



# Steel Erectors Association of America Presents: 36th Annual Convention and Trade Show

February 21-23, 2008  
Grand Hyatt Hotel  
San Antonio, TX

## RULES AND REGULATIONS

- 1. VALID APPLICATION FOR SPACE:** Applicants for exhibit space are required to execute and forward the Exhibit Space application to Show Management.
- 2. PAYMENT OF SPACE:** The payment must accompany the Exhibit Space Application. Payments must be received by Show Management in-full prior to move-in.
- 3. CANCELLATION AND REFUNDS:** All cancellations of space must be received in writing. If Show Management receives a written request for cancellation of space on or before 12/31/2007, the exhibitor will be liable for a \$100.00 processing fee. For cancellations received after 12/31/2007, there is no refund.
- 4. SPACE RENTAL AND ASSIGNMENT OF LOCATION:** Whenever possible, space assignments will be made by Show Management, in keeping with the preferences as to location requested by the exhibitor. Show Management, however reserves the right to make the final determination of all space assignments in the best interest of the exposition.
- 5. USE OF SPACE, SUBLETTING SPACE:** No exhibitor may assign, sublet or apportion his space to or with another business entity or individual without the express permission in writing from Show Management. No exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of his business. Should any item from a non-exhibiting firm be required for operation of a display, identification of such item shall be limited to the regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting exhibitor is strictly prohibited.
- 6. OPERATION OF EXHIBITS:** Show Management reserves the right to restrict the operation of, any exhibit which detracts from the general character of the exposition as a whole.
- 7. EXHIBITOR SERVICE KIT:** Each exhibitor is provided an Official Exhibitor Service Kit that describes the standard equipment provided by Show Management with your Exhibit Space Application. Exposition services will be provided by Freeman Exposition Services.
- 8. EXHIBITS AND PUBLIC POLICY:** Each exhibitor is charged with knowledge of all state, county and city laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in the exposition.
- 9. INSTALLATION AND REMOVAL:** **Exhibitor Move-in: February 21, 2008, Thursday, 1:00PM until 5:00 PM. Exhibitor Move-out: Friday, February 22, 2008 4:00PM until 8:00PM.** Show Management reserves the right to fix the time for the installation/removal of a booth prior to the Show opening. Exhibits must be staffed during all show hours and may not, to any extent be dismantled before the show closing.
- 10. STORAGE AND PACKING CRATE AND BOXES:** Unattended freight in any display space as of one hour prior to the Show opening, (or following the close of the SEAA Show) will be removed and stored at the exhibitors' risk and expense.
- 11. LIABILITY AND INSURANCE:** All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and release any claims or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor.
- 12. INDEMNIFICATION:** Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless of from and against all claims, damages, loss, cost, liabilities, express and judgments recovered from or averted against Show Management on account of injury or damage to person or property to the extent that any such damage of 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.
- 13. OTHER REGULATIONS:** Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. Show Management shall have full power to interpret, amend and enforce these rules.

## BE AN EXHIBITOR WHEN: FRIDAY, FEBRUARY 22, 2008

Don't miss this opportunity to educate your colleagues, competitors and potential customers about your company's unique products and services. Join the Steel Erectors Association of America at the Grand Hyatt Hotel on Friday, February 22, 2008 for the 36th Annual SEAA Convention & Trade Show. Exhibit space for the 2008 SEAA Trade Show is limited to the first 40 applicants so don't delay in reserving your booth today! To register online visit us at [www.seaa.net](http://www.seaa.net) or mail this completed registration, along with your payment to: SEAA - 2216 W. Meadowview Rd. Suite #115 - Greensboro, NC 27407. Exposition Service Company: Freeman Exposition Services. Order online at [www.myfreemanonline.com/fol/user/login.jsp](http://www.myfreemanonline.com/fol/user/login.jsp)

EXHIBIT COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NUMBER OF BOOTHS: (10X10 SPACE)  1  2

EXHIBIT/BOOTH FEE:

SEAA member - \$650  Non member - \$850

2 FREE BADGES PER RESERVED BOOTH

Badge Name/Rep. #1: \_\_\_\_\_

Badge Name/Rep. #2: \_\_\_\_\_

ADDITIONAL BADGE REQUEST FOR FRIDAY - Friday ONLY Pass - \$75 Each

Badge Name: \_\_\_\_\_

Badge Name: \_\_\_\_\_

GALA CELEBRATION - Saturday, February 23, 2008

Single - \$75 Each  Couple - \$150

PAYMENT:

Check (payable to SEAA)  Visa  Mastercard  AMEX

Rental Space Fee: ( ) x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Friday Only Pass: ( ) x \$75.00 \$ \_\_\_\_\_

Convention Gala Dinner: ( ) x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Sponsorship: ( ) x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Address: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

### STEEL ERECTORS ASSOCIATION OF AMERICA

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