

Rules Governing Trade Show & Sponsorship Showcase R-CALF USA 19th Annual Convention, August 24 & 25, 2018

Convention Headquarters - The R-CALF USA Convention headquarters is at Best Western Ramkota, 2111 North LaCrosse Street, Rapid City, SD 57701.

Hotel Accommodations - It is the responsibility of sponsors/trade show exhibitors to make room reservations before attending the R-CALF USA Convention and Sponsor Showcase. Call 605-343-8550 and ask for the “R-CALF USA Room Block” of \$112.99/night plus tax to reserve a room at the convention site.

Sponsor Showcase Hours - Friday, August 24th & Saturday, August 25th from 8 a.m. – 4 p.m. each day. *All sponsor showcase exhibitors are required to be open for business during these times.*

Exhibit Space, Set-Up and Tear-Down - R-CALF USA will furnish all sponsor showcase participants with a clothed and skirted table and two chairs. Booths will line the interior perimeter of the convention room as space permits. Each exhibitor shall name at least one person to be the representative regarding installation, operation, and removal of exhibits.

Registration and Set Up Times - Thursday, August 23th from 3 p.m. - 7 p.m. & Friday, August 24th from 6 – 7 a.m. All vendors need to be set up by 7 a.m. Friday, August 24th.

Tear Down Times - Saturday, August 25th from 4 – 5 p.m. or Sunday, August 26th from 9 a.m. – 12 p.m.

Shipping to the Hotel - Packages can be sent to the Ramkota Hotel, 2111 North LaCrosse Street, Rapid City, SD 57701. Please make sure both the recipient’s name as well as “R-CALF USA” is written on the package.

Image Release - While attending the R-CALF USA 19th Annual Convention, exhibitors may be photographed or videotaped, and these images may be used in future public relations materials, educational materials and/or by news outlets covering the event. The registration form serves as permission for image use.

Silent and Live Auction - R-CALF USA asks all sponsors to donate a product or service to the Silent or Live Auction. Bring your item to the registration table during registration. All proceeds will benefit R-CALF USA and will help defray the cost of the convention.

Space Assignment - Exhibit space at the R-CALF USA Sponsor Showcase will be available and assigned on a first-come, first-served basis. Final assignment will be made by R-CALF USA. Space assignments and operation procedures may be modified if R-CALF USA determines any such modification is in the best interest of the showcase. Total payment must accompany the registration before space will be assigned.

Sponsor Name Badges - Official sponsor badges will be provided for all sponsors attending the convention. For your convenience, please have the names sent to R-CALF USA at least two weeks prior to the show. Badges will be available to pick up at the registration table beginning Thursday, Aug. 23rd at 3 p.m. until 7 p.m. and Friday, Aug. 24th from 6 a.m. – 7 a.m.

Default Occupancy - Any exhibitor failing to occupy booth space in sponsorship showcase for which they have contracted will be held liable for such space at the full rental price. In the event space(s) is not occupied by 7 a.m. on Fri., Aug. 24, 2018, R-CALF USA shall have the right to use such space at its discretion.

Defacing the Building - Exhibitors are liable for any damage to building floors, walls, or to the standard booth equipment or for damages caused in any manner. Exhibitors may not use nails, screws, or fasteners of any kind or apply paint, lacquer, adhesive, or any other coating on building walls and floors or to standard booth equipment.

Positioning of Equipment with Relation to Aisles - Machines or equipment operated or demonstrated at any time during the Sponsorship Showcase shall be placed so that no portion is closer than 12” to an aisle. Sponsors must agree to display their exhibits so as not to obstruct the general view or to hide other exhibits.

Insurance - Sponsors shall indemnify and hold harmless R-CALF USA and the Best Western Ramkota Hotel, and their service agents from all liability (damage or accident) which might ensue from any cause resulting from or connected with the transportation, placing, removing or displaying of exhibits. Each exhibitor shall secure insurance at their own cost and expense.

Fire Laws - Federal, state, and city fire laws must be strictly observed. All decorative materials must be flameproof or fireproof. Wiring must comply with fire department and other applicable government agency rules and underwriting rules. Aisles and fire exits cannot be blocked by exhibits. No explosives, gasoline, kerosene, acetylene, or other fuels or combustible may be brought into the building.

Review and Cancellation Policy - Registration is subject to review and acceptance by R-CALF USA. R-CALF USA reserves the right to refuse registration applications. All cancellations received on or prior to July 31, 2018, will be reimbursed in full. Refunds for cancellations after July 31, 2018, will be at the discretion of R-CALF USA.

R-CALF USA Membership - Sponsors will receive a complimentary one-year R-CALF USA Associate Membership or a complimentary one-year renewal to an existing membership.

R-CALF USA reserves the right to restrict advertisements, literature, conduct, persons, and/or anything not in line with the organization’s standards. Beyond this, the Ramkota and/or R-CALF USA, its officers and members, separately and collectively, cannot accept responsibility for any damage to, or for the loss or destruction of, an exhibit or other property from other causes, or injury to any persons resulting from such causes. All claims for any such loss, damages, or injury shall be expressly waived by the exhibitor.

For more information, please contact, Tif Robertson, T-N-T Event Coordinator for event, at 605-545-7865 or by email at events@tnteventmanagement.biz or Tatum Lee, R-CALF Representative at 405-834-5710 or by email at tatumlee@r-calfusa.com