

SOUTHWESTERN EXPOSITION AND LIVESTOCK SHOW (SWELS) COMMERCIAL EXHIBITOR RULES

ADDENDUM

THIS ADDENDUM IS ATTACHED TO AND MADE A PART OF THE 2018 COMMERCIAL EXHIBIT BOOTH CONTRACT ("Contract")

Exhibitor is responsible for knowing and complying with all policies, rules, and regulations contained in this Addendum (the "Rules"). SWELS may immediately cancel Exhibitor's Contract if Exhibitor or any person employed by Exhibitor or under Exhibitor's control fails to comply with any Rules after being notified of the violation. Non-compliance with the Rules is also cause for SWELS to refuse to allow Exhibitor to exhibit at future Shows. SWELS reserves the right to require modifications to Exhibitor's booth design and/or selling techniques, and Exhibitor shall immediately comply with any modifications requested by the Commercial Exhibit Manager.

Amplified Sound in Booth: The use of amplified sound is discouraged. If used, it must be regulated so as not to interfere with persons or activities in surrounding areas. SWELS Commercial Exhibits Department's prior approval is required for any entertainment presented in Exhibitor's space (autograph signings, etc.) SWELS reserves the right to enforce any noise adjustments deemed necessary by SWELS. **Audio/Video:** Video, slide presentations, music, loud speakers, and public address systems are permitted to be operated when it is a necessary part of the exhibit or demonstration. However, SWELS may require that all amplified sound be discontinued if, **in the sole judgment of SWELS**, the operation interferes with or is annoying to other exhibitors and/or Show patrons.

Automobiles / Tractors: Exhibitor must comply with all applicable Texas statutes and regulations regarding motor vehicle public liability on every motor vehicle unit used by Exhibitor on the SWELS grounds. The following regulations will be adhered to for all display vehicles:

1. Vehicle dealers must comply with all TxDOT and Texas Department of Motor Vehicles requirements.
2. Key for each vehicle must be left with SWELS management.
3. All batteries must be disconnected.
4. Fuel caps must be taped closed and secured against tampering.
5. Vehicles must NOT be displayed in a manner that could cause fuel to leak from the vehicle. Vehicles with any flammable liquid leak may be required to be removed immediately at Exhibitor's expense.
6. No repair work on vehicles and/or equipment is allowed inside any building.
7. No vehicle and/or equipment refueling is allowed inside any building.
8. Equipment displaying hydraulic lifts must be secured with a stopper or device to prevent lift from sliding down.

Cleaning / Trash Disposal / Damage to Premises: Exhibitor is required to clean its booth area daily and to keep its booth space and surrounding area clean and free of all garbage, rubbish, and litter during move-in and as booths are restocked during the Show.

Recycling Cardboard – Please use designated recycling dumpsters for all cardboard and boxes. Exhibitor is responsible for breaking down its own boxes and disposing of them in the recycling dumpster.

Bagged Trash – Bagged trash is to be disposed of in trash dumpsters outside the exhibits areas.

Trash Cans – Do not place trash into or next to containers provided for the general public throughout the interior of the exhibits areas.

Move Out – Exhibit spaces must be returned in the same clean, usable condition as received at move-in. Exhibitor must pay SWELS the cost of restoring any damage to the exhibits area or any other portion of the Will Rogers Memorial Center caused by the act or omission of Exhibitor, its employees, contractors, agents, and any other person under Exhibitor's control.

Confined to Space: Exhibitor must confine all exhibit activities to within the limits of space allotted to the booth. Sales people and demonstrators are prohibited from operating in the aisles and extending their activities into areas other than the Exhibitor's booth space.

Conflicts: Nothing shall be sold or given away or otherwise disposed of by Exhibitor which will in any way conflict with, or which is the subject matter of, any privilege or concession granted or sold by SWELS.

Credentials: Exhibitor's Check-In Packet will contain the passes & parking permits as provided below that are included with the booth fee. Exhibitor may purchase additional passes and permits, if available, using the Order Form provided prior to the Show or at the Exhibit Office. Lost or stolen credentials will not be replaced or refunded. Credentials must be signed for and picked up after booth inspection. For security purposes, all booth personnel are asked to wear the official Exhibitor badge provided by SWELS. Exhibitor's company ID may also be worn. Credentials **must** be displayed for admittance to the SWELS grounds **and** for admission into the exhibits areas for restocking before opening each day. Season passes do not include admission into the rodeo or parking. **Resale or transfer of any credential is prohibited. Any Exhibitor found selling passes or permits may have its Contract cancelled immediately and may not be allowed to exhibit in future Shows. Ticket Offices, Will Call windows, and SWELS staff may not be used to transfer season passes or parking permits to booth staff or other persons.**

Exhibitor will receive general admission one day passes for special customers or clients to return to the Show with free general admission, parking not included. Exhibitors needing to park a trailer on the grounds must have a Commercial Exhibitor Trailer Permit, with these permits available during move-in.

Exhibitors credentials are as follows:

100-300 square feet	4 Season Passes	4 One Day Passes	2 Parking Permits	2 Trailer Permits
301-700 square feet	5 Season Passes	5 One Day Passes	3 Parking Permits	2 Trailer Permits
701-900 square feet	6 Season Passes	6 One Day Passes	3 Parking Permits	2 Trailer Permits
901-+ square feet	8 Season Passes	8 One Day Passes	4 Parking Permits	2 Trailer Permits

Deliveries, Drayage and Mail: SWELS will not accept freight for Exhibitor prior to move-in day. Exhibitor must be present in its booth to accept deliveries. Deliveries received before the Show begins or after completion will be returned to sender. USPS will not deliver mail to a booth. Mail sent in care of the Stock Show will be returned. Use UPS or FedEx to insure delivery to your booth.

During the show, include the following for all deliveries to the Show:

Company and/or Booth Name

Fort Worth Stock Show & Rodeo

Building Name & Booth Number

Amon Carter & Outdoor Booths add:

3400 Burnett-Tandy Drive

Fort Worth, TX 76107

Brown/Lupton (indicate North or South)Booths add:

1501 Rip Johnson Drive

Fort Worth, TX 76107

Prior to move-in day, drayage arrangements may be made with Freeman for storage and delivery:

Freeman

5130 Cash Road

Dallas, TX 75247

Phone: 214.634.1463

Drawings / Raffles: Any contest, raffle, drawings, or other plan to solicit names and personal information must be submitted for SWELS approval by December 1st and must comply with all applicable federal, state and municipal laws. SWELS consent or denial will be provided to Exhibitor in writing. A sample of the entry form and terms and conditions must be on file with the Commercial Exhibits Department. All conditions that must be met in order to be awarded the prize (such as listening to a sales presentation) must be clearly and prominently displayed and available to patrons if requested. Any promotional prizes and giveaways must be drawn at the Show. The winner name(s), address, and phone number must be given to SWELS at the conclusion of the drawing.

Electrical Service: Lone Star Electric is the exclusive provider of electrical service for SWELS. *For additional information call: 817.335.8044*

Existing house power is included in booth rental fee for inside Exhibitors only. Please respect this convenience. This is not intended to be sufficient for all Exhibitors. Exhibitors are responsible for providing GFCI protected extension cords to power. *Indoor Booths:* A maximum of 1,000 watts per Exhibitor, 110 volts a.c. 60-cycle single phase within 20' of each inside booth will be available. *Outdoor Booths:* Limited electrical power is available. It will be necessary for outdoor Exhibitors to pay Lone Star Electric for electric service. Contact Lone Star Electric with questions in advance of the Show. Exhibitors needing additional service, higher voltage, three phase power, etc. are responsible for making arrangements with Lone Star Electric at their own risk and expense. All on-site electrical needs must be provided by Lone Star Electric. No outside electrical contractors will be permitted to work on the grounds. Floor boxes – Electrical boxes in the floor of the Amon Carter Building are for use by more than one booth space. Exhibitors must have access to such boxes at all times. Do not cover or block electrical boxes.

Emergency Contact Information: SWELS must have reliable emergency contact information for all booths. An Emergency Contact information form must be submitted with all staff, booth representatives and all persons associated with the booth including but not limited to deliveries, contractors, set up, etc. Anyone doing business for Exhibitor at the Show must provide emergency contact information. Please complete the included form and mail or fax to the SWELS prior to move-in. Credentials will not be released until this form is submitted.

Fire Department: The Fort Worth Fire Department is located in the southwest corner of the Burnett Building, at the corner of Burnett-Tandy Drive and Tower Drive. The Fort Worth Fire Department is on the Show grounds for public protection. In the event an emergency situation is declared, it is critical that all Exhibitors remain calm and follow all instructions provided by SWELS management and the Fort Worth Fire Department and/or the Fort Worth Police Department. *(Fire Marshall Regulations on page 7)*

First Aid: The First Aid Office is located in the east concourse of the Coliseum. Hours: 9:00 a.m. to approximately 10:30 p.m. daily. Please contact the Exhibit Office or a Commercial Exhibit representative for assistance. If a person is injured and should not be moved, the paramedics will be contacted at the Fire Department Station on the Show grounds *(Phone 817.877.2483)*. If it is necessary to call for an ambulance or paramedics, make sure they are given a full and accurate description of the exact location within a building.

Forklift Rental: Exhibitors requiring forklift service are responsible for making all arrangements **IN ADVANCE** via Freeman Decorating or a rental company approved by SWELS. Exhibitor is responsible for delivery and return. Absolutely no unauthorized use of any forklift will be tolerated.

Handouts: Material may only be distributed from within an Exhibitor's booth. Distribution outside any booth is not permitted. Balloons, Frisbees, any projectile item and material with any adhesive surface are not permitted on the grounds. SWELS retains the right to eliminate any and/or all handouts that become a nuisance. SWELS will be the sole judge in determining a nuisance.

Hours: Exhibitor's booth must be in position, completed, and staffed not later than 9:00 a.m. on the opening day of the Show. SWELS may cancel the Contract for any booth not completed and occupied at that time and require the booth to be removed, with Exhibitor forfeiting all fees paid. Exhibitor must have its booth fully prepared and ready for the public 15 minutes prior to opening each day of the Show. Exhibitor should verify daily opening and closing times in the *Commercial Exhibitor Guide*. Exhibitor must staff its booth continually during exhibit opening hours. Restocking is permitted one hour prior to opening. All booth staff must exit the exhibit halls no later than 30 minutes after closing time. Removal of exhibit material during the Show must be between 8:00 a.m. and 8:45 a.m. Exhibits will be released after 8:30 p.m. on the closing day of the Show. For public safety reasons, no loading of trucks or cars will be allowed on the grounds until after the evening Rodeo performance traffic and all public events have ended and patrons have vacated the grounds (approximately 1:00 a.m.) Exhibitor must completely remove the booth and fully vacate the exhibit space and the SWELS grounds no later than 8:00 a.m. on Tuesday following the closing on the final Saturday evening of the Show.

Interpretation and Violation of Rules: SWELS, acting by and through its Executive Committee, reserves the final and absolute right to interpret these Rules and to determine all matters, questions, and differences regarding these Rules. These rules may be amended upon notice to Exhibitors as SWELS in its judgment may determine. An Exhibitor who violates any of the Rules will forfeit all privileges and premiums and will be subject to cancellation of its Contract.

Insurance: Exhibitor must show evidence that it carries at least **\$1,000,000 commercial general liability insurance coverage** naming Southwestern Exposition and Livestock Show as an additional insured. This insurance must be in place throughout the move-in, move-out, and full run dates of the Show. Exhibitor may purchase a short-term commercial general liability insurance policy through SWELS for a fee of \$100.00 by submitting a request for insurance coverage and the payment due on or before December 1, 2017. Any insurance policy procured for Exhibitor through SWELS' insurance agent is limited only to the duration of the Show and while Exhibitor is on the SWELS grounds. Exhibitor releases and absolves SWELS from any act or omission in facilitating this insurance through its insurance agent. SWELS does NOT undertake to act as risk manager, insurance agent, broker, or in any other agency capacity for Exhibitor, but only offers this provision as a service to the Exhibitor. If Exhibitor provides its own insurance, Exhibitor must file a complete, current certificate of insurance, showing Southwestern Exposition and Livestock Show as an additional insured, on or before December 1, 2017. If Exhibitor does not have a certificate of insurance meeting these requirements on file with SWELS by December 1, 2017, Exhibitor will be invoiced the \$100.00 insurance fee which must be paid prior to Exhibitor entering the grounds for move-in staging. *(Emailed/faxed Certificates accepted directly from Insurance Company)*

Liability Release and Indemnity: ALL MERCHANDISE, EQUIPMENT, FIXTURES, SUPPLIES, AND ALL OTHER PERSONAL PROPERTY BROUGHT INTO THE WILL ROGERS MEMORIAL CENTER BY EXHIBITOR OR LOCATED IN EXHIBITOR'S BOOTH ARE AT THE RISK OF EXHIBITOR ONLY, AND EXHIBITOR WAIVES ALL CLAIMS AGAINST SOUTHWESTERN EXPOSITION AND LIVESTOCK SHOW, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, VOLUNTEERS, CONTRACTORS, SPONSORS, AND CO-PRODUCERS (EACH A "SWELS PARTY") FOR ANY DAMAGE TO OR THEFT OF PERSONAL PROPERTY IN EXHIBITOR'S BOOTH OR IN ANY PORTION OF THE WILL ROGERS MEMORIAL CENTER BUILDINGS AND GROUNDS, WHETHER OR NOT DUE IN WHOLE OR IN PART TO THE NEGLIGENCE OF ANY SWELS PARTY.

EXHIBITOR SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS EACH SWELS PARTY FROM AND AGAINST ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES, AND COSTS OF INVESTIGATION), AND ACTIONS OF ANY KIND (COLLECTIVELY, "CLAIMS") FOR PERSONAL INJURY, DEATH, OR PROPERTY LOSS ARISING OUT OF THE ACTIVITIES AND OPERATIONS OF EXHIBITOR AND ITS EMPLOYEES, CONTRACTORS, AND AGENTS IN OR AROUND EXHIBITOR'S BOOTH AND IN ANY PORTION OF THE WILL ROGERS MEMORIAL CENTER BUILDINGS AND GROUNDS, EVEN IF THE CLAIMS ARE CAUSED IN PART BY THE ALLEGED NEGLIGENCE OF A SWELS PARTY.

Lights: Lighting is permitted and encouraged to enhance display. SIGNS ARE NOT PERMITTED TO BLINK, PULSE OR REVOLVE. Any other lighting, such as neon, must be approved by SWELS.

Merchandise in Booth & Prohibited Items: SWELS reserves the right to approve or disapprove exhibit material without recourse. Items approved for display will be reflected on the Commercial Exhibit Booth Contract. Any changes or deviations from the listed items must be approved prior to January 1st by SWELS. Deviation from items approved on the agreement will not be tolerated. Selling or displaying non-approved items may result in immediate termination of Exhibitor's Commercial Exhibit Booth Contract and Exhibitor being barred from future SWELS Shows. Selling, dispensing or displaying any item with vulgar or offensive wording or items referring to alcohol abuse, drug use, or violence, or that are sexually explicit or suggestive in nature are prohibited. SWELS will determine what is vulgar or offensive, in SWELS sole and absolute discretion. Any booth selling, dispensing, or displaying items of this nature will be closed immediately, forfeiting all fees and monies paid. **The following are not permitted in any booth: stickers, helium balloons, Frisbees, skateboards, scooters, or any projectile item.**

Non-Related Items: Items **not** related to the booth theme or product(s) or that do not enhance the appearance of the booth or are not for sale must not be in public view. This includes any personal items, cardboard boxes, and all other non-booth-related items.

Oversized Purchase Pick-Up: Oversized purchases that cannot be carried without assistance may be picked up during the restocking hour each morning (1 hour prior to opening). Exhibitor must make these arrangements for its customers with authorization and coordination by SWELS Commercial Exhibit management. Do not send customers to the exhibit offices to make arrangements.

Parking: Please refer to the "Credentials" section for number of parking permits included with each booth fee. All parking permits are a book of daily parking tickets containing one (1) tear-out permit per day. Parking permits are for single space vehicles. They do not cover oversized vehicles or trailers regardless of the number of parking permits issued. Oversized vehicles may park in the commercial exhibitor trailer lot. All exhibitors will receive parking permits. A limited supply of additional permits may be purchased.

Pets: Other than designated service animals, pets are NOT permitted on the Show grounds, **including parking lots and parking garages.**

Police: The Fort Worth Police Department patrols the Show grounds 24 hours per day. **The Police Department Office is located directly underneath "Pioneer Tower."** This 200' tall landmark is on the north side of the grounds between the Coliseum and Auditorium. In the event an emergency situation is declared, it is critical that all exhibitors remain calm and follow instructions provided by SWELS Management, as well as, the Fort Worth Fire Department and/or the Fort Worth Police Department.

Prohibited Display Materials: Exhibitors **MAY NOT USE nails, staples, hooks, tacks, screws, paint, tape, adhesives, or any item that may deface any wall, ceiling, floor, facility, or equipment** contained within the SWELS premises. Exhibitors violating this policy must pay all fees associated with any repair or painting and are subject to dismissal from the Show.

Samples: Exhibitor may not distribute, without the prior consent of SWELS, free samples of any kind, nor sell any confection, food, drink, tobacco, novelty or inexpensive jewelry items, except as specifically provided in this Contract.

Scooters, Golf Carts, Etc.: Exhibitors are not permitted to bring owned or rented scooters or golf carts onto the Show grounds. In addition, scooters are not an item approved for sale.

Security: SWELS is not responsible for theft or damage to any display, product, or merchandise. Exhibitors are responsible for booth security. Limited building security is provided beginning Monday before Show opening. Indoor exhibit areas will be locked, and access will be restricted, with overnight security personnel assigned to the areas beginning the first Friday night of the Show and running through Monday 8 a.m. following the last day of the Show.

Soliciting: Roving vendors or solicitors, acting for either a profit or non-profit organization or on his own behalf, will not be permitted on the grounds.

Staffing: Booths are required to be staffed during all operating hours. Failure to do so may result in expulsion from the Show. All booth staff members are responsible for the complying with these rules and are held to the same standards as booth owners and representatives. All staff must have appropriate credentials to enter SWELS grounds, exhibits areas, and must have the correct parking permit to park on the SWELS grounds. Booth staff are expected to conduct themselves in a professional manner at all times. Intoxication as well as behavior considered rude, lewd, or in poor taste, and detrimental to the purposes of the SWELS, will not be tolerated and can result in the immediately termination of Exhibitor's Commercial Exhibit Booth Contract without recourse.

Stock Show Logos: Unauthorized use of any Southwestern Exposition and Livestock Show Logo and/or theme is not permitted. This includes and is not limited to the use of: Southwestern Exposition and Livestock Show; Fort Worth Stock Show & Rodeo; Fort Worth Stock Show; Fort Worth Rodeo; World's Original Indoor Rodeo™; This thing is legendary™; FWSSR; SWELS; The Moos Brothers, or any derivative thereof. Exhibitor grants permission to SWELS and their designees to use Exhibitor's image and images of Exhibitor's booth in connection with any broadcast or other reproduction of SWELS events.

Subleasing: Subleasing of booth space is not permitted. Booth space is to be used only by the Exhibitor specified in the Commercial Exhibit Booth Contract. Exhibitors are not permitted to display any advertising, material, or signage except their own. Failure to comply may result in immediate termination of the Commercial Exhibit Booth Contract.

Telephone Service: Telephone service is provided by AT&T. Phone service may be provided to booth spaces when ordered in advance. Exhibitors are responsible for ordering service and payment to AT&T. AT&T must have Exhibitor's business and billing address. Do NOT use SWELS address for billing. After receiving a booth phone number, please notify SWELS, so calls may be referred directly to the booth. The phone order form is provided with the official Rules and may be faxed directly to AT&T. Do NOT send order forms to SWELS. *For additional telephone service questions, please contact AT&T: See Official Commercial Exhibitors Rules and Guidelines for contact information.*

Texas Sales Tax Permit: Texas Sales Tax is to be charged on all retail sales of merchandise and paid to the State of Texas. The State Comptroller's Office receives a complete Exhibitor list, and it is Exhibitor's responsibility to contact the State Comptroller regarding appropriate procedures for reporting and submitting all taxes due. Applications may be obtained online: <http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html> Do NOT mail the application to SWELS. It must be mailed to the State Comptroller's Office. *For additional information:* Texas State Comptroller's Office, Phone: 800.252.5555

Tickets: Exhibitor Badges are for season admission to the SWELS grounds. They are not honored for admission to ticketed events in the coliseum. To purchase tickets you may order by mail through the SWELS office. An order form is available at fwssr.com. Beginning November 27, 2017, Rodeo tickets may be ordered through the FWSSR Ticket Office at 817.877.2420 or any Ticketmaster outlet.

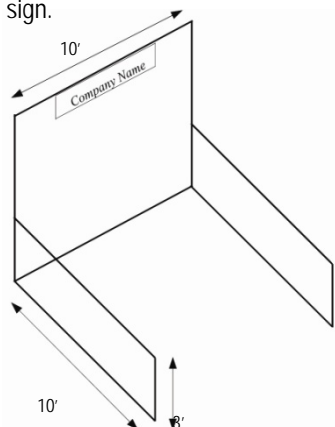
Trailer Parking: Trailers are permitted to be unhooked in the "Commercial Exhibitor Trailer Parking Lot" only. Any trailer found unhooked outside of this lot will be towed at Exhibitor's risk and expense. Trailer parking is provided at no cost to Exhibitors. This area is fenced and requires a permit to access. Permits are available at the Commercial Exhibit Office. Trailers and oversized vehicles will not be allowed to park in parking areas within the Show grounds. Motor homes and travel or camping trailers are prohibited from parking on the SWELS grounds, including parking lot. Due to heavy daytime traffic, please plan to access the Commercial Exhibitor Trailer Parking Lot prior to or after Show hours.

Texas Department of Motor Vehicles Regulations: All trailer dealers or manufacturers displaying trailers at SWELS must apply for a "licensee participant application" or AS-RV-2 form with the Texas Department of Motor Vehicles prior to December 1st. Faxed applications are accepted. For full regulations and additional information please refer to the TxDMV link below; <http://www.dmv.tx.gov/whatyouneed/forms/dealer3.htm> or Contact: Doris Curl, 512.416.4801 dcurl@dot.state.tx.us.

Right to Cancel: SWELS reserves the right to cancel Commercial Exhibit Booth Contracts for any reason, at any time. Any violation of the terms and conditions of the Commercial Exhibit Booth Contract, including these Commercial Exhibitors Rules, may result in immediate cancellation of the Exhibitor's Commercial Exhibit Booth Contract, and Exhibitor may be denied participation in any future Shows. There will be no refund of any fees paid to date if a Commercial Exhibit Booth Contract is cancelled for cause.

Exhibit Booth Specifications

Draping: Indoor booths are provided the following: one (1) eight-foot (8') tall backdrop, two (2) three-foot (3') side drapes and a company identification sign.

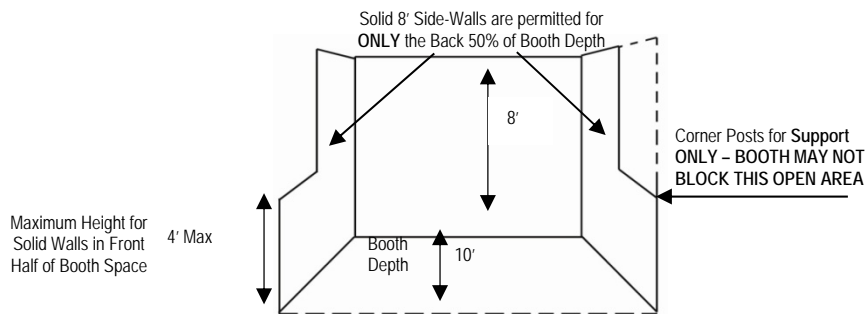


Note: Any unfinished wall facing the public or another booth must be masked and/or covered by the vendor. Exhibitor may provide own masking, such as black cloth or rent draping from Freeman Decorating. This includes the back of any signage that may be seen from another booth or aisle.

Electrical Boxes: Exhibitors must have access to built-in electrical boxes at all times.

Exhibit Floor Plan / Layout: Every effort is made to ensure the accuracy of all information contained on all floor plans. However, no warranties, neither expressed nor implied, are made with respect to the floor plan. If the location of building columns, utilities, or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the **sole responsibility of Exhibitor to physically inspect the facility to verify all dimensions and locations.**

Height Restrictions: Exhibit booth, **may NOT exceed an overall height of ten (10) feet and must be freestanding.** Booths may extend to eight (8) feet high on the sides of the exhibit but this height extension **MAY NOT** extend more than 50% from the back of the booth (*for a standard 10' x 10' booth, the sides may extend 5' from the back of the booth*). Draping, or an appropriate covering, must be provided for this additional height. All exposed sides of booth must be draped or covered appropriately. Side walls **MAY NOT** be taller than four (4) feet. Do **NOT** place, hang or set **ANYTHING** in this opening. **Nothing in, or about, the exhibit booth may interfere with the sightline of any other booth.** *Exceptions to this rule exist in some locations. Check with Show management for your booth location.*



Landscaping: If watering is required, provisions must be made to prevent water runoff. Water accessibility is very limited. Arrangements should be made in advance to ensure a booth will have access to water.

Obstructions & Demonstrations: Each Exhibitor has the responsibility to assure proper flow of pedestrian traffic through the exhibit buildings. Aisles must be kept clear and free of obstruction at all times.

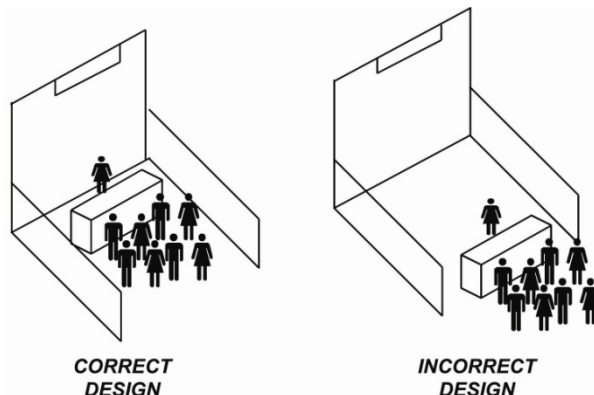
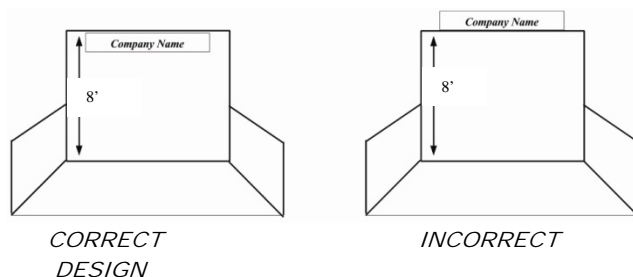


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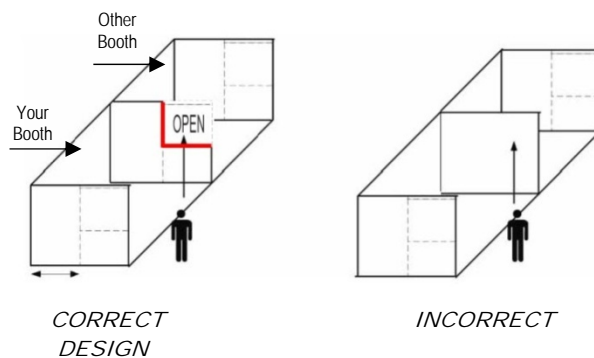
Permanent Fixtures: Permanent utility fixtures in the building, such as air-returns, fire extinguishers, fire pull boxes, fire hoses, etc., must never be blocked. **All fire equipment MUST ALWAYS be visible and accessible.**

Signs: Each booth is provided a courtesy sign by SWELS via Freeman Decorating. This sign will have the exact name as the contract unless specified differently by the exhibitor prior to December 1st. After December 1st, changes may be made with an Exhibitor fee to Freeman. Absolutely no hand-drawn or marker signs are allowed. Signs must face the inside of the booth. Signs adjacent to any booth **must** be covered on the backside so they do not show in the other booth. Exhibitors desiring to erect a sign over ten (10) feet must receive written approval from the Commercial Exhibit Manager 30 days in advance of the Show opening. Signs will **NOT** be attached to the ceiling **or any other attached facility item** for suspension or support. Signs may be hung from the back wall of their booth as long as the method used does not damage booth draping material. Signs must be professionally made and fit within booth dimensions without blocking the view of any other exhibitor. Signs may not exceed ten (10) feet above the floor without prior approval.



Storage: Storage is not allowed behind the back drapes, display wall or inside the display area unless the exhibit has a specific provision for lockable storage. Operational and advertising materials equivalent to a one (1) day supply and/or that amount that may be placed in the exhibit's lockable storage, may be stored inside a booth. Easels, signs, etc. must not extend beyond booth area into aisles.

View Obstruction: Exhibits shall be arranged so they do not obstruct the general view or hide the exhibits of others. Plans for specially built displays not in accordance with the Show regulations must be submitted in writing to the Show Management at least 30 days prior to Show opening. *Exceptions to this rule exist in some locations. Check with Show management for your booth location.*



Fort Worth Fire Marshall Regulations

Exhibitors must comply with all Fire Department regulations. The Fire Marshall will be on-site throughout the Show and will be conducting periodic examinations. Any deviation from City of Fort Worth Fire Regulations must be submitted in writing for review by the Fire Marshall. Any fire or life safety issues not specifically addressed will be considered as necessary. For additional information, Exhibitors may contact the Fire Marshall directly: City of Fort Worth, 1000 Throckmorton St., Fort Worth, Texas 76102, 817.392.6835. The following are regulations of the Fort Worth Fire Department.

COOKING: Cooking is not allowed on the Show grounds at any time other than by food concessionaires. Only a pre-approved food booth may utilize small household appliances for heating and a Fire Extinguisher is required within the booth. For any booth using pre-approved grease or oil, a Type K Fire Extinguisher is required. SWELS may require any questionable situation be pre-approved by the Fire Marshall.

DECORATIVE MATERIALS: All decorative materials shall be fire retardant. Certificates of fire retardancy shall be made available prior to the event and upon request. Regular untreated hay bales are not permitted.

ELECTRICAL: All electrical equipment shall meet the provisions of NFPA 70, National Electrical Code. If extension cords are used at the Will Rogers Memorial Center complex, Ground Fault Circuit Interrupter Protection (GFCI) is required. This cord will be plugged into the outlet first with the extension cord plugged into the GFCI Protected cord. These devices are available at most building or electrical supply stores. They are easily recognized, as there is a test and a reset button on the cord. Most of these cords have the words "GFCI Protected" printed on the cord. All 120-volt extension cords shall be three wire grounding type cords (recognized by the three prong plug on the end of the cord). Frayed or damaged cords may not be used. Extension cords may not be spliced, stapled, installed through doors or placed in such a manner to compromise public safety. Multi-plug adapters shall not be used. City staff, including Fire Inspectors and Electrical Inspectors, will check the premises from time to time for compliance.

EXITS: Exits, access to exits and exit discharges shall not be obstructed in any manner and shall remain free from any material or matter where its presence would obstruct or render the exit hazardous.

EXTINGUISHERS: Fire extinguishers shall be of an approved type for the hazard presented and shall be supplied in sufficient number as deemed necessary by the Fire Marshall. (Type 2A10BC Please tape sales receipt to extinguisher to document effective date.)

FIRE LANES: Fire Lanes shall remain clear and unobstructed at all times.

HEATING DEVICES: Heating devices shall be equipped with automatic service disconnects. No liquid fueled heating devices shall be used. Heating devices of any type shall not be utilized in areas where hazardous conditions exist.

MOTOR VEHICLES: Motor vehicles displayed within structures shall have fuel caps secured against tampering. Batteries shall be disconnected. See additional regulations under *Automobiles and Tractors*.

OPEN FLAMES: No open flames shall be allowed within the City of Fort Worth facilities. This includes candles.

ROOFING: Roofing installed on-site may cover no more than 30% of the space and no portion of the roofing may be larger than 4' in width.