

**Boulder Green Building Guild** Product and Service Fair  
Additional Policies and Regulations

THIS AGREEMENT, entered into on the registration date by and between BOULDER GREEN BUILDING GUILD and the exhibiting company, is made with the following terms and conditions, mutually agreed upon by both parties:

1. BGBG shall not be liable or responsible for any injury to exhibitors, their employees, guests or visitors while within the space or spaces contracted for by the EXHIBITOR; EXHIBITOR shall be solely responsible for insuring that all display devices within or leading into their exhibit space shall be of a type normally suited for such purposes and shall comply with all applicable building codes and safety standards.
2. If liability or property damage insurance is desired, it is to be obtained by the EXHIBITORS. EXHIBITORS are responsible for obtaining their own general liability insurance for the show dates, including move-in and move-out, to cover any event of loss. It is recommended that in addition, exhibitor obtain public liability insurance to protect against possible claims arising from the exhibit or the event.
3. EXHIBITOR shall comply with all applicable electrical, fire and health department rules and regulations and all city, state and federal laws.
4. Banners and signs may not be placed across streets/walkways. No A-Frame Signs. Nor shall banners face Canyon St.
5. EXHIBITOR shall keep fire lane clear.
6. **No cars/trucks are allowed on 13th Street after 9 a.m on May 1<sup>st</sup>.** Access to 13<sup>th</sup> St will be available from 7 am to 9 am for the BGBG Product and Service Fair load in.
7. No firearms or weapons of any type are permitted.
8. EXHIBITOR may not sublease, assign or apportion their space. **You may make prior arrangements with the BGBG STAFF to share your booth space.**
9. EXHIBITORS will not park in the 14<sup>th</sup> St Farmer's Market parking Lot during the event or they will be subject to towing. Parking for EXHIBITORS will be available in one of the City's 5 downtown parking garages and is free on Sundays.
10. EXHIBITOR's booth shall be staffed during all event hours.
11. EXHIBITOR shall be required to keep their space neat and attractive.

12. Display may not create a visual block that will distract from adjoining displays, taking every precaution against injury to visitors, guests, or employees.
13. LEAVE NO TRACE POLICY. EXHIBITORS are responsible for leaving their booth space clean and free of trash or other materials. Areas will be inspected after move out is complete. If booth is not clean and free of materials, the EXHIBITORS will be charged a minimum of \$50 to cover the cost of resource recovery in space.
14. BGBG is not responsible for the safety of exhibitor property from theft or damage by fire, water, storm, vandalism or other causes. Its staff will, however, take responsible precautions to protect exhibitors from such loss.
15. No animals or pets allowed on the premises.
16. BGBG reserves the right to relocate exhibitors in comparable spaces other than those specified on the executed exhibitor contract if it is deemed advisable and necessary and in the best interest of the show and, or, of the association.
17. BGBG reserves the right to refuse exhibits, which would in any way detract from the purpose, dignity and intent of the event. We reserve the right to deny exhibit space to any business, organization or individual deemed unsuitable by event managers.
18. ACTS OF GOD, FIRES, STRIKES, ETC. In the event that any outside cause, such as war, fire, strike or other emergency, prevent the BGBG Product & Service Fair from being held, EXHIBITOR'S payments may be retained for expense compensation.
19. REFUND POLICY: **50% booth cancellation refund if notice is received in writing by April 1, 2011. No refunds are made after April 1, 2011.**

**Your registration for booth space is binding for terms and conditions 1- 19 above.**