

# Meeting Room Rules & Regulations



June 11-13, 2018 • Atlantic City, NJ

Education Day June 11  
Exhibits Open June 12-13

Expo East 2018 (“Event”) is scheduled to be held at the Atlantic City Convention center in Atlantic City, NJ, June 11-13, 2018 The meeting room rules are as follows:

- Only PPAI member companies registered as show attendees or exhibitors may apply to hold meetings in conjunction with Expo East.
- Entertainment, meetings, or similar activities are not permitted in hotel rooms or other private or public facilities during hours that conflict with PPAI sponsored events. Contracted properties in Atlantic City will not reserve meeting rooms/function space for anyone during the meeting dates without prior PPAI approval.
- Suppliers cannot invite distributors to meetings during show hours, as outlined below in Dates & Times to Avoid.
- PPAI does not allow any companies or organizations to schedule education symposia.
- Sub-leasing of space is not allowed without advance written approval from PPAI.

## Dates & Times to Avoid

- Monday, June 11 9:00 AM – 5:45 PM
- Tuesday, June 12 9:00 AM – 5:00 PM
- Wednesday, June 13 9:00 AM – 5:00 PM

## Rental Rate Schedule

Rental fees are for the meeting space only and do not include set-up fees, audio visual, signage, decorations, food and beverage or security. Please be sure to include the time for your set-up and dismantle when reserving a meeting room.

- 2 hours or less \$300
- 3 to 5 hours \$500
- 6 to 10 hours \$750
- Over 10 hours \$1,000
- 24-Hour Hold Rooms \$1,000 per day

## Room Request Approval Process

- PPAI will assign meeting space on a first-come, first-served basis.
- All meeting room requests must be submitted on the official Meeting Room Request form (use one form for each meeting).
- Meeting space is not considered final until a confirmation is forwarded via e-mail indicating a room has been assigned for your event. This confirmation will include contact information for decorations, audio/visual equipment, catering, security, etc.
- PPAI will make our best effort to accommodate a specific room set request; however, the Atlantic City Convention Center does charge for room set changes. Should PPAI be unable to accommodate your specific room set without incurring a change over fee, your company will be responsible for those charges.

## Logistics

- The company contracted for the rented meeting room is responsible for all logistics and costs associated with the ancillary meeting; including, but not limited to food & beverage, audio visual equipment, décor, decorations, music license fees, labor costs, signage, security, etc.
- Changes in attendance estimates that fit within the assigned space may be accepted by the hotel, but any changes in date and/or time must first be authorized by PPAI.
- Ovation is the exclusive food and beverage provider of the Atlantic City Convention Center. Any and all food and beverage items must be purchased through the facility. Under no circumstances are suppliers or distributors permitted to perform the actual service of alcoholic beverages in the facility. Only Ovation bartenders hired by the supplier or distributor are permitted to serve alcoholic beverages. Sale of alcoholic beverages by exhibitor is expressly prohibited. Specific insurance requirements for those having alcohol served in their meeting or event are outlined in the section below titled “Insurance”.

## Insurance

Supplier or Distributor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below, as well as any additional event specific insurance to be outlined in the Exhibitor Service Manual: A) Workers’ Compensation and Employer’s Liability insurance complying with all federal laws and laws of the state in which the Event is being held; B) Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); C) Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

For Expo East, Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds PPAI and each of its subsidiaries, and Atlantic City Convention Center Authority’s and all departments, boards or committees established by it or under its control, the Atlantic County Improvement Authority, the New Jersey Sports and Expositions Authority and Global Spectrum.

Copies of additional insured endorsements, primary coverage endorsements, and, if needed by PPAI in its determination, complete copies of policies satisfactory to PPAI, shall be promptly furnished to PPAI upon request to ensure compliance with this contract and Event Facility requirements.

Certified copies of the Certificate of Insurance or policies shall provide that they may not be cancelled without 30 days advance notice to PPAI.

### **Indemnification:**

TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, FOR THE PPAI EXPO AND EXPO EAST, SUPPLIER OR DISTRIBUTOR SHALL INDEMNIFY, DEFEND (WITH LEGAL COUNSEL SATISFACTORY TO PPAI), AND HOLD PPAI AND ITS OFFICERS, DIRECTORS, AGENTS, AFFILIATES, REPRESENTATIVES, EMPLOYEES AND ASSIGNS (COLLECTIVELY REFERRED TO AS "PPAI" IN THIS INDEMNIFICATION PARAGRAPH) AND THE EXHIBIT FACILITY(S) HARMLESS FROM ANY CLAIMS, DEMANDS, SUITS, LIABILITIES, DAMAGES, LOSSES, COSTS, REASONABLE ATTORNEYS' FEES AND EXPENSES WHICH RESULT FROM OR ARISE OUT OF: (A) SUPPLIER OR DISTRIBUTORS' AND/OR SUPPLIER OR DISTRIBUTOR'S OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, AGENTS REPRESENTATIVES AND/OR INVITEES' (COLLECTIVELY, WITH SUPPLIER OR DISTRIBUTOR, THE "SUPPLIER OR DISTRIBUTOR PARTIES") NEGLIGENCE OR OTHER WRONGFUL/UNLAWFUL ACT OR OMISSION AT OR IN RELATION TO THE PPAI EXPO AND/OR EXPO EAST, (B) A BREACH BY ANY SUPPLIER OR DISTRIBUTOR PARTY OF ANY AGREEMENTS, COVENANTS, PROMISES OR OTHER OBLIGATIONS UNDER THIS CONTRACT (C) ANY MATTER FOR WHICH ANY SUPPLIER OR DISTRIBUTOR PARTY IS OTHERWISE RESPONSIBLE UNDER THE TERMS OF THIS CONTRACT AND/OR APPLICABLE LAW; (D) ANY VIOLATION OR INFRINGEMENT (OR CLAIM OF VIOLATION OR INFRINGEMENT) OF ANY LAW OR ORDINANCE OR THE RIGHTS OF ANY PARTY UNDER ANY PATENT, COPYRIGHT, TRADEMARK, TRADE SECRET OR OTHER PROPRIETARY RIGHT; (E) ANY LIBEL, SLANDER, DEFAMATION OR SIMILAR CLAIMS RESULTING FROM THE ACTIONS OF ANY SUPPLIER OR DISTRIBUTOR PARTIES; (F) HARM OR INJURY (INCLUDING DEATH) TO ANY SUPPLIER OR DISTRIBUTOR PARTY AND/OR LOSS OF OR DAMAGE TO PROPERTY OR THE BUSINESS OR PROFITS OF ANY SUPPLIER OR DISTRIBUTOR PARTY, WHETHER CAUSED BY NEGLIGENCE, INTENTIONAL ACT, ACCIDENT, ACT OF GOD, THEFT, MYSTERIOUS DISAPPEARANCE OR OTHERWISE; PROVIDED, HOWEVER, THAT SUCH INDEMNIFICATION, DEFENSE AND HOLD HARMLESS OBLIGATIONS OF SUPPLIER OR DISTRIBUTOR SHALL NOT APPLY FOR LOSSES OR CLAIMS PROXIMATELY CAUSED BY PPAI'S GROSS NEGLIGENCE, ACTS OF THEFT, OR WILFULL MISCONDUCT.

### **Cancellation of Space**

- All cancellations of meeting space must be made in writing to PPAI. E-mail is acceptable.
- Cancellation of meeting space before May 31, 2018 will result in forfeiture of 50% of total rental fee.
- Cancellations received on or after May 31, 2018 will result forfeit 100% room rental fees.
- PPAI reserves the right to cancel this contract/meeting in its entirety with or without cause

Promotional Products Association International  
3125 Skyway Circle North, Irving, Texas 75038  
Contact: Sarah Garrett, Manager, Meetings and Events  
Direct: 972-258-3024  
Fax: 972.594.4024  
[SarahG@ppai.org](mailto:SarahG@ppai.org)

# Meeting Room Request



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To reserve a room for a business meeting or food function at the Atlantic City Convention Center, please provide the following information including credit card payment information.

Deadline to request meeting room space is **May 4, 2018**

*Company Name: _____		
*Contact Name: _____		*E-Mail: _____
*Address: _____		
*City: _____	*State: _____	*ZIP: _____
*Telephone: _____		Onsite Cell #: _____
*Name of Meeting: _____		
*Date of Meeting: _____		*# of Attendees: _____
*Start Time of Meeting: _____		*End Time of Meeting: _____
*Setup Start Time: _____		*Teardown Complete Time: _____
*How Promoted? _____		
*Who Will Receive Invitations to Meeting? <input type="checkbox"/> Company Personnel <input type="checkbox"/> Distributors <input type="checkbox"/> Suppliers		
<input type="checkbox"/> Other, specify: _____		
*Nature of Meeting (please describe your event) _____		
<b>*ROOM SET-UP (select one)</b>	<b>*TYPE OF FUNCTION (select one)</b>	<b>SPECIAL INSTRUCTIONS</b>
<small>*See note regarding room set charges in "Room Request Approval Process" section of Rules &amp; Regulations.</small>		

## \*ELECTRONIC SIGNATURE

By checking this box and typing my name below, I have read the Meeting Room Rules & Regulations and agree to follow all aspects of these rules in planning and conducting my meeting in conjunction with Expo East 2018®; and all information provided to PPAI is an accurate and correct description of my meeting. This electronic signature indicates I have the authority to sign this request and serves as a binding agreement once confirmed by PPAI.

\*DATE

\*PPAI Member #

<b>*PAYMENT INFORMATION</b> (required to process meeting room request):			
<input type="checkbox"/> Amex	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
Credit Card #:		Exp. Date:	
Name on Card:			
Signature:			

\*Required Information

**Return completed form with payment information to:**  
 Sarah Garrett  
 Manager, Meetings and Events  
[SarahG@ppai.org](mailto:SarahG@ppai.org)  
 Fax: 972-594-4024

**FOR PPAI USE ONLY:**  
 Date Received: \_\_\_\_\_  
 Date Confirmed: \_\_\_\_\_  
 Room(s) Assigned: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Fee Charged: \$ \_\_\_\_\_