

2008 National Trails Symposium

Little Rock, Arkansas ~ November 15-18, 2008

Exhibitor Rules & Regulations

Set-up hours are: **7:00 a.m. – 2:00 p.m. on Saturday, November 15th, 2008.**

We understand that exhibits **MUST be set up by 2:00 p.m. on Saturday, November 15th, 2008.**

We understand that exhibits **MUST remain open until 1:00 p.m. on Monday, November 17th, 2008.**

We understand that exhibits **MUST be completely dismantled and moved out by 6:00 p.m. on Monday, November 17th, 2008.**

A confirmation letter will be mailed upon receipt of signed contract and full payment. An Exhibitors Kit, including information about shipping arrangements, electricity costs, and special needs will be sent to exhibitors in September or when the Kit becomes available.

1. For sponsorships including a registration(s), you will still have to register each person once registration is open using a special registration code.
2. Exhibitors get to choose their booth location in the order their sponsorship is received and paid in full (some exceptions apply).
3. **Payment in full is due with the complete contract.**
4. Provisions for shipping or receiving of all exhibits will be provided to the exhibitor. The set up and breakdown are the full responsibility of the exhibitor.
5. Every reasonable precaution will be taken by American Trails to protect property during installation, show period and removal. However, neither American Trails nor any officers, staff, agents or volunteers are responsible for protecting the property of exhibitors from theft or damage. Doors will be locked prior to and following exhibit hall hours. Exhibitors are advised to carry appropriate insurance.
6. The sponsor/exhibitor agrees to indemnify and hold harmless American Trails, the Little Rock Convention and Visitors Bureau, their agents or assigns, Symposium

sponsors, coordinators, staff, and volunteers, and Little Rock's Statehouse Convention Center from any responsibility for any damage to, or loss of, or destruction of the exhibitor's property or injuries to the exhibitor, the exhibitor's representative, agent or employee, and all claims for such loss, damage, destruction, or injury will be waived by the exhibitor, thereby exempting and indemnifying American Trails, Little Rock Convention & Visitors Bureau, their agents or assigns, Symposium sponsors, coordinators, staff, and volunteers, and Little Rock's Statehouse Convention Center from any such claims, except in the case of gross negligence.

7. Exhibitors may sell their products or services at the Symposium, and are responsible for paying all required taxes. The exhibitor shall abide by all of the provisions of the Rules and Regulations and with the local county fire department and other regulations, as well as Little Rock's Statehouse Convention Center's regulations. All decorative materials must be flameproof.
8. Request for cancellation/refund or exhibit space must be made in writing to American Trails, PO Box 491797, Redding, CA 96049, and postmarked no later than October 10, 2008 or faxed to (530) 547-2035. A cancellation fee of \$200.00 per exhibit space will be retained. Cancellations after October 10, 2008 will cause forfeiture of the entire booth fee. If the Exhibit Hall completely sells out and the vacancy caused by a cancellation is resold, all fees minus a \$75.00 service charge will be returned following the Symposium.
9. All rules and regulations not covered herein are subject to the decision of the American Trails Board.

American Trails does not discriminate
on the basis of race, color, sex, national origin, religion, age or ability.
Call the American Trails office at (530) 547-2060
if you need special accommodations.
