



## **EXHIBIT RULES AND REGULATIONS**

The following rules and regulations are directed to all parties responsible for the move in, assembly, disassembly and removal of all exhibits, displays, etc., into and from (including the duration of said exhibit, display, etc.) the facilities of the Galt House and Galt House East Tower. Those parties include, but are not limited to, contracted decorating firms, sub contracted decorating firms, drayage companies, independent decorating firms, exhibit and display handlers, individuals, the sponsoring organization, and all persons in their employ. These shall be referred to as "exhibitors". The Galt House and Galt House East shall be referred to as "the facility".

## **SPACE PRESENTATION AND RECLAMATION**

The facility will present required space to exhibitors in a neat and orderly fashion. A detailed inspection of facility with a representative of management is suggested prior to exhibitor assuming responsibility of space to be used. This space is to be returned to the facility in a like condition.

The cost of repairs for any damage to said space shall be assumed by the exhibitor.

A physical inspection of said space will be made by a management representative of the facility prior to releasing exhibitor of any responsibility.

At conclusion of show, and once space has been cleared by exhibitor, it is exhibitor's responsibility to advise management that said space has been cleared and readied for physical inspection.

Decorations in the Ballroom, including water, sand, or live planting, must be diagramed and submitted to management of the Hotel at least 15 days prior to exhibit and a written reply will follow with affirmation or denial.

## **MOVE IN AND MOVE OUT**

At all times, service and/or freight elevators are to be used. Use of passenger elevators for transporting equipment, materials, etc. is not permitted.

The facility requests that dollies, preferably with pneumatic tires, be used for moving equipment and freight that cannot be hand carried. Should it be necessary to use forklifts, the following must be adhered to:

- a) Small lightweight forklift is to be adequately muffled and is to be equipped with pneumatic tires
- b) No fast starts, stops, etc.

No transporting equipment (forklift, flatcart, dolly, handtruck, etc.) is to come into direct contact with facility carpet. Protective covering (plywood or cardboard) must be laid for the distance that such equipment must travel within facility.

Doors at all entrances and exits being used to transport freight, equipment, etc. are to be padded prior to and during their usage.

## **LIABILITY AND INSURANCE**

a) Each party involved in the exhibition - hotel, owners, leasing association (sponsor), and exhibitor - agrees to be responsible for any claims arising out of their own negligence or that of their employees or agents.

b) Each party agrees to be responsible for their own property through insurance or self insurance and shall hold harmless each of the other parties for any and all damages caused by theft, and those perils normally covered by fire and extended coverage policies. Proof of such coverage must be presented to facility management upon request of same in a prompt and timely manner.

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### **INDEPENDENTS**

Exhibitors electing to contract for the services of an independent contractor, or those who elect to handle their own equipment, installation and dismantling, shall be subject to the Exhibit Rules and Regulations outlined herein.

### **ACCESS**

Space will be presented to exhibitor by facility at a mutually agreed upon time. Access to all facilities including, but not limited to, service elevators, freight elevators, loading docks, etc. shall be coordinated with and is subject to approval by a management representative of the facility.

### **SECURITY**

Security provided by the facility is limited. Additional security for exhibitor(s) is not provided for by facility. It is recommended that exhibitor contract for additional security as warranted by special needs.

The main exhibit entrance into the Hotel will be secured by the Galt House East Personnel during the receiving and departure of materials in the Galt House East. An accurate schedule must be sent to the Hotel seven (7) working days in advance in order for us to provide proper scheduling.

### **GENERAL**

- a) At no time is anything to be leaned against or near walls, drapes, doors and/or windows
- b) Storage areas are to be kept neat and orderly at all times
- c) Nothing except carpet on carpet shall be pasted, tacked, nailed or otherwise attached to walls, drapes, doors, windows, floors, or other parts of the facility or furniture contained in the facility. Carpet on carpet must be attached with carpet tape.
- d) Public hallways, corridors, lobbies, etc., are not to be used when transporting freight, equipment, etc. At no time are facility main entrances to be used.
- e) All rules and regulations as dictated by the Fire Marshall of the City of Louisville and any applicable State Authority, e.g., State Fire Marshall's Office, etc., are to be adhered to.
- f) Exhibit companies or exhibitors utilizing special power requirements must meet with the Galt House Maintenance prior to the event. Power panels are off limits without the Galt House Maintenance supervision.