

MARKET RULES AND REGULATIONS

The following are the rules and regulations you have agreed to abide by when you signed your contract.

1. The Northwest Market Association & Northwest Apparel Association (herein called NMA) will hold its "Fall 2012" Shoe, Apparel & Accessory Market at the Embassy Suites · Washington Square · Tigard, Oregon.

- Friday, March 2, 2012 Check-in 3:00 pm/Booth setup 9:00am
- Saturday, March 3, 2012 9:00 am - 6:00 pm Show Hours (Rooms & Booths)
- Sunday, March 4, 2012 9:00 am - 6:00 pm Show Hours (Rooms & Booths)
- Monday, March 5, 2012 9:00 am - 4:00 pm Show Hours (Rooms & Booths)

Rooms at the Embassy Suites will be available after 3pm on Friday for set-up. **Rooms must be occupied by a sales rep during ALL official show hours. THERE WILL BE A \$100.00 FINE FOR UNATTENDED ROOMS DURING THE SHOW.**

2. All Sales reps **MUST** check in on Friday, March 2, 2012 between Noon-8pm.

3. Two-Day Exhibitors move out after 6:00pm Sunday, March 4. Three-Day Exhibitors move out after 4:00 pm Monday, March 5. You must check out by noon the following day or you will be charged for another day! **Any exhibitor who begins teardown earlier without prior consent of the NMA President or Executive Director shall be penalized \$100.00 for their first offense, and for any subsequent offenses, an extra \$100.00 will be added. Each and every individual along with the line MUST remain open until the official closing time.**

4. Cancellation or request for change of space assignment is permitted within fourteen (14) days following the show deadline. Cancellation of space thereafter or failure to be at the Market (NO SHOW) will cost the exhibitor 100% of his/her market and space fees. There are no refunds of registration (exhibitor show) fees.

5. No exhibitor is allowed to assign, sublet, or apportion the whole or any part of space allotted him/her nor exhibit therein any other goods than those manufactured and sold in the regular course of business by the exhibitor unless permission is granted in writing by the Room Assignment Committee.

6. The individual applying for exhibit space is responsible for any unregistered sales reps in said space. Should NMA find someone who has not registered, the individual who applied for the exhibit space must appear at the next scheduled Board Meeting and be subject to a fine up to \$1,000 or any part thereof and loss of all points or a part thereof.

7. The serving of alcohol is not permitted in rooms during official market hours.

8. Noise level from any demonstration or sound system is to be kept to a minimum. NMA reserves the right to determine at which point sound constitutes interference with others and must be discontinued.

9. Each exhibitor shall assume responsibility for damage to the Embassy Suites and shall indemnify accidents or injuries to exhibitors, their agents or employees. The Exhibitor assumes responsibility for any accident, injury, or property damage to any person viewing his/her exhibit where such accident, injury, or property damage is caused by the negligence of the exhibitor, his agents or employees.

10. All merchandise, trade fixtures, equipment, and property of any kind which may be on the licensed premises of the Embassy Suites shall be at the sole risk and hazard of the exhibitor. The exhibitor is urged to insure all property on display at the Embassy Suites. Should any of the exhibitor's property be lost, stolen, destroyed or damaged, no part of such loss or damage is to be charged to or borne by the Association or the Embassy Suites. We reserve the right to require proof of insurance from each exhibitor.

11. All exhibitors must display their official NMA sign in the hallway. This is an NMA Board and hotel requirement. Banners may be hung SAFELY on the railing with zip ties.

12. No product displays or suite furniture shall be placed in the hallways. This is a hotel policy and will be strictly enforced!