



EXHIBIT CENTER RULES AND REGULATIONS

SC&RA CRANE & RIGGING WORKSHOP · SEPTEMBER 17-19, 2009 · THE PFISTER HOTEL · MILWAUKEE, WISCONSIN

- 1 To have an exhibit in the Exhibit Center will require a fee of \$900 USD (Non Members, \$1,150 USD). All personnel working the booth must be paid registrants to the Workshop. Booth fees include one (1) complimentary registration to the Workshop.
- 2 No exhibitor will have more than one booth. The booth will be 10 ft. wide and 8 ft. deep. No exhibit is to extend above the curtain, which is 8 ft. high. Side rails will be 3 ft. high.
- 3 Booth assignments will be made by SC&RA staff based on date of receipt of the registration form at the Association office. Because of the size and set-up of the exhibit area, all booth locations are good. A floor plan of the exhibit area will be made available for the exhibitor to note the number of the desired booth. Every effort will be made to accommodate the exhibitor's wishes.
- 4 All booths will have a standard sign provided by SC&RA identifying the exhibiting company, along with one 6 ft. draped table, 2 chairs and a 110 electrical outlet (if requested).
- 5 No exhibit should have any unusually loud noises as part of their exhibit which would interfere with a "next-door" exhibitor.
- 6 The Exhibit Center will be open only as noted on the official program. No exhibitor should be in their booth during unauthorized times.
- 7 Booth set-up is Thursday, September 17 from 7:30 p.m. - 10:30 p.m. and Friday, September 18 from 6:30 a.m. - 8:00 a.m. Tear down will be immediately following lunch on Friday, September 18.
- 8 Any fees charged by the exposition company for drayage, storage, assembly, disassembly, shipping, etc., will be the responsibility of the exhibitor.
- 9 A complete packet of information from the exposition company will be sent via email upon receipt of your Exhibitor registration.
- 10 In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the Exhibit Center.
- 11 All cancellations must be received in writing. Any cancellation received after August 14, 2009 will not receive a refund.