



# EXHIBIT RULES AND REGULATIONS

- 1. ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of CTVSOA-WI and shall be operated in a way that will not detract from other exhibits or from the Exhibition. Exhibit Management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Association. In the event of such restriction or eviction, CTVSOA-WI is not liable for any refund of exhibit fees, or any other exhibit related expense.
- 2. APPLICATION FOR SPACE:** Application for space shall be made in writing on the official application form.
- 3. ASSIGNMENT OF SPACE:** Exhibit space is limited and assigned on a first come, first-served basis. CTVSOA-WI will attempt to honor all requests for exhibit space. Notwithstanding the above, CTVSOA-WI reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.
- 4. PAYMENT:** Full payment is required with contract in order to hold booth space. Booth space reservation deadline is **APRIL 17, 2026**. Applications received after deadline will be accepted on a space-available basis. If a contract is received without full payment, booth space will not be assigned until full payment is received. Booth set-up will not be allowed for exhibitors with any balance due. Payment shall be in U.S. funds drawn on a U.S. bank. Checks should be made payable to: **CVSO Association of WI**.
- 5. SHIPPING OF DISPLAY MATERIALS:** All shipping costs to and from the meeting venue, as well as any storage fees charged by the meeting venue, will be paid by the exhibitor.
- 6. CANCELLATION:** CTVSOA-WI must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit space reservation occurs prior to **APRIL 17, 2026**, the exhibitor will be refunded 50% of the total payment received. After **APRIL 17, 2026**, no refunds will be made available.
- 7. FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor, and this space may be resold, reassigned, or used by Exhibit Management. Exhibit Management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.
- 8. EXHIBIT FEE FOR FIVE DAY EVENT, CHOICE OF:**  
Base sponsorship package: Two complimentary registrations, vendor table with two chairs, company identification sign, recognition in conference program and on training site signage, two complimentary welcome reception tickets, and opportunity to attend fall banquet.  
**Platinum Level:** \$3000.00 USD: Base sponsorship package plus sponsorship of Welcome Reception or Fall Banquet with company name and logo on signage at Welcome Reception or Fall Banquet site, special CTVSOA-WI recognition, and 30 minutes presentation time.  
**Gold Level:** \$1500.00 USD: Base sponsorship package plus sponsoring a morning/afternoon break with company name and logo at break table, and 15 minutes presentation time.  
**Silver level:** \$1,000 USD: Base sponsorship package plus sponsoring a morning/afternoon break with company name and logo at break table. **Bronze level:** \$750 USD: Base sponsorship package.
- 9. CANCELLATION OF CONFERENCE AND EXHIBITION:** If CTVSOA-WI should be prevented from holding the Exhibition by reason of any cause beyond its control (such as, but not limited to, damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then CTVSOA-WI has the right to cancel the Exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of Exhibition expenses.
- 10. RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of CTVSOA-WI. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition.
- 11. CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use anything other than standard table top equipment, signs, or materials that in any way conflict with regulations must submit two (2) copies of a detailed sketch of the proposed layout at least 45 days prior to the Exhibition and must receive written approval from Exhibit Management.
- 12. CARE OF EXHIBITS:** Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.
- 13. FIRE REGULATIONS:** All fabrics and other materials used for decorative purposes must be flame retardant. Each exhibitor must have a certificate showing that display material has been treated by a flame proofing compound approved by the appropriate city agency. All packing and decorating material must be flame retardant. Merchandise must not be packed in paper, straw or excelsior. Any merchandise packed in inflammable material cannot be brought into the conference. Table tops must be cleaned of combustible rubbish daily. All electrical equipment must be U.L. approved and must meet the requirements established by the local city code. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.
- 14. INSURANCE AND HOLD HARMLESS CLAUSE:** All exhibitors and their authorized decorators are strongly urged to obtain insurance coverage against damage or loss, and public liability insurance against injury to the person and property of others. Exhibit materials should be covered from the time they are shipped from the warehouse, through move-in, conference dates, move-out and until all materials have been received at the point of origin. The Exhibitor assumes the entire responsibilities and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment and other property brought onto the premises of THE HOLIDAY INN AND CONVENTION CENTER and shall indemnify and hold harmless CTVSOA-WI, Convention Center and Hotel agents, servants and employees from any and all such losses, damages and claims. The Exhibitor acknowledges that CTVSOA-WI and the THE HOLIDAY INN AND CONVENTION CENTER do not maintain insurance covering exhibitor's property and this is the sole responsibility of the exhibitors to obtain business interruption and property damage insurance covering such losses by exhibitor.
- 15. SECURITY:** Security of products and materials is the responsibility of the exhibitor. Watchman service is NOT provided, but may be arranged independently through the casino or resort.
- 16. COMPLIANCE:** The Exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that Exhibit Management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Exhibition is held.
- 17. COPYRIGHTED MUSIC:** The Exhibitor assumes the entire responsibility for obtaining any necessary license agreements for the use of any copyrighted music in Exhibitor's table top space during the conference.
- 18. ALCOHOLIC BEVERAGES:** Serving of alcoholic beverages during the Exhibition is permitted only through exhibit facility's licensed staff and service.
- 19. CONFLICTING EVENTS:** The Exhibitors attending Semi-Annual CTVSOA-WI Conference(s) will be required, as a condition of their participation, not to sponsor conflicting events. Conflicting events are scientific or educational meetings of interest and relevance to CTVSOA-WI (including but not limited to lectures, presentations, seminars or workshops) that are scheduled during the same time frame encompassed by the Semi-Annual CTVSOA-WI Conference(s). For purposes of this policy, the relevant time frame begins one week immediately prior to the official opening of the Semi-Annual CTVSOA-WI Conference(s) and ends two days after the official close of the Semi-Annual CTVSOA-WI Conference(s).