

DIASPORA *MARKETPLACE*

EXHIBITOR RULES AND GUIDELINES

The rules and regulations contained herein are intended to serve the best interest of the conference, the exhibitors and the registrants, and to give notice to applicants and exhibitors of governing rules and regulations. All applicants, exhibitors and exhibitor-appointed contractors are bound by these rules and regulations.

The Ministry of Foreign Affairs and Foreign Trade, MFAFT, Conference conveners, shall have full authority to interpret or amend these rules, and its decision is final. Exhibitors agree to abide by any rules or regulations that may hereafter be adopted, which shall be as much a part as though originally incorporated. All issues not addressed herein are subject to the decision of MFAFT. These rules and regulations have been formulated in the best interest of all exhibitors.

The exhibitor understands and agrees that the information, rules and regulations contained in this document are an integral and binding part of the Diaspora *Marketplace* Exhibitor Contract. By signing the Diaspora *Marketplace* Exhibitor Contract, the Exhibitor indicates understanding and agreement to comply with all policies, rules, regulations, terms and conditions, and any others issued by MFAFT regarding the conference; a willingness to abide by the payment policy; acknowledgment of having read the Exhibitor Rules and Regulations; and agreement to distribute them for proper execution to those individuals involved with exhibiting.

A. Key Dates and Schedules:

- **Conference Dates:**
16-19 June, 2013
- **Conference Venue:**
Montego Bay Convention centre
- **Conference and Exhibition Hours:**
Conference Day 1: Monday 17 June | 8:30a.m -8:00 p.m.
Conference Day 2: Tuesday 18 June | 9:00a.m.-7:00 p.m.
Conference Day 3: Wednesday 19 June | 9:00a.m.- 6:00 p.m.
- **Set-Up Dates and Times:**
Saturday 15 June | 8:00 a.m.- 8:00 p.m.
Sunday 16 June | 8:00 a.m.- 8:00 p.m.
- **Pull Down Dates & Times:**
Wednesday 19 June | 6:00 p.m.- 9:00 p.m.
Thursday 20 June | 7:00 a.m.-10:00 a.m.

B. Guidelines for Exhibitor Move-in and Move-out

- 1) All loading and unloading of exhibits must be through designated loading doors. The main lobby glass entrance doors are not to be used for this purpose. The only exception will be for hand carried materials, when necessary, and with prior approval of the MBCC.
- 2) Move-in and move-out through the facility lobbies is strictly limited to hand carried items. Dollies, flatbeds, or anything mechanical is prohibited unless entered through the loading dock and taken to its destination via the back of the house. Materials that require the use of wheeled or mechanical equipment must be delivered via the loading docks.
- 3) Exhibitors are to use the delivery area at the rear of building for the unloading of items. **There is a 15 minutes time allotted to each vehicle and the instructions of the security personnel must be followed.**
- 4) Unless prior approval is granted to the Exhibitor, no one under the age of eighteen (18) is allowed on the exhibit floor/loading dock during move-in and move-out.

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C. Smoking

- 1) Smoking is not permitted in any meeting room or public area. Montego Bay Convention Centre is a non-smoking facility and smoking is **PROHIBITED** in the exhibition halls, ballrooms, meeting rooms, restrooms and pre-function areas of the Centre.

D. Balloons and Branding

- 1) Helium balloons are **PROHIBITED** inside the Centre.
- 2) A \$100 fee will be charged to Exhibitor for each balloon that has to be taken down from the ceiling.
- 3) Exhibitors' banners and branding are restricted to your assigned booth/tabletop area.

E. Freight, Drayage Deliveries and Storage

- 1) The Conference Conveners or the MBCC cannot accept freight shipments or packages for exhibitors or their contractors at any time. Freight and C.O.D. deliveries including, but not limited to, UPS, FedEx, TARA Courier, AirPak Express, etc. **will not be accepted** by the Conference Conveners or the MBCC before, during or following the event.
- 2) Shipments delivered to the Centre, during the event period, must be to the attention of the Exhibitor's representative.
- 3) Exhibitor's freight and/or drayage must be loaded in and out through the rear dock doors.
- 4) Neither the Conference Conveners nor the MBCC will be responsible for Exhibitors equipment, materials stored at the MBCC.

F. Abandoned Property

- 1) Exhibitors, at the close of the event, must remove all materials from the contracted space. The Conference Conveners and the MBCC Centre **WILL NOT** provide storage or ship any abandoned property.
- 2) Exhibitor shall be liable for the cost incurred in disposing of any materials.

G. Parking

- 1) Parking in the loading dock basin is prohibited and violators will be towed at the Exhibitor's expense.

H. MBCC Equipment Limited to MBCC Personnel

- 1) The use of Centre equipment, supplies and other materials is limited to MBCC personnel.
- 2) Exhibitors must ensure they plan ahead, and have on hand all required equipment and supplies for their exhibit

I. Ceiling Rigging

- 1) There will be no rigging allowed into the ceiling of the Exhibit Halls.

J. Lighting and Air Conditioning

- 1) House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/out.

K. Animals and Pets

- 1) Animals and pets are not permitted in the Centre except in conjunction with an approved exhibit, display, show, etc.

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- 2) Service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals.
- 3) The paperwork needed if approved: copies of vaccination certificate, municipal license/certificate and a licensed trainer (needs to be present during show).

L. Exhibitor Decorating – General Setup Rules and Regulations

- 1) The function space provided to the Exhibitor is to be returned in the same condition as it was received.
- 2) The use of nails, staples, tacks, tape, etc. is prohibited on walls, air-walls, columns and ceilings.
 - a. Holes may not be drilled, cored, or punched into any surface of the MBCC.
 - b. Exhibitor will be charged for all repair expenses.
- 3) The MBCC' equipment (i.e. forklift, scissor lift, pallet jacks, or any type of carts) is not for loan or use by subcontractors.
 - a. Exhibitor staff or contractors operating forklifts, scissor lifts, boom lifts, genie lifts, or any lifts are required to have all appropriate certifications.
- 4) The moveable air-walls in the exhibition halls, ballrooms and meeting rooms are not to be moved by Exhibitors. They must be installed and removed by MBCC personnel only
- 5) Dragging or moving of any equipment on or across the tiled floor is **PROHIBITED**. Any damages will be billed to Exhibitor
- 6) Each Exhibitor and their Service Contractors are required to protect carpeted areas with a minimum six (6) mil polyethylene sheeting (reinforced preferred) during move-in and move-out. For heavy objects, temporary carpet or plywood on top of the reinforced polyethylene sheeting must be used to protect the MBCC's carpet and tiles.
- 7) Exhibitors are not allowed to move/remove the furniture, fixtures or equipment in the public areas at the MBCC.
- 8) Exhibitor Equipment and materials should not be leaned or placed against walls or any painted surfaces.
 - a. Reasonable distance and care should be maintained at all times.
- 9) Any alteration by Exhibitor or Exhibitor activity that could leave lasting effects or damage in the MBCC is not allowed.
- 10) The use of glitter and confetti is not permitted.
- 11) Lighted Candles, Smoke machines or fog machines are not allowed for the event.
- 12) Vehicles will not be allowed on the Exhibition floors
- 13) Adhesive backed decals & stickers are not allowed.
- 14) All electrical cords should be taped down immediately by Exhibitor after placement.
- 15) The location of entrance units, provided by the decorator, must be approved by the MBCC.
- 16) Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space without prior approval of Operator.
- 17) All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
- 18) The sale or distribution of merchandise is prohibited without prior written approval of the Conference Conveners.
 - a. Whether for sale or free of cost.
- 19) MBCC office telephones are reserved exclusively for MBCC operations.
- 20) All facility utilities are property of the MBCC and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are the Exhibitor's responsibility.
- 21) No soliciting is permitted in the Centre or on Centre premises.
- 22) Any and all conditions or activities by Exhibitor deemed unsafe will be terminated immediately upon request.
 - a. Security will remove disruptive parties as necessary.
- 23) Any equipment with a ceiling needs a smoking detector and fire extinguisher.

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M. Food and Beverage

- 1) All food and beverage is supplied by the MBCC onsite.
- 2) J Wray and Nephew and Grace Kennedy Limited are the exclusive Platinum partners for the event. No Alcoholic beverages or competing products can be brought to the MBCC.
- 3) Exhibitors will require permission which must be granted for any food and beverage sampling.

N. Booth Cleaning

- 1) The exhibitor is responsible for the maintenance and cleaning of their booth/tabletop area
- 2) Exhibitors must ensure that Booths are kept clean during exhibit hours, with adequate trash receptacles for the booth. Debris must not be allowed to collect on the floor or display area. Exhibitors serving food

O. Security

- 1) Security will be supplied during setup, during the event, and when the exhibition hall is closed, to provide general security for the overall exhibit area.
- 2) Exhibitors, however, are fully responsible for safeguarding their material and equipment against theft.
- 3) The Conference conveners and the MBCC are not responsible for any loss or damage to exhibitor property.
- 4) It is recommended that exhibitors take precautionary measures of their own, such as the securing of small or easily removed items of value and the removal of them to a place of safekeeping after the exhibit hours

P. Wireless Internet

- 1) Complimentary wireless internet service is being made available by the Conference conveners to all exhibitors.
- 2) For specialized wired service please email the secretariat at info@jamaicandiaspora.gov.jm.

Q. Liability and Insurance

- 1) **Indemnification:** All Exhibitors and their agents and contractors shall indemnify, hold harmless and defend the Conference Conveners, the MBCC, their respective members, officers, directors, agents and employees (also referred to as "INDEMNIFIED PARTIES") from and against from any and all claims, demands, suits, liability, damages, loss, costs, attorneys' fees and expenses of whatever kind or nature, which result from, arise out of, or are connected with any acts, or failures to act, or negligence of the Exhibitor, or any of its officers, agents, employees, invitees or other representatives, including, but not limited to, claims of damage or loss resulting from the breach of Show Terms, Conditions or Rules, or damage of any kind or nature arising out of or in connection with the Exhibitor's use and /or occupancy of Exhibit Space, and claims of damage or loss to any third party resulting from any infringement of a copyright or patent or the unauthorized use of a registered trademark.

The INDEMNIFIED PARTIES shall not be held liable for, and are released from liability for, any damage, loss, harm or injury to the person or property of the Exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause.

The Exhibitor is responsible and accountable for the actions of its staff and any appointed contractor or vendor.

- 2) **Exhibit Insurance:** Exhibitors who wish to insure their exhibits must obtain the same at their own expense. The Conference conveners do not carry insurance of any sort on the exhibit or other property of Exhibitors and assumes no liability for loss or damage thereto from any cause.

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R. Attire & Dress Code

- 1) Exhibitor personnel and service providers are to be attired in a manner that shall conform to accepted business and social standards.
- 2) Dress code for the event is generally business suit.

S. Exhibitor Giveaways and Contest

- 1) Any giveaways or contests planned by an Exhibitor must have written approval

T. Music, Sound and Audio Visual

- 1) Exhibitor Audio Visual equipment is to be placed within booth space/area provided.
- 2) The use of flashing lights, loud speakers, or other noisy undignified displays are not allowed.
- 3) Music and sound to be kept within the hearing of the booth, without disturbing neighbouring booths.

U. Use of Space

- 1) All Exhibitor demonstrations or other promotional activities must be confined to the limits of the booth/assigned area

V. Media Centre and Press Material

- 1) Exhibitors are invited to prepare and supply their press releases and other media materials to the Media Centre onsite, during the event period.

W. Exhibitor Badges and Access to the MBCC and Exhibition Hall

- 1) Each exhibitor is to ensure that their **Exhibitor Staff Registration forms** is completed and submitted by relevant deadlines to the Secretariat, in order to register Exhibitor staff and teams, and receive Conference badges.
- 2) Conference badges are required for Admission to the Exhibition Halls and Sessions.
- 3) Exhibitor staff and teams are required to wear their badge at all times.

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FOR MORE INFORMATION

Contact the Conference Secretariat
c/o The Ministry of Foreign Affairs and Foreign Trade
21 Dominica Drive, Kingston 5
Telephone (876) 9264 - 220 to 8 | Fax (876) 929 - 2260
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OTHER CONTACTS

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