

EORA Event Rules and Regulations

November 2009

Definitions

- 1.1 An EORA event is any planned interaction between members of the EORA organization and any member of any retail establishment or the general public.
- 1.2 Primary Booth Space is that area made up of individual unit spaces assigned to an EORA member/exhibitor within the main exhibit area.
- 1.3 Auxiliary Booth Space is that area made up of individual unit spaces assigned to an EORA member/exhibitor within the entire area but separate from Primary Booth Space and designated for use as a display space for larger items such as boats and tents.
- 1.4 Unit space is the area that is the result of the equally divided space represented within a particular facility. Unit space rental rates shall be based on the square foot rate of that facility.
- 1.5 Event Period is that time frame and/or hours as published or indicated to participants that such participants may engage in business activities under the sanction of EORA.

Event Guidelines

- 2.1 EORA Show Rules and Regulations apply to all EORA Sanctioned events. Every individual participating in such a sanctioned event will abide by those rules and any regulations indicated or posted by facility associated with such events.
- 2.2 Each exhibit and/or booth must remain fully assembled with all contents on display, and be manned by an EORA Member/exhibitor for the full event period.
- 2.3 All Exhibit and/or Primary Booth Space will be open during published or indicated event period only, unless prior arrangements are made with the EORA event management.
- 2.4 No EORA member shall be allowed to display or review any product or information outside of an EORA sanctioned event during that event period. All such product and information presentations shall take place at the assigned Primary or Auxiliary booth space within the facility and parameters of the EORA event. No Company or EORA member sponsored functions shall be allowed inside or outside of any EORA sanctioned event during that event period.
- 2.5 The only exception to Rule 2.4 will be; an occasion where an EORA member is attending another sanctioned event/show of another organization of which they are a current member.
- 2.6 There will be no, solicitation or congregating or any other selling activities conducted by an EORA member outside of the members assigned Primary or Auxiliary Booth Space during event period.
- 2.7 Vehicles may be used as props in a Booth space during any event period. Member/exhibitor are required to rent enough assigned booth space to accommodate the entire vehicle. Members must abide by Fire Marshal code and/or any special requirements the EORA event management requires. The EORA Regional Board will have final approval on all vehicles.
- 2.8 Alcoholic beverages are not to be consumed during show hours.
- 2.9 Tobacco products are not to be used within the exhibit area.
- 2.10 Pets are not allowed within the exhibit area, except for animals trained or required for personal assistance.
- 2.11 Children under the age of 16 are not allowed into the show. Exceptions will only be allowed for infants in backpack or child carriers.
- 2.12 Event Fees are not refundable unless notification is made in writing eight (8) weeks prior to the commencement of the event.
- 2.13 Security may or may not covered by Primary or Auxiliary Booth Space rental fee. Security may vary per exhibit / display area or facility.
- 2.14 EORA Members are responsible for all hotel charges, drayage fees, shipping expenses, etc. All charges shall be paid upon checkout and/or time of departure from the event facility.
- 2.15 All promotional giveaways shall be restricted to the confines of the EORA member's/exhibitors Primary or Auxiliary Booth Space.
- 2.16 The use of any type of camera in the show area is prohibited unless the consent of the exhibitor has been granted.

Member Event Space Assignment

- 3.1 Event unit space selection will be determined by member seniority number on an individual basis.
- 3.2 The maximum amount of Primary and Auxiliary event unit spaces available per member, and the use thereof, will be determined by the Regional Board of Directors and the event Management; and may be limited based on facility size. Each EORA member, selecting Unit Spaces based on their seniority must be in attendance at the event as required in section 2.2

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Subordinate Rules

- 4.1 A Subordinate Membership is a transferable membership paid for and maintained by a Regular Member and applied to a rep employed by that Regular Member.
- 4.2 Any active Regular Member may appoint a Subordinate Member in the association by notification to the executive director.
- 4.3 All Subordinate Memberships must be approved by the board of directors.
- 4.4 Subordinate Memberships are subject to the same application acceptance process, dues and fees as Regular Memberships
- 4.5 Subordinate Members are non-voting and may not sit on the EORA Board of Directors
- 4.6 All Subordinate Membership transfers must be approved by the Executive Director 45 days prior to the event.
- 4.7 A Regular Member may hold open an unassigned Subordinate Membership position by maintaining the dues.
- 4.8 Subordinate Members must abide by the bylaws rules and regulations of this organization.
- 4.9 Any Subordinate Member no longer deriving income from the Regular Member holding that subordinate membership loses that subordinate membership
- 4.10 Subordinate Memberships terminate upon termination or reassignment of the host member
- 4.11 Subordinate Memberships will NOT be assigned a seniority number.
- 4.12 Booth space for Subordinate Member will be assigned by show management.
- 4.13 Subordinate Members applying for Regular Active Membership will be assigned a seniority number as a new member.

Non-Member Event Space Assignment and Fees:

- 5.1 Non-Member exhibitors wishing to participate in an EORA sanctioned event may do so at a cost of \$400.00 per Unit Space and a fee of \$800.00 per event. The total number of Unit Spaces allowed will not exceed the maximum per member allowed as stated in Section 3.2. All non-member Unit Spaces will be assigned after those of EORA members.
- 5.2 Only one (1) person from the non-member exhibitor is entitled to attend per event. Each additional person from such exhibitor attending the show will be charged a fee of \$350.00.
- 5.3 Non-Member Not for Profit organizations wishing to participate in an EORA sanctioned event may do so at a per Unit Space cost equal to that of an EORA member, but only with the approval of the EORA Board of Directors. All non-member Unit Space will be assigned after those of EORA members.
- 5.4 Only one (1) person from the Non-Profit organizations will be entitled to attend.

Assistants and Company Personnel Fees:

- 6.1 It is the responsibility of each member to register all Assistants and Company personnel.
- 6.2 Show Assistant: \$100.00 per event. Show Assistant = Non-Traveling, Non-Company or Non-Sales Person (ie; office personnel, secretaries, spouses, models, etc.).
- 6.3 Associate Rep: \$100.00 per event. Associate Rep = Individual Non-member Reps (ie; Sales Rep, Sub Rep, Tech Rep, etc.) that are assisting an EORA member. Associate Reps may attend EORA shows for a maximum of one year and there after must join EORA to continue working EORA events.
- 6.4 Company Personnel: \$100.00 per event. Company Personnel = Anyone from a Company represented by a member. (ie; Company President, VP, Sales Manager, Customer Service personnel, etc.)

Remedies and Penalties

- 7.1 The Vice President of the Region and/or appointed Board Member will have "final say" in any discrepancies or interpretations of the EORA Event Rules & Regulations.
- 7.2 Any complaints of infraction or non-compliance to EORA Event Rules & Regulations must be directed to the Board of Directors or event management in writing, within 24 hours.
- 7.3 The fee for all returned checks will be \$50.00.
- 7.4 1st Offense: \$200.00 and loss of seniority for one year
- 7.5 Subsequent Offense: \$500.00 plus additional disciplinary action as specified by the Board of Directors including potential expulsion from the organization.
- 7.6 Applications for Primary Booth selection will not be processed until all outstanding fees and/or fines are paid.