

Schedule:

Wednesday, November 13, 2024

Set-up 8:00 a.m. to 7:00 p.m.

(Extensions may be arranged in advance with the PAS Show Director)

Thursday, November 14, 2024

Set-up 8:00 a.m. to 9:00 a.m.

Display Hours 9:00 a.m. to 5:00 p.m.

Friday, November 15, 2024

Set-up 8:00 a.m. to 9:00 a.m.

Display Hours 9:00 a.m. to 5:00 p.m.

Saturday, November 16, 2024

Set-up 8:00 a.m. to 9:00 a.m.

Display Hours 9:00 a.m. to 5:00 p.m.

Teardown 5:00 p.m. to 10:30 p.m.

BOOTH CANCELLATION POLICY

Exhibitors shall have the right to cancel their Exhibitor's Agreement upon written notice to the Percussive Arts Society ("PAS"). There will be a 10% service charge for any booth cancellation. After July 1, 50% of the booth fee will be refunded.

No refunds will be made on cancellations after September 16. PAS reserves the right to resell any booth space cancelled by an exhibitor. All money forfeited by cancellation is not refundable or transferable in any way.

INDIVIDUAL REGISTRATION CANCELLATION POLICY

Any persons who obtain a complimentary exhibitor badge after purchasing their own badge and wish to cancel their individual PASIC registration will be charged a \$50 cancellation fee on or before October 31. After October 31, no refunds will be issued.

HEALTH AND SAFETY

PAS reserves the right to update exhibitor rules and regulations based on current city, state, and federal health and safety recommendations, protocols, and guidelines. This includes precautions such as social distancing, mask and vaccine requirements.

REQUIRED PERSONNEL OF EXHIBITOR

An exhibitor must be in charge of each display during display hours. All exhibitors must close their exhibits promptly at 5:00 p.m. and vacate the exhibit hall by 5:30 p.m. each day. Booth installation may not begin before 8:00 a.m. Any space not claimed and occupied by 9:00 a.m. Thursday may be reassigned without refund. Exhibits not set up by 9:00 a.m. may not be permitted to do so until after the closing hour of that day and before opening the following day. No exhibitor will be allowed to dismantle or do any packing before the final closing of the exhibits on Saturday at 5:00 p.m. If violated, the exhibitor will jeopardize their booth assignment standing for the following year.

DECORATOR INFORMATION

Shepard Exhibition Services will be the official service contractor for PASIC 2024. In September you will be emailed a link to the Online Exhibitor Service kit. This kit will contain all the forms necessary to order any services the exhibitor may require, including electricity and internet order forms from the Convention Center. Oversized displays may be erected only with the consent of PAS and the Indianapolis Fire Marshall. Once you have received your service kit from Shepard, you will be able to contact them at clientservices@shepardes.com for additional information.

FREIGHT INFORMATION

Exhibitor shipments for the convention must be consigned to the official Decorator service contractor. Special arrangements may be made for on-site freight deliveries, but must be coordinated through the service contractor (refer to exhibitor kit when published). Exhibitors must refer to Decorator Service Kit for complete shipping or unloading/set-up instructions and applicable rates.

SET-UP GUIDELINES

Each exhibit will be confined to the spatial limits of its respective booth(s). Exhibits or displays that block the view of adjoining booths will not be permitted. **Aisles must be kept clear of displays, instruments, and exhibits at all times.** Electrical wiring must conform to the National Electricians Code of Safety Rules. Exits, fire alarms, and fire extinguisher equipment must not be obstructed. All booth materials must conform to applicable local building, electrical, fire safety, and environmental codes. Empty crates or cartons must be properly marked for storage (available from the decorator). Nothing may be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture.

RESTRICTIONS

- a. All sales activities must be confined to the limits of the exhibit booth. There will be no product demonstrations allowed outside of the exhibit hall or after normal exhibit hours. No activities, including rehearsing, will be allowed in the exhibit hall after normal exhibit hours. No literature may be distributed outside the area of your booth unless a literature bin is purchased (see PASIC 2024 Booth Information form).
- b. Exhibitors are solely responsible for paying all applicable city, county, state, and federal taxes on sales and promotional activities at PASIC.
- c. No exhibitor shall obtain additional exhibit space anywhere outside the designated exhibit area without the consent of PAS. Additional charges will apply to the use of any available or additional exhibit hall space beyond an exhibitor's respective booth(s).
- d. No exhibitor shall reassign or sublet their allotted space. However, booths may be shared by multiple PAS Corporate Members. All Corporate Members sharing a booth must be known to PAS and will be listed in the PASIC Program (see item h below). Booth location assignment is based on when the last party meets all requirements.
- e. No exhibitor is permitted to show goods other than those manufactured or dealt with in the regular course of their own business.
- f. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.
- g. PAS reserves the right to close down any exhibitor whose exhibit, because of method of operation, materials, or for any reason, is objectionable in the discretion of PAS; and also to prohibit or evict any exhibit which, in the opinion of PAS, may detract from the general character of the exhibits as a whole, unless the exhibitor rectifies the problem immediately at the request of the PAS representative in charge of the exhibit area. This reservation includes persons, things, conduct, printed matter, or anything which PAS determines is objectionable to the exhibit.
- h. Any firm, organization or individual found to be exhibiting on the PASIC exhibit floor without express permission of PAS, will be banned from Corporate Membership for a period of one year. During this period the offending party will be prohibited from advertising in any PAS publication and will be excluded from exhibiting at the following year's PASIC.

INDEMNIFICATION AND HOLD HARMLESS

Exhibitor, on behalf of itself, its agents, representatives, successors and assigns, hereby agrees to indemnify and hold PAS harmless from and against any and all claims, losses, damages, expenses, costs or judgments, including, but not limited to, any attorney's fees, expert witness fees, litigation expenses, court costs and/or every other expense of whatsoever nature incurred by PAS arising from any claim or any assertion against PAS by any party, including, but not limited to, the Indiana Convention Center or Exhibitor, arising from or relating to Exhibitor's exhibition and/or use of space, equipment, supplies or facilities at PASIC or otherwise, or with respect to any subsequent act or omission of Exhibitor with respect to such use or other action of or with respect to PASIC. Exhibitor expressly acknowledges and agrees that PAS shall have the right to retain the counsel of its choice to represent and defend its interests in the event any such claim of any such party is asserted against PAS, provided, however, that PAS shall promptly notify Exhibitor of any such claim.

LIABILITY AND INSURANCE

PAS, its officers, Board members, and staff members are not responsible for the safety of the property of the exhibitors (including Exhibitor) from theft, damage by fire, accident, or other causes. Guard service is provided by PAS on a 24-hour basis for move-in through move-out. By executing the application and participating in the event, the Exhibitor acknowledges that the guard service is reasonable and sufficient, and the Exhibitor releases and discharges PAS of any further responsibility, or for any loss, cost, expense, claim, damage or other liability of any kind, including property damage and/or personal injury or death to anyone affiliated with or attending or supplying services to PASIC. PAS cannot ensure the protection of property and the exhibitor assumes all risks and releases PAS from any claims or loss arising from theft and other loss. Exhibitor agrees to maintain insurance in companies and in a form satisfactory to Licensor and commercially available, with minimum limits of One Million and 00/100 Dollars (\$1,000,000.00) per occurrence on account of bodily injury, death or property damage as a result of any occurrence. Exhibitor's insurance shall also name PAS as an additional insured and Exhibitor shall notify PAS at least ten (10) days in advance of any modification or cancellation of Exhibitor's insurance. Exhibitor shall provide PAS a certificate of its insurance prior to Exhibitor's entry onto the premises for PASIC and upon reasonable request by PAS at any time during PASIC.

This insurance must be in force during the lease dates of the PASIC event, November 12–17, 2024. Care should be taken to ensure that all insurance is valid in Indianapolis, IN. The following must be named as additional insured: Percussive Arts Society, Inc. (127 E. Michigan St., Suite 600, Indianapolis, IN 46204) and its board of directors, officers, employees and agents, as well as the Indiana Convention Center (100 S. Capital Ave, Indianapolis, IN 46225).

VIOLATIONS

Violations of these rules or any other published regulations of PASIC or the Indiana Convention Center on the part of the Exhibitor, its employees, or agents shall, at the option of PAS annul the right to occupy space and Exhibitor will forfeit to PAS all monies paid to PAS in relation to PASIC. Additionally, PAS reserves the right to not accept applications and agreements from Exhibitors who have in past PASICs, violated any such Agreement, rules or regulations.

RULES SUMMARY STATEMENT

These rules and regulations, as well as the rules and regulations of the Indiana Convention Center and any other exhibition hall or hotel are incorporated into and are part of any agreement between the Exhibitor and PAS as if fully set forth in all of such Agreements. All points not covered are subject to the decision of PAS.

ARRANGEMENT OF EXHIBITS

Standard booth backgrounds and side rails, decorated with curtains and uniform two-line signs are provided without charge. Booth backgrounds are eight feet in height, and divider rails are three feet in height.

In the area five feet forward from the rear background of each booth, display material may be placed up to a height not exceeding eight feet from the building floor. Beyond five feet from the rear of the booth, all parts of the exhibit shall not exceed three feet from the building floor.

Display material may not be placed outside the rented booth dimensions.

Exhibits not conforming to these specifications, or which in design, operation, or otherwise, are objectionable in the opinion of the management, will be prohibited and subject to being shutdown without refund.

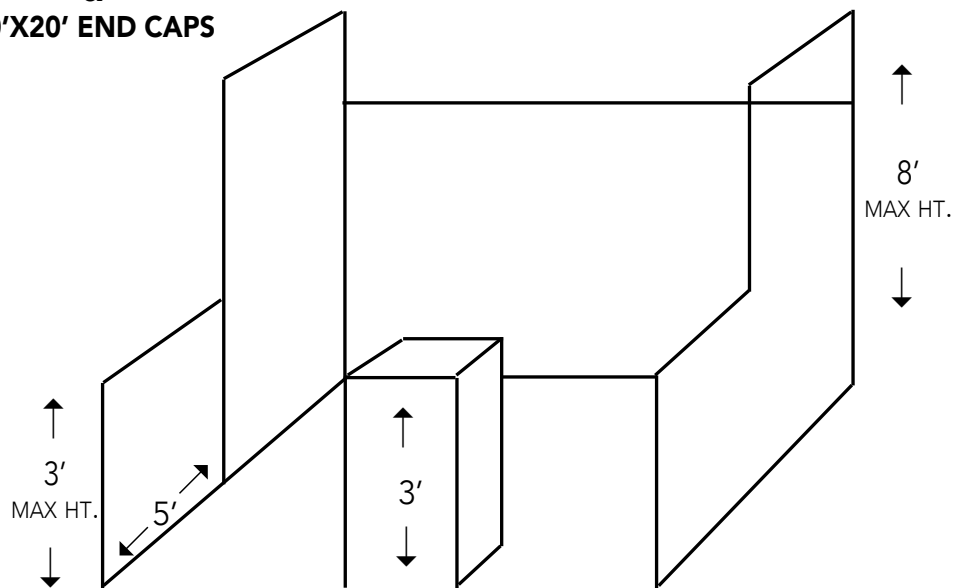
END-CAP BOOTHS

End-cap booths are 10' x 20'. No back wall may exceed 8' tall by 20' wide by 5' deep off of center.

ISLAND BOOTHS

An Island Booth is any booth exposed to aisles on all four sides. Dimensions and Use of Space: An Island Booth is typically 20' x 20' or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height, which is sixteen feet, including floor-supported signage. Double-deck booths are prohibited. Island booths are not provided with any pipe and drape.

10'x10' BOOTH & 10'x20' END CAPS



OTHER IMPORTANT CONSIDERATIONS

Canopies and Ceilings—Island Booths Only: Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). The base of the Canopy should not be lower than seven feet from the floor within five feet of any aisle. Exhibitors are cautioned when installing a display with a ceiling to check with the local fire department to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. Smoke alarms will be required in any covered booth. Truss and Lighting—Island Booths Only: Exhibitors are cautioned when installing a display with trussing to comply with the permissible height corresponding to their booth configuration (for example, the highest point on any truss may not exceed the maximum allowable height for booth type). Please note: Ceiling-supported truss hangs are not permitted.

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting must be directed to the inner confines of the booth space. Lighting must comply with facility rules.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Tower: A Tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used. Fire and Safety regulations in many facilities strictly govern the use of towers. Please submit drawings to PASIC for towers in excess of eight feet, as a building permit and safety/seismic lines may be required.

All electrical and other utility needs, as well as dedicated internet service, will be ordered directly through the Indiana Convention Center at <https://www.icclos.com/exhibitors/>

A/V and Lighting services can be ordered through Markey's Rental & Staging. An order form will be available through PAS by request.

CLAUSE FROM BOOTH ORDER FORM

PAS reserves the right to make adjustments to the floor plan at any time. Completed booth reservations received on or before April 30 from active Corporate Members will be sorted into a priority list based on each company's number of years exhibited. After April 30, agreements will be processed on a first-come, first-served basis, based on date received. In the case of two or more companies' booth reservations being received on the same day or with the same amount of years exhibited, a lottery will determine the positions. Booths will be announced in mid-summer to all exhibitors who have paid in full. If the balance due is not paid in full by July 1, 2024, if there are advertising bills that are more than 60 days overdue, or if the Corporate Membership dues are not current, the exhibitor's booth will not be assigned. Please note that after July 1 booths are assigned each day to all who are paid in full. No refunds will be made on cancellations received after September 16, 2024 (see cancellation policy in Exhibitor Agreement for further details). Should PAS have to cancel the event, all exhibitors will be contacted individually regarding their refund options.

EXHIBITOR BADGE INFORMATION

Exhibitor Badges **MUST** be worn at all times and are required for admission to all PASIC sessions and exhibits and are non-transferable.

Exhibitors may request either an Exhibitor badge or an Attendee badge as part of their badge allotment. An Exhibitor badge is for a company employee who will work in your booth and need access to the expo hall outside of public hours. Attendee badges are for persons who are affiliated with your company—this includes artists, friends, family, etc., who are not at the convention to work your booth. All PASIC 2024 clinicians/artists will be provided artist badges and **SHOULD NOT** be included on your badge list. Badges without a proper name will not be printed (i.e. "Percussive Placeholder").

INDIVIDUAL REGISTRATION CANCELLATION FOR PERSONS WHO OBTAIN A COMPLIMENTARY EXHIBITOR BADGE AFTER PURCHASING THEIR OWN BADGE:

Any person who wishes to cancel an individual PASIC registration will be charged a \$50 cancellation fee on or before October 31. After October 31, **NO** refunds will be issued.

Booth Type	Badges Received
5' x 10' Booth	2 Badges
10' x 10' Booth	3 Badges
10' x 20' End-cap	6 Badges
20' x 20' Booth	12 Badges
20' x 30' Booth	18 Badges
20' x 40' Booth	24 Badges
20' x 50' Booth	30 Badges

Only the exhibitor contact or on-site contact listed on the Exhibitor Form is authorized to purchase additional badges for the specified company. Only one badge swap per printed badge is allowed. Beyond that, a new badge will need to be purchased. The badge being exchanged will be surrendered to PAS.

Additional exhibitor badges may be purchased for \$50 each. Single 5x10 and 10x10 booths may purchase up to 2 additional badges. All other booths may purchase additional badges up to 50% of their original allotment (e.g., a 6 badge allotment = 3 additional purchased badges).

A \$50 replacement fee will be charged for lost badges.

You will be contacted via email in September with details on how to submit names for your badges.

PHOTO & RECORDING POLICY

Only those with an official PASIC 2024 Media Badge will be permitted to take photographs, audio and video recordings of clinics, presentations, and performances at PASIC. The full Media Policy will be included in the Media Credentials Applications, which will be available summer 2024.