



## Exhibitor Rules and Regulations

Each Exhibitor must read and agree to comply with the following show rules and regulations.

### Rules & Regulations

1. Electric Expo exhibiting is open to manufacturers and their representatives in the energy industry.
2. No exhibitor may assign or sublet the whole or any part of the space allotted. Only one manufacturer and only one show brochure listing per booth.
3. All exhibits must be confined to the show hall.
4. All exhibit booths must be staffed during the entire of the show; the Association is not responsible for missing or lost items.
5. Exhibition of any goods therein other than those manufactured or handled by the exhibitor in the regular course of his/her business is prohibited.
6. Exhibitors and/or their affiliates may not host any outside functions that take place during established show hours.
7. Exhibitors must carry a commercial general liability insurance for Electric Expo 2022 including, bodily injury/ property damage, products and complete operations, personal injury and contractual liability of at least the minimum amount of \$1 million per occurrence and \$2 million aggregate, against injury (including sickness or death) to a person and property of others. Please note that the Electrical Association of Philadelphia is also required to provide similar proof to Valley Forge Casino Resort. Please send your COI via regular mail to EAP Headquarters (address below) or by email to: [electricexpo@eap.org](mailto:electricexpo@eap.org).
8. EAP will make every effort to accommodate desired booth locations. EAP reserves the right to change location assignments when such action is deemed to be in the best interest of the exposition.
9. Exhibitors agree to comply with set up, show, and breakdown hours as detailed in the exhibitor kit.
10. No outside food and beverage may be brought onto the show floor. Exhibitors may bring in their own supply of small candies, mints, or gum.
11. Electric Expo 2022 is an order writing show only; no cash transactions are permitted.
12. The Electrical Association of Philadelphia and Valley Forge Casino Resort are in no way liable for lost or stolen products on the show floor. 24-hour security will be provided beginning October 25 and concluding after breakdown October 27. Exhibitors are strongly encouraged to secure all items of value and not leave booths unattended during set up, show hours, and breakdown.

## Exhibitor Cancellation Policy

Cancellation of space will result in the loss of monies after a certain date; all deposits are nonrefundable. Cancellations received between December 1, 2021 – April 30, 2022, will forfeit all deposits however any additional monies paid toward the balance due will be refunded. Cancellations between May 1, 2022 – August 31, 2022, will forfeit both the deposit and 50% of exhibitor fees due. Cancellations after September 1, 2022 will not receive refunds.

Cancellations must be received in writing; please send any cancellations to [electricexpo@eap.org](mailto:electricexpo@eap.org).