

## CNGA Buyers Expo 2021 Terms and Conditions

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Rules and regulations governing the show have been briefly written to advise exhibitors of their rights, restrictions and requirements. Any changes to the rules and regulations must be made in written form prior to the opening of the show. Colorado Nursery and Greenhouse Association, the trade show manager, is referred to as CNGA. CNGA Buyers Expo is referred to as Expo.

### Payment Policy:

- Payment is due at the time of booking your booth or sponsorship. If paying by check, payment must be received within 14 days of the initial reservation date or your sponsorship/booth will be released, and other companies will be able to reserve it.

### Booth Cancellation Policy:

- If you need to cancel your booth prior to July 16, 2021, fees will be refunded.
- If you need to cancel your sponsorship prior to July 16, 2021, fees will be refunded (separate from booth cancellation fees).
- **NO refunds of sponsorship or booth fees will be given after July 16, 2021.**

### Additional Conditions:

1. Booth Specifications: Exhibitor must not obstruct the view of an adjoining exhibitor's space, nor permit an exhibit to be placed or operated in any manner offensive or objectionable, in the reasonable opinion of management, to the adjacent or surrounding exhibitors or the show as a whole. Booth materials must remain within the 10X10 space of the booth.
2. Stakes or other such objects that penetrate the ground/surface are not permitted. **Use of sandbags/water weights to hold pop up canopy is required (for outside exhibits only).** No paint/stickers/permanent marking are allowed on any wall/floor/post/sidewalk, etc. of the facility.
3. Restriction of Activity Outside Booth: Demonstrations and distribution of literature, etc. must be made inside of the exhibitor's space. No canvassing outside of a booth is allowed.
4. Suitcasing – the Expo has a no tolerance policy for suitcasing. Non-exhibiting companies are not allowed to distribute material or samples or promote their company in any way to attendees or exhibitors throughout the whole conference area.
5. Booth Staffing: Exhibitor shall maintain a responsible individual or individuals in the leased space at all times during designated exhibition hours. Exhibitor shall be responsible for the conduct of any employee, agents, visitors or guests of exhibitor in or about the leased space. Exhibitor shall cause all such employees, agents, visitors or guests of exhibitor to be familiar with all show rules and regulations.
6. Set Up Deadline: Exhibitors are to have booth setup and ready by 10:00 am on August 27.
7. Exhibit Dismantling: All exhibits must remain intact until close of the show at 5 pm. Early tear-down may impact your booth selection for the following year.
8. Subletting: Subletting of space is prohibited. Two or more firms may not exhibit in a single space unless approved by show management.

9. Exhibit Refusal: The show management reserves the right to refuse any exhibit which would in any way detract from the dignity of the show.
10. No more than two booth spots allowed per exhibitor.
11. Disagreements: The decision of the show management must be accepted as final in any disagreement between exhibitors, or in the decision to remove from the show any exhibitor or his representative performing any act or practice which, in the opinion of the management, is objectionable.
12. Matters Not Covered: All matters not covered in these conditions are subject to the decision of the show management and all exhibitors are to recognize that the show management is to be held harmless for any act of abnormality and for all activities within actual exhibitor's booth and acts performed by exhibitor and/or his representative.
13. Cancellation of Trade Show: In case the show facilities shall be destroyed or damaged, or the show fails to take place as scheduled or is interrupted and/or discontinued or access to the premises is prevented or interfered with by reason of any weather, strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or by or for any other reason, this contract may be terminated by CNGA. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of CNGA shall be to return exhibitor's space payment less a pro-rate share of all costs and expenses incurred and committed by CNGA.
14. Exhibitor Liability Insurance: Exhibitors must carry their own liability insurance, and furnish proof of this on demand.
15. Liability: Neither CNGA nor the facility in which the exhibits are held can or will be responsible for damage to, loss or theft of property belonging to any exhibitor, his agent, employees, business invitees, visitors or guests. Each exhibitor is expected to carry his own appropriate insurance. Exhibitor agrees to protect, save and hold CNGA and/or the facility forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, except for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of any of the foregoing indemnified persons or entities, as well as to strictly comply with the applicable terms and conditions contained in the contract agreement between the facility and CNGA regarding exhibition premises; and, further, exhibitor shall at all times protect, indemnify, and hold CNGA and/or the facility forever harmless against and from any losses, costs (including attorney's fees), damage, liability, or expense arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitors' occupancy and use of the exhibition premises or a part thereof, except for those matters directly caused by the negligence of the foregoing indemnified person or entities.
16. Exhibitors will adhere to Jefferson County Fairgrounds regulations:  
<https://www.jeffco.us/DocumentCenter/View/103/Fairgrounds-Facility-Reservation-and-Use-Regulations-PDF?bidId=>
17. **CERTIFICATION OF COVID-19 SELF-SCREENING** : Due to elevated concerns with the transmission of the COVID-19 virus, and to further protect Fairgrounds visitors and staff, the Fairgrounds is requiring all event participants to complete the same COVID-19 self-screening that County staff must complete before using County facilities.

Within a 24-hour period prior to visiting the Fairgrounds, each participant is to answer "Yes" or "No" to the following two questions:

Do you have any of the following symptoms that have not been previously or currently diagnosed or attributed to a condition other than COVID-19: fever of 100.4 or greater; chills; cough; sore throat; shortness of breath or difficulty breathing; unexplained loss of taste or smell; or muscle aches?

Have you had close contact with anyone diagnosed with COVID-19, anyone told to isolate for symptoms in the past 14 days or have you been told to isolate to watch for symptoms in the past 14 days?

If a person answers "Yes" to either question, that person may not participate in the event.

By applying to be an exhibitor at the Expo, the Exhibitor agrees to submit answers to these two questions within 24 hours of the event.

18. Exhibitor agrees to adhere to any COVID-19 federal, state, county or city regulations in place at the time of the event.