



The Big Outdoors Expo Rules and Regulations

UCCU CENTER on UVU Campus

THE BIG OUTDOORS LLC has leased from Utah Valley University and the UCCU Center and made other commitments to culminate in THE BIG OUTDOORS EXPO and herewith makes space available to exhibitors. The Big Outdoors management reserves the right to interpret all rules and regulations and have final authority on all show activities.

BOOTH SPACE

Sold in 10' x 10' and 8' x 10' increments. Each 10' x 10' space includes one (1) table, pipe and back drape, 3' side drape, sign with exhibitor name, two (2) chairs and a garbage can. ONLY two (2) exhibitor badges will be included per 10' x 10' booth space. 8' x 10' booth spaces do NOT include pipe and drape. Additional tables and/or booth accessories may be purchased through the Big Outdoors management. See below for additional exhibitor badge information. Each booth will be provided with wifi access. Power must be ordered separately.

EXHIBITOR BADGES

Only two (2) badges per booth space will be issued to each exhibitor. Additional badges may be purchased for \$10 each, PRIOR to December 31, 2017, as part of the application. Exhibitor badges will be included in your vendor packet upon check-in at The Big Outdoors Expo. Additional badges purchased after December 31, 2017 (and at the show) will be \$15 each. There will be no refunds on additional badges. Exhibitors and/or their employees will be charged a gate admission fee if NOT wearing a 2018 expo badge. All exhibitors MUST wear THE BIG OUTDOORS EXPO 2018 badges during ALL show hours. NO ONE will be admitted into the show area without a proper badges or ticket.

AVAILABILITY/ASSIGNMENT OF SPACE

Early return of the application will help ensure you receive your preferred space(s). Space is assigned by The Big Outdoors management following requests as close as possible. Exhibitor shall NOT assign, share or sublet any part of the space without prior written approval from The Big Outdoors management. The Big Outdoors management reserves the right to adjust or change booth assignments, space, and/or floor plan, up to and including the date of move in, to ensure visual appeal and/or even traffic flow.

USE OF SPACE

Exhibitors may not attach or hang anything from the ceiling, wall or drape(s). Space must be utilized according to the contract and MUST be attended during all show hours. If electricity is required, exhibitor must bring sufficient extension cords (MUST be 3-wire grounded). Exhibitors



may not place self-sticking decals onto the floors, walls, drapes, etc. Do not affix anything to the building surface with nails, screws, staples, glue, tape, etc. Carpet tape must be removed upon move out. Do NOT block neighboring exhibitors.

PAYMENT AND REFUND

A deposit equal to (one half) of the total amount for space must accompany the application before any space will be reserved. A 10% discount will be offered if account is paid in full before August 31, 2017. Final payment is due by December 31, 2017. If an exhibitor must cancel its application for space prior to December 31, 2017, due to reasonable circumstances:

- A refund of 50% of the amount paid will be granted if the booth space has been re-sold at full value
- No refund will be given if the space is not re-sold or if the circumstances are not deemed as reasonable
- No refund will be given after December 31, 2017
- LATE payments will VOID any discount(s) given

ACCOUNT MUST BE PAID IN FULL PRIOR TO DECEMBER 31, 2017

Any leased space NOT occupied by 8:00AM on opening day of THE BIG OUTDOORS EXPO will be considered forfeited, unless PRIOR written arrangements have been made with The Big Outdoors management. Space may be re-allotted or re-sold immediately without notice to exhibitor and without obligation for refund. Booth displays and/or construction must be complete by the start of show. Construction and/or move-in or move-out is NOT allowed during show hours.

CANCELLATIONS OR INTERRUPTIONS

In the event of cancellations or interruptions of THE BIG OUTDOORS EXPO due to fire, act(s) of terrorism, strike, governmental regulations, acts of God, or any other cause beyond the control of The Big Outdoors management, management shall determine an equitable basis for such portions of amounts paid as is possible after considering expenditures and commitments already made. If for any reason the show date or location is changed, no refund will be made, but The Big Outdoors management must be able to assign exhibitor space in lieu of original space. Any refunds given must be approved by The Big Outdoors management.

LIABILITY

It is agreed that the exhibitor shall make no claim of any kind against The Big Outdoors LLC, The Big Outdoors Expo, or any officer or employee of the organization(s) or authorized



subcontractors. Under no circumstances will these organizations be responsible for loss, damage, destruction, theft of any merchandise, and/or exhibitor displays of goods, or injury to himself or any employee while attending THE BIG OUTDOORS EXPO. It is expressly understood there can be no claim for damage of any kind to the exhibitor's business due to any circumstance that developed from THE BIG OUTDOORS EXPO.

SECURITY AND INSURANCE

Reasonable care shall be exercised by The Big Outdoors to help protect exhibitors from loss mentioned previously. Security will be provided during the show's operational and non-operational hours (over night). This does not, in any way, create or increase The Big Outdoors LLC liability. All property of the exhibitor remains under custody and control of the exhibitor, subject to the rules and regulations of THE BIG OUTDOORS EXPO. Exhibitors should NOT leave merchandise OR their space unattended during show hours, especially during move-in and move-out periods. The Utah Valley Convention Center will be locked and secure until 1 hour before show time and one half hour after show closing, daily. It is suggested that exhibitors contact their insurance agent regarding coverage. Exhibitor must be able to produce a certificate of liability, if a qualifying instance should arise, at THE BIG OUTDOORS EXPO.

WHO MAY APPEAR AT THE SHOW

The Big Outdoors management reserves the right to make final decisions as to whom and what products may appear at THE BIG OUTDOORS EXPO. If any exhibitor misrepresents themselves, company, services, or product, The Big Outdoors management has absolute discretion to exclude that exhibitor from THE BIG OUTDOORS EXPO, without refund.

FOOD VENDORS/EXHIBITORS

Food Vendor must have a food handler's license. Food samples and sales may not compete with concession sales.

RETAIL SALES

All federal, state, local laws governing sales tax must be followed. Exhibitors understand regulations of the show and will comply. Exhibitors realize that failure to comply may result in expulsion from the show. Each exhibitor is responsible and liable for any and all taxes, licenses, permits, and etc. that are applicable on their retail sales. NO food sales, including sampling, are allowed without the permission of The Big outdoors management.

DOGS

Dogs are allowed but they must be on a leash (during show hours), stay within the parameters of the booth, and owners must be able to provide proof of vaccinations. Please be courteous to



other exhibitors, and attendees, and immediately clean up any dog messes, should they occur. Of course this does not apply to service dogs.

NOT FOR PROFIT ORGANIZATIONS

Call for availability and special pricing. ALL THE BIG OUTDOORS EXPO rules and regulations apply equally to all vendors/exhibitors.

FIREARMS

All Federal Firearms Licensed dealers **MUST** obey and comply with all federal, state and local laws.

FIRE REGULATIONS

Each exhibitor must know and comply with all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in THE BIG OUTDOORS EXPO. Please tape all fuel caps shut and unhook all batteries in vehicles that will remain inside the Utah Valley Convention Center for the duration of the show.

CONDUCT AND DRESS

Conduct, dress, language, booth activities, and printed materials of exhibitors and personnel must be appropriate and professional standards at all times. The Big Outdoors management reserves the right to edit displays, space, and/or correct behavior.

CLEAN AND NEAT

Be sure aisle(s) are free of merchandise during show hours. Prior to closing each night, clean your space and put trash in the proper receptacles. Utah Valley Convention Center cleaning personnel are **NOT** allowed in any leased space.

NOISE LEVEL AND/OR MUSIC

The use of TV's, radios, projectors, DVD/VCR's, and etc. will be allowed if the level is kept to a normal voice level. Microphones or voice amplification **MUST** be approved by The Big Outdoors management and they will be the sole judge of volume allowed. According to rules and laws regarding use of copyrighted music, exhibitor must pay fees to applicable licensing agent if certain music is played in leased space. There can be large fines assessed for violations. Exhibitor is responsible for such fees and agreements that The Big Outdoors management is, in no way, liable for their violation.



ELECTRICITY/WATER/BOOTH ACCESSORIES

Additional electricity **MUST** be purchased through the UCCU center. The appropriate order forms can be downloaded from our Exhibitor Info page at [http:// www.thebigoutdoors.com/exhibit.html](http://www.thebigoutdoors.com/exhibit.html). Submit orders by the required date to avoid late charges.

ARRIVAL AT UCCU CENTER

Prior to ANY set up or move in, exhibitors **MUST** check in at THE BIG OUTDOORS EXPO office. Exhibitors will receive move in authorization, vendor packet, and map of their booth/ space location.

MOVE-IN

Thursday, March 8th, 2018: vendors may move in anytime from 9:00AM to 9:00PM.

Friday March 9th, 2019: Exhibitors arriving on Friday may move in from 6:00AM till 9:00AM. All vehicles must be moved to approved parking prior to the show opening. Booth/space must be set up and **COMPLETE** by start of show on Friday

******Prior to ANY set up or move in, exhibitors **MUST** check in at THE BIG OUTDOORS EXPO table(located right inside loading dock). Exhibitors will receive move in authorization, vendor packet, exhibitor badges, and map of their booth/ space location.******

All Booth/space must be set up and **COMPLETE** by 9:30am Friday.

MOVE OUT

THE BIG OUTDOORS EXPO ends at 6:00PM on Saturday, March 10, 2018. Early packing of booth is prohibited- It is extremely disrespectful to the last attendees and unfair to other exhibitors. Even the last attendees **PAID** to see your booth/space/merchandise. Move out begins Saturday at March 11th, at 6:00 PM (Closing of show) until 12:00 AM. Exhibitors must vacate all leased space by Saturday 12:00 AM. After 12:00 AM on Saturday March 10, 2018 any and all items left behind will be considered abandoned property and disposed forthwith. There will be **NO EXCEPTIONS**.

IMPORTANT NOTICE

Exhibitors allowing unauthorized entry to any person(s) without a proper THE BIG OUTDOORS EXPO badge or ticket will be liable for that person's admission fee. Under **NO** circumstances shall any exhibitor or employee open any interior or exterior door allowing unauthorized admittance.



LIABILITY AND INDEMNIFICATION

Exhibitor assumes full responsibility and liability for the actions of its employees, agents, independent contractors, and volunteers, and agrees to indemnify, hold harmless, and defend the The Big Outdoors LLC, located at 461 East 1000 South, Suite B Pleasant Grove, UT 84062, and the Utah County Convention Center, and each of their respective officers, directors, partners, agents, representatives, employees, and volunteers (collectively, the “Indemnified Parties”) from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation, reasonable attorneys' fees and expenses) imposed upon or incurred by or asserted against any of the Indemnified Parties relating to the Event by reason of (a) any acts, negligent or otherwise, or omissions of its employees, agents, independent contractors, and volunteers whether acting within or without the scope of their authority; and (b) any failure on the part of Exhibitor to perform or comply with any of the terms of this agreement or violation of any local, city or state ordinance or regulations. Exhibitor assumes full responsibility and agrees to be liable, financially and otherwise, for any damages caused to the convention center by its employees, agents, independent contractors, and volunteers whether inside the building itself or areas outside the building on convention center property.