees or of any other person entering upon the premises of the BCMC 2019 with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees, or invitees of the premises of BCMC 2019. Such indemnification of SBCA, Greater Columbus Convention Center and the City of Columbus by Exhibitor as applicable shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of SBCA, Greater Columbus Convention Center or the City of Columbus as applicable.

Upon the filing by anyone of any type of claim, cause of action, or lawsuit against SBCA, Greater Columbus Convention Center or the City of Columbus for any type of damages arising out of incidents for which Exhibitor may be liable pursuant to the preceding paragraph, either SBCA, Greater Columbus Convention Center or the City of Columbus shall notify Exhibitor of such claim, cause of action or lawsuit. In the event that Exhibitor does not settle or compromise such claim, cause of action, or lawsuit at its own cost, then Exhibitor shall undertake the legal defense of such claim, cause of action, or lawsuit at its own cost both on behalf of itself and on behalf of SBCA, Greater Columbus Convention Center and the City of Columbus as applicable until final disposition, including all appeals. SBCA, Greater Columbus Convention Center and the City of Columbus may participate in the legal defense of any such claim, cause of action, or lawsuit and in the selection of counsel by Exhibitor to defend against such claim, cause of action or lawsuit. Any final judgment rendered against SBCA, Greater Columbus Convention Center or the City of Columbus for any cause for which Exhibitor is liable hereunder shall be conclusive against Exhibitor as to liability and amount upon the expiration of the time for all appeals.

LEGAL REQUIREMENTS: Exhibitors are responsible for compliance with all federal, state, and local ordinances and/or regulatory agency rules or regulations governing worker

safety, fire safety, air quality, and hazardous materials.

SHOW FLOOR PROVISIONS

EXHIBITOR HOSTED EVENTS (DEMONSTRATIONS/HOSPITALITY SUITES/MEETING SPACE/SHOW OFFICES, ETC.) & EXHIBITOR OFF-SITE ACTIVITIES DURING SHOW

FLOOR HOURS: The Committee shall monitor all Exhibitor-hosted events/meetings and off-site activities. Such events/meetings shall not take place during show floor hours. Variances from this rule can be requested in writing to the Committee. Considerations for approval shall include the specific purpose of the event/meeting, number of people that will be taken off the show floor in a given 30-minute period of time, and the location's proximity to the show floor. Exhibitors will not encourage or solicit attendees to leave the show floor during show hours for Exhibitor hosted events or otherwise.

Any individual or company that attends or exhibits at BCMC and places machinery, trailers, or any tradeshow related display within walking distance of the BCMC show floor, and/or takes attendees off the BCMC show floor, during exhibit hours, to any offsite machinery, trailers, or any tradeshow related display shall be subject to the following action by the SBCA Executive Committee in its discretion: the attendee or Exhibitor attendance rights may be forfeited; exhibiting rights may be forfeited; an invoice may be presented based on the display square footage; and/or a fine may be imposed in an amount up to \$5,000 per day per violation.

EXHIBITOR MEETING SPACE/SHOW OFFICES:

No meeting space/show office will be accepted or assigned until the Exhibitor has at least paid the 50% deposit for their booth space and the entire fee for the meeting space/show office. BCMC will hold your request for ten (10) days pending receipt of payment. Requests for cancellation of meeting space/show office(s) must be submitted in writing to BCMC 2019, by August 1, 2019. Requests for cancellation received on or before August 1, 2019 will incur a non-refundable fee that is equal to fifty percent (50%) of the meeting space/show office(s) plus any expenses incurred by BCMC 2019. Any requests for meeting space/show office(s) cancellation received after August 1, 2019, will not be approved.

PRICING INFORMATION

BOOTH PRICES: The cost of exhibit space at BCMC 2019 will be in accordance with the published fee schedule with the exception of the following:

First time Exhibitors (those companies that did not exhibit at BCMC in the past five years) are extended a discounted rate on 10'x10' or larger spaces.

CANCELLATION/BOOTH SPACE REDUCTION:

Requests for cancellation/booth space reduction of exhibit space must be submitted in writing to BCMC 2019 by August 1, 2019. Requests for cancellation received on or before August 1, 2019, will incur a non-refundable fee that is equal to fifty percent (50%) of Exhibitor's entire booth fees. Requests for booth space reduction received on or before

August 1, 2019, will incur a non-refundable fee that is equal to fifty percent (50%) of booth fees for the reduced space. Any requests for cancellation/booth space reduction received after August 1, 2019, will not be approved.

EXHIBITOR EMPLOYEE REGISTRATION:

Exhibitors shall be provided registrations/badges for their employees or manufacturer representatives/agents (referred to herein as "Employee Badges"). Exhibitors are allotted three Employee Badges for a 10' x 10' booth. All other Exhibitors are allotted two Employee Badges per 100 square feet of paid for exhibit space. A list of all Exhibitor personnel who are provided Employee Badges shall be provided by Exhibitors to BCMC 2019 two weeks in advance of the show. Employee Badges shall be worn by such personnel at all BCMC 2019 functions. The person whose name is on the Employee Badge is responsible to pick up such badge and must show identification due to heightened security that is required now at all tradeshow sites. Exhibitors are not allowed to issue or assign Employee Badges to non-Exhibitor personnel or component manufacturers or other show attendees. Children over the age of 15 may be admitted to the exhibit area during exhibit hours only with prior approval from the Committee.

AT NO TIME ARE CHILDREN ALLOWED DURING EXHIBITOR MOVE-IN OR MOVE-OUT.

EXHIBITOR BADGE CANCELLATION: Cancellation must be made in writing on or before August 25, 2019, and will entitle registrants to a partial refund; \$75 of each registration fee is nonrefundable. No refunds will be issued after August 25, 2019, including "no shows." Substitutions of exhibiting company personnel are allowed.

PAYMENT FOR BOOTH SPACE: No booth space will be assigned or promoted on the website unless the proposed Exhibitor has fully completed the BCMC Contract and paid the applicable deposit. All BCMC Contracts must be returned as signed along with payment payable to BCMC of fifty percent (50%) of the BCMC Contract balance; all remaining balances are due before August 1, 2019.

Exhibitor must have booth space paid in full prior to being promoted in printed material (Show Directory, Show Guide, etc.)

Since SBCA owns and the entire structural component industry benefits from the activities and proceeds of BCMC and *SBC Magazine*, anyone that desires to exhibit at BCMC must have no past due accounts receivable balances with any of the SBCA wholly owned or partly-owned organizations (which includes Truss Publications, Inc., the publisher of *SBC Magazine*). No BCMC exhibitor shall be allowed to set up their booth at BCMC 2019 until all such outstanding balances are paid in full (the manner of payment of such outstanding balances shall be at the discretion of the Executive Committee.)

MOVE IN/MOVE OUT INFORMATION

EXHIBITOR SERVICE KIT: An Exhibitor Service Kit will be available online approximately three to four months in advance of the event. The kit contains drayage and furnishings order forms, rates and instructions.

DRAYAGE INSTRUCTIONS: All "advance" shipments must be prepaid and consigned. See additional drayage instructions and shipment deadlines included in the Exhibitor Service Kit.

EXHIBIT HOURS, INSTALLATION, AND

DISMANTLING: Final details regarding exhibit hours will be provided when assignments of space are confirmed and will be in accordance with conditions prevailing in Columbus during the months of September and October. All exhibits must be set up, in place and fully decorated three hours prior to the BCMC 2019 opening. Extended set up hours may be allowed only upon written request to and acceptance by the Committee.

To maintain decorum and the professionalism of BCMC no Exhibitor may dismantle their exhibit or do any packing before the close of the show hours for BCMC 2019. For those exhibitors who violate the 2019 Early Tear Down policy, to exhibit for the 2019 show a \$500 tear down policy deposit will be required, to be returned only in the event the exhibitor fully complies with the 2019 Early Tear Down policy.

HEAVY (MACHINERY) FREIGHT: Certified weights will be required. Specific instructions regarding the shipment of "heavy" freight direct to the Greater Columbus Convention Center, will be included in the Exhibitor Service Kit (as described).

RENTAL FURNISHINGS: Booth furnishings and other services (i.e., tables, accessories, drapes, carpeting, labor to erect and dismantle exhibits, special signs, flowers, cleaning service) may be obtained from the official drayage company of BCMC 2019. Rental furnishings described above are available on the official drayage company website and can be ordered online. Forms for electricity, power, water, drainage, gas, telephone lines, Internet access, or compressed air can be obtained from the official drayage company, but will be ordered through the Greater Columbus Convention Center.

MISCELLANEOUS

ATTENDEE LISTS: An attendee list will be available after BCMC 2019. One attendee list per contracted Exhibitor will be distributed at no charge. The list shall be used strictly for follow-up marketing from BCMC 2019 and may not be transferred, assigned, sold, or redistributed.

Booth space must be paid in full prior to receiving the attendee list.

Exhibitors agree not to resell, or disclose, or distribute the names of any attendee listed on the BCMC attendee list without prior written consent from the Committee.

GIVEAWAYS: All contests and other methods of prize giveaways provided and promoted by Exhibitors at BCMC 2019, independent of the BCMC 2019 giveaway program, must be open to all registered attendees, unless the promotion is intended to be limited and is directed specifically to SBCA members to help promote membership in the industry's trade association. All promotional events

occurring on the exhibit floor of BCMC 2019 must be approved in advance in writing by the Committee.

EXHIBITOR ANNOUNCEMENTS: Show announcements made over the sound system will be show management specific announcements by Show management only. Exhibitors must post any announcements in writing within the confines of their exhibit space.

PHOTOGRAPHS/VIDEOS: Photographs and video may be taken at BCMC as follows. Prior to taking a photo or video of another Exhibitor's booth, consent must be obtained from the Exhibitor. No such images or video may be published without prior written approval of the consenting exhibitor and the Committee. Exhibitors are able to take video of or live stream their own booth. Requests for variance to this rule must be submitted in writing to the Committee.

MEDIA/PRESS: Press passes will be provided upon request and approval by the Committee. The Committee in its discretion may impose conditions with respect to press passes issued.

SPONSORSHIP: No sponsorship will be accepted or promoted until the Exhibitor has paid the entire fee for the sponsorship. BCMC will hold any request for ten (10) days pending receipt of payment. Requests for cancellations of sponsorships must be submitted in writing to BCMC 2019 by August 1, 2019. Requests for cancellation received on or before August 1, 2019, will incur a non-refundable fee which is equal to fifty percent (50%) of the sponsorship fee plus any sponsorship expenses incurred by the Committee. Any requests for sponsorship cancellation received after August 1, 2019, will not be approved.

Exhibitor must have sponsorships paid in full prior to being promoted in any material (BCMC Website, Signage, Show Directory, Show Guide, etc.)

SALES ON SHOW FLOOR BY EXHIBITORS: If actual sales are made on the BCMC show floor, Exhibitors are responsible for the applicable sales tax for the city of Columbus and state of Ohio. This rate is subject to change and Exhibitors must check with the local State Comptroller's Office prior to show date to ascertain the current rate. Additionally, Exhibitors are responsible for possessing a sales permit number prior to the start of the show in the event they plan show floor sales.

CORRESPONDENCE ADDRESS: All correspondence related to the BCMC Rules, requests for variance and notices of nonconforming exhibits with regard to the BCMC Rules, and other pertinent Exhibitor information should be sent to:

BCMC
6300 ENTERPRISE LANE
MADISON, WI 53719
608-274-4849
608-274-3329 fax
info@bcmcshow.com