Society of Broadcast Engineers, Chapter 22, Inc.

Turning Stone Resort and Casino Event Center, Verona, NY (Thruway exit 33)

1. Booths will be assigned on a first-come, first-served basis.
2. Because booth requirements vary so widely from exhibitor to exhibitor, booth areas will be marked, but **will not be physically separated at their sides**. Exhibitors may arrange with the decorator for four-foot high booth sides. Where booths are located back-to-back, they will be separated by pipe and drape.
3. Booth spaces may be combined side-by-side, back to back, or in other configurations. Call for more information.
4. If required, each booth will be provided with a six foot table and tablecloth. Additional drapes, skirting, risers, signage and other booth decorations may be arranged with Northeast Decorating at exhibitors' expense. The room will be carpeted.
5. Booth side elements higher than four feet shall not extend beyond five feet depth to avoid blocking adjacent booths.
6. Exhibitors are expected to keep exhibits within set boundaries, both in fairness to other exhibitors, and to comply with fire regulations.
7. Each booth will be provided with 120-volt electrical service. Arrangements can be made for special service, such as 240 volts, at exhibitor expense.
8. Telephone or Internet service is available from the Turning Stone Sales office at exhibitor's expense.
9. Exhibitors with displays in suites removed from the convention center will be listed in the floor directory if the standard booth fee is paid.
10. SBE Chapter 22 reserves the right to limit the number of booths assigned to any single exhibitor and to make all booth assignments. No booth reservation is firm until Chapter 22 receives full payment. Confirmations will be sent by e-mail or postal service.
11. **Hotel rooms will be available at special convention rates of $108 for a standard room. For reservations call 1-800-771-7711**. Be sure to mention the SBE Expo. Turning Stone will not hold this block of rooms beyond September 4**.**
12. Turning Stone will not accept shipments prior to show week. Deliveries arriving at the Turning Stone before 10/4 will be refused. Exhibitors must arrange for drayage for deliveries before 10/4. The show decorator can provide drayage.

EXHIBITOR CANCELLATION AND REFUND POLICY:
Cancellations must be made in writing and sent to SBE Chapter 22, Inc., at the address or fax number listed for applications. Reductions in exhibit space will be treated as a cancellation for that portion of the reserved space, and subject to the terms of the cancellation policy.

1. Cancellations between July 1 and August 1 are refundable at 75% of fees paid.
2. Cancellations between August 1 and September 14 are refundable at 50% of fees paid.
3. Cancellations after September 14 are non-refundable. (Fees may be applied as a sponsorship.)

EXHIBIT RESTRICTIONS AND CONDITONS

1. Signs or other articles may not be fastened to the exhibit hall walls, fixtures or ceilings. Use of any attachment methods which could harm the floor are prohibited as well.
2. Exhibitor agrees to protect, indemnify, save and keep harmless SBE Chapter 22, Inc., Turning Stone Resort and Casino, the Oneida Indian Nation, Northeast Decorating, and each of their employees, directors, officers and agents from and against all costs, losses, expenses or liabilities to third parties arising from any act or omission of the exhibitor or its representatives in connection with the exhibitor's participation in the Broadcast & Technology Expo.
3. SBE will provide security for the exhibit hall during hours deemed necessary. Exhibitors agree to hold harmless SBE Chapter 22, Inc., Turning Stone Resort and Casino, the Oneida Indian Nation or Northeast Decorating from any claims resulting from missing or damaged equipment. SBE Chapter 22, Inc. makes no representation regarding adequacy of security measures. Insurance coverage of exhibitors' equipment is the sole responsibility of the exhibitor.

PUBLICITY: Exhibitors are urged to provide a print-ready vector graphic logo and brief description of products or services they wish to feature, for inclusion on the Expo web site, SBE22expo.org. Chapter 22 will mail promotional material to members, station managers, chief engineers, schools, production houses, houses of worship and other interested people and groups. Additional copies of the SBE promotional material for mailing by exhibitors are available upon request. SBE will also send promotional material to exhibitor-provided lists. Forward names and addresses to Maurita Marley, maurita@unimar.com.

CHAPTER 22 CONTACTS:

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Expo Web Site:	sbe22expo.org

DECORATOR, DRAYAGE: Northeast Decorating, Susan Brewer, 315 471-9989, suzi@nede.net