

2019 PROCESS & AUTOMATION SHOW RULES

As Determined By 2018 Exhibitor Survey

1. This is a tabletop show – no booths. All displays must be contained within the 8' table space. Any floor standing backdrops must sit flush against the back of the table, and cannot exceed 8' in width.
2. Show set up time is 7:00 AM on the day of the show.
3. If you need a power cord, bring it with you. None will be supplied. Companies requiring power at their table must have at least one 30-foot extension cord to reach wall outlets and power bar if needed.
4. All displays must go on the table except where a heavier piece is involved. These can be left on the floor and a smaller table used. Aisles must be kept clear at all times. Please notify CPE&CN before the show of any irregularities.
5. All shows have a definite closing time. We will stay open until closing time. No exceptions.
6. Bring your own tablecloths.
7. No hospitality suites during show hours. Demonstration trucks or suites are not allowed during show hours.
8. Pre-Show Promotion Is Key. All participating companies are expected to mail and distribute invitations before each and every show. Do your share of the work to ensure successful shows. Freeloaders are not welcome. In addition, each company must select one show at which they will expend a special and extra effort in promoting that show.
9. Exhibitors should move their vehicles away from the prime parking spots. These spots should be available to visitors.
10. All exhibitors must have public liability insurance for the trade show. You may be asked for a certificate of insurance.

If due to causes beyond its control the Show Management is prevented from holding the Show or cannot permit an Exhibitor to occupy the Exhibitors rented space due to circumstances beyond management's control including, but not limited to, strike, fire, health related issues, civil disobedience, inclement weather, lockout, bankruptcy, Acts of God, facility unavailability for whatsoever cause: Show Management will rebook space within six months of the cancelled date and will hold show on that date or the Show Management will refund to the exhibitor the amount of rental paid by him, less a proportionate share in relation to the other exhibition space, of the total Show expenses incurred by Show Management to that date, and Show Management shall have no further liability to the Exhibitor.

Please send the rules to your local people.