

American Guild of Organists  
Region V Convention  
June 12-15, 2011  
Rules and Regulations

<p><b>CONTRACT FOR SPACE</b> – The application space and the formal notice by the 2011 Regional Convention of the American Guild of Organists constitutes a contract for the right to use the space allotted. In the event of fire, strikes or other uncontrollable circumstances rendering the building unfit or unavailable for use, this contract shall not be binding.</p>	<p><b>LIABILITY AND INSURANCE</b> - The American Guild of Organists, and the hotel will not be responsible for the safety of the property of the exhibitors, their agents or employees from theft, damage by fire, accident, or other causes, but will use reasonable care to protect exhibitors from such loss. Exhibitors wishing to insure must do so at their own expense.</p>
<p><b>RESTRICTIONS IN USE OF SPACE</b> - All demonstrations, interviews or other sales activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or dealt in by him/her in the regular course of business. Displays shall not be placed in such a manner as to interfere with other exhibits.</p>	<p><b>CIRCULARIZATION AND SOLICITATION</b> - Circulars of advertising matter of any description may be distributed and patronage may be solicited only within the booth assigned to the exhibit. Nor firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall.</p>
<p><b>SOUND-MAKING EXHIBITS</b> - Exhibits which include the operation of musical instruments, talking motion picture equipment, public address systems, or any noise making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors and their patrons. Operators or noise-making exhibits must secure approval of operating methods before the exhibit opens.</p>	<p><b>FIRE PROTECTION</b> – All electrical wiring must conform with the National Electricians Code of Safety and Rules, and with the Electrical Code of Safety Rules on the city of Lexington, KY. Any failure to comply will result in possible cancellation of the exhibit. Fire regulations must be complied with.</p>
<p><b>INSTALLATION &amp; TEARDOWN</b> – A fact sheet listing installation and opening hours of the exhibit, as well as the deadline for teardown is available on the convention’s website: <a href="http://www.2011lexingtonago.com">www.2011lexingtonago.com</a></p>	<p><b>RESTRICTIONS IN OPERATING EXHIBITS</b> – The Management reserves the right to restrict exhibits which because of noise, method of operation, or any reason become objectionable and also to prohibit or evict any detract from the general character which the Management determines is objectionable to the exhibit. In the event of such restrictions, the American Guild of Organists, and hotel are not liable for any expense.</p>
<p><b>DISMANTLING</b> – The exhibitor expressly agrees not to dismantle his/her exhibit or do any packing before the final closing hour of the exhibit. Goods must be crated or packed for shipment by the exhibitor following the close of the exhibits. Goods and materials used in the exhibit shall not be removed from the exhibit hall before the time unless a permit for removal is obtained. All exhibits must be removed within 6 hours of the end of the convention. Those exhibitors wishing additional times must make special arrangements with the management of the hotel for storage materials until they can be removed.</p>	<p><b>CARE OF BUILDING AND EQUIPMENT</b> – Exhibitors or their agents shall not injure or deface walls or floors of the building the table and dressings, or others equipment,. When such damage appears the exhibitor is liable to the Management.</p>