

EXHIBIT RULES AND REGULATIONS

SPACE ALLOCATION AND PAYMENT

All exhibits will be at the St. Louis Convention Center. Space cannot be assigned without a signed application and the required 50% deposit. The balance of the exhibit space rental must be paid in full by December 1, 2018. To ensure your desired location on the exhibit floor, apply online at www.monumentbuilders.org/2019show. All space assignments will be made on a first-come, first-serve basis.

ELIGIBLE EXHIBITS & REJECTED DISPLAYS

MBNA reserves the right to determine the eligibility of any exhibitor for inclusion in the Show and to prohibit an exhibitor from conducting and maintaining an exhibit if, in the sole judgment of MBNA, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. The foregoing prohibition relates to persons, conduct, articles or merchandise, printed materials, souvenirs, catalogs and any other items, without limitation, which reflect the character of the exhibit.

- Booth layout drawings must be submitted by December 1, 2018 for all exhibitors displaying monuments or mausoleums.
- No more than 21.5% (approximately 4 monuments) may be used as display pieces in any single 10'x10' booth.
- Exhibitors will be bound by the MBNA booth construction rules for in-line, corner, perimeter, island and peninsula booths. These rules will be included in the Exhibitor Services Kit, provided digitally.
- No monument may exceed a total of 5 pieces without the express approval of MBNA.
- Tablets that are 4 or more feet in height and 8 inches thick, or tablets that are 2.5 feet or more in height and 6 inches thick, must be drilled and dowel pins furnished to provide reasonable stability against tipping or falling.
- If possible, monuments with multiple pieces should come already pinned together to decrease the amount of lifting done by the set-up crew.

Mausoleums

Exhibitors having mausoleums as part of their display must furnish their own staff to assist in the set-up and teardown process. Mausoleums are to be placed on a flat bed trailer parked on the side of the display.

EXHIBIT RULES AND REGULATIONS

The exhibitor agrees that his exhibit shall be set up and shall remain from day-to-day solely in strict compliance with the rules and regulations or any amendments thereto. Violation will be sufficient cause to require the immediate removal of the offending exhibitor. If the exhibit is removed for violation of any rules, no return of exhibit space rental shall be made.

CRATING INSTRUCTIONS

Crating of all exhibits is **extremely important**. You will be required to furnish a credit card to cover any labor and material costs (at \$400 per crate per piece/unit) should your display pieces require re-crating during show dismantle on Sunday, February 10, 2019. Exhibitors may opt out of providing a credit card and monuments can be shipped back using improper crates if they sign a potential damage waiver.

Crates must be constructed in such a manner (preferably no more than two pieces) that they can be dismantled easily and kept intact for reshipment to exhibitor or purchaser of exhibit unit. All monument exhibitors will receive detailed crating instructions in the Exhibitor Services Kit.

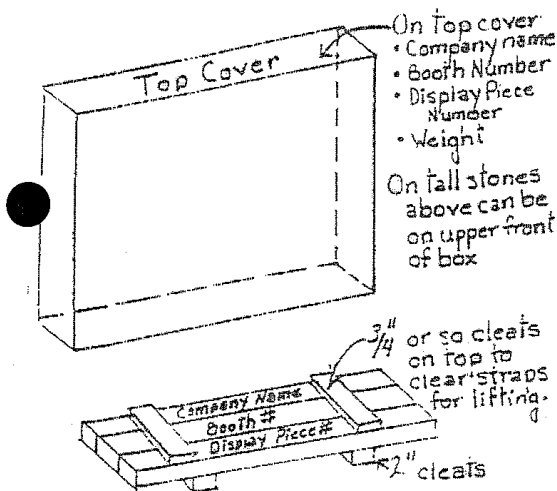
If any crate must be built or rebuilt after the Show to allow for shipment of the stone to its final destination, this work will be performed under the direction of Tradeshow Services, Inc. (the decorator firm), and the exhibitor will be charged time, labor and materials to build or rebuild the crate. **THIS RULE WILL BE STRICTLY ENFORCED.**

CRATING SPECIFICATIONS – All crates must be constructed in such a manner that they can be easily opened and kept intact for reshipment.

Show Management rules state that if any monument exhibitor does not follow the published crating procedure, said units will be re-crated and the exhibitor will be charged. **THIS WILL BE STRICTLY ENFORCED.**

I. CRATING INSTRUCTIONS FOR DIES, MONOLITHS, WINGS, ETC

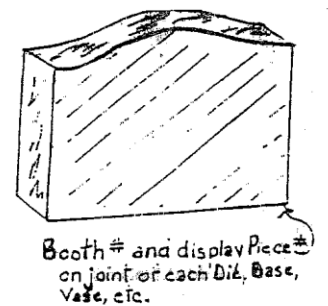
- A. All dies are to be crated in a solid wood, "Slip-Over" crate.
- B. The bottoms of crates are to be made of 2" boards.
- C. All crates are to have cleats on the bottom. A lull of 2" high for a forklift.
- D. All crates are to be bound with steel straps. No nails or screws are to be used to attach tops and bottoms of crates.
- E. Pressed board padding is suggested as a lining for all crates. **Do not use excelsior or similar stuffing.**
- F. Each piece of the crate is to be marked with a sturdy label (see enclosed template) as follows:



On Top Cover:
Company Name
Booth #
Display Piece #
"CRATE OF" ___ Weight in lbs.
On Bottom Piece:
Company Name
Booth #
Display Piece #
Weight in lbs.

II. IDENTIFICATION OF DISPLAY PIECES

- A. All pieces of display must be identified on the monument using ink or paint as follows:
 - 1. Company Name
 - 2. Booth #
 - 3. Display Piece #
 - 4. Weight in lbs.
- B. Be sure display piece # corresponds to identification on booth layout sent to MBNA.



III. CRATING INSTRUCTIONS FOR BASES, PEDESTALS, VASES, ETC

- A. All bases are to be crated in a solid wood, SLIP-OVER CRATE. **The monument should be standing upright, not on its side, in the crate.**
- B. The bottoms of crates are to be made of 2" boards.
- C. All crates are to have cleats on the bottom a full 2" high, for forklift straps. In addition, 3/4" cleats on top (as shown in the figure - crating dies) should be provided to clear forklift straps.
- D. All crates are to be bound with steel straps. No nails or screws are to be used to attach tops and bottoms of crates.

- E. Pressed board padding is suggested as a lining for all crates.
- F. Each piece of the crate is to be marked with sturdy labels (see the enclosed template) as follows:
 - 1. Company Name
 - 2. Booth #
 - 3. Display Piece #
 - 4. Weight in lbs.
- G. Any Dowel Pins required for monuments must be securely attached to the proper crate, preferably attached to the base crate of the unit.

WHENEVER POSSIBLE, UNITS SHOULD BE GROUPED TOGETHER AND PLACED ON PALLETS WITH UP TO 4,000 POUNDS ON EACH PALLET.

SHIPMENTS OF EXHIBIT MATERIAL

All shipments must be palletized and able to be unloaded from the side of the truck. Each pallet must be under 5,000 lbs total.

Monument shipments should be scheduled to arrive at 9:00 a.m. on Wednesday, February 6, 2018 in Halls at the Americas Center at 701 Convention Plaza, St. Louis, MO 63101. **Non-monument** exhibit pieces can be sent in advance to c/o Tradeshow Services, for 2019 MBNA Industry Show, <Street Address>, <City>, <State> <Zip Code>. Rates for receiving, warehousing and delivery of stone/granite/marble materials that are delivered to the **ABF terminal** are:

| Weight | Price |
|--------------------|------------|
| 1–5,000 lbs. | \$400.00 |
| 5,001–10,000 lbs. | \$600.00 |
| 10,001–20,000 lbs. | \$1,200.00 |
| 20,001–40,000 lbs. | \$1,700.00 |
| 40,001–44,000 lbs. | \$1,900.00 |

Actual exhibit materials will be charged \$62.00 per 100 lbs

* Note: Fees must be paid prior to delivery.

All Other Exhibits (not monuments)

Exhibits other than monuments may be sent to Tradeshow Services, Inc., the official show decorator, prior to move-in and stored for up to 30 days, then delivered to the loading dock of the exhibit area. This service must be arranged by the exhibitor directly with Tradeshow Services, Inc. and is at the exhibitor's expense. Transfer of exhibit material from the exhibit area's loading dock to the booth area of the Show and return of exhibit material from the booth to the loading dock at the Show's end, is included in the booth rental fee. Removal of exhibit material from the loading dock and return shipment to the designated assignee may be arranged by exhibitor with Tradeshow Services, Inc. at the exhibitor's expense. Empty crates will be held for repacking and returned to the exhibit area when the Show is concluded. All shipments sent to Tradeshow Services, Inc. before the show **MUST BE RECEIVED BY TRADESHOW SERVICES, INC. ONE WEEK BEFORE THE SHOW.**

Exhibitors of non-monument displays wishing to unload and reload their own equipment may do so, using the "Truck Entrance" ramp. Strict adherence to the installation and dismantling regulations will be enforced. Tradeshow Services, Inc. will exercise control of the docks and dock equipment for the efficient installation and dismantling of the show.

The "Material Handling Rates" form will outline the shipping information and be included in the Exhibitor Services Kit. Note that all drayage fees are included in your booth fees.

Vehicles

Automobiles and other vehicles approved as part of a display, exhibit or presentation must adhere to these regulations:

- Vehicles shall have no more than two (2) gallons of fuel in the tank.
- All fuel tanks shall be locked.
- Battery cables shall be disconnected.
- Ignition keys for vehicles on display shall be kept at the display location for removal of such vehicles from the building in the event of an emergency. Ignition keys must be given to America's Center Public Safety Division when the owner of the vehicle is not in the facility.
- Floor protection must be provided to protect permanently carpeted areas and terrazzo flooring from fluid drips and tire marks.
- Any vehicles or equipment placed for display purposes on the terrazzo must have carpet or other padding material placed under the tires or other rubber surfaces.
- Display vehicle locations in lobbies must be included on event floor plan.

FLOOR PLAN

Placement of equipment must be done to avoid blocking the visibility of neighboring exhibitors. All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or MBNA Show Management. Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense.

Show Management shall have full discretion and authority in the placing, arrangement and appearance of all exhibitors. Show Management may require the rearrangement or redecorating of any booth within the Show at the exhibitor's expense.

INTELLECTUAL PROPERTY MATTERS

The exhibitor represents and warrants to MBNA that no materials used in or in connection with their exhibit infringe the trademarks, copyrights, (including, without limitation, copyrights in music and other materials used or broadcast by exhibitor) or other intellectual property rights of any third party. The exhibitor agrees to immediately notify MBNA of any information of which exhibitor becomes aware regarding actual or alleged infringement of any third party's trademarks, copyrights or other intellectual property rights. The exhibitor agrees to indemnify, defend and hold MBNA, its agents, successors and assigns harmless from and against all losses, damages and costs (including reasonable attorney's fees) arising out of or related to claims of infringement by exhibitor of the trademarks, copyrights and other intellectual property rights of any third party. Notwithstanding the foregoing, MBNA shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of any exhibitor.

EXHIBITOR SERVICE KIT

A complete Exhibitor Services Kit containing all the necessary order forms for electrical, water and compressed air service, furniture rental and other equipment will be **emailed** (or mailed by request) to each exhibitor and available on the MBNA Show's website in November 2018.

INSTALLATION AND DISMANTLE

The exhibit hall will be available ONLY to the official general service contractor for installations of displays beginning at 9:00 a.m., Wednesday, February 6, 2019. Exhibitors may begin to load their displays on Thursday, February 7, 2019 at 12:00 p.m. (noon). If your display requires assistance from MBNA set up crew or forklift operators, you will have to schedule use of crew and materials with the convention committee chair/set-up crew supervisor.

Exhibitors requiring planking to distribute floor load shall be invoiced for labor and materials costs incurred after the convention.

No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the building or its furniture, in any way to deface same. Damages arising from failure to observe these rules shall be payable by the exhibitor.

Exhibit space not occupied two hours before the Show opens, Friday, February 10, 2017, may be reassigned by MBNA Show Management without refund of the rental paid.

No flammable fluids, substances or materials of any nature which are prohibited by the local fire ordinance may be used in any booth. No combustible material such as crepe paper, tissue paper, cardboard or corrugated paper may be used at any time for construction or decoration. All booths and booth decorations must be made of flame-proof material. The Fire Marshall may examine all exhibits and test construction and decorating materials prior to the opening of the Show. All materials and installations must conform to federal, state and municipal safety and fire laws, codes, ordinances and regulations.

Exhibitor's contract is subject and subordinate in all respects to the license of the Association with the hotel and the convention center, and the rights of the hotel and the convention center there under, and exhibitor hereby

agrees to release the Association from any liability caused by the exercising of such rights of the convention center.

No electric flashing signs or signs involving the use of neon or similar gases will be permitted in the Show. Should the wording on any sign or area in any exhibitor's booth be deemed by Show Management to be contrary in any way to the best interest of the Show, the exhibitor shall make such changes in said wording as are requested by Show Management.

Children less than 16 years of age are not permitted on the exhibit floor during installation or dismantle.

EXHIBIT HOURS AND ADMISSION

Admittance during non-show hours is only permitted to exhibitors and staff with proper badge identification. MBNA Show Management shall have sole control over admission policies. All persons visiting the exhibit area, including exhibit booth representatives, will be required to register and to wear an appropriate badge.

DISMANTLING OF EXHIBITS

No display shall be dismantled, packed or removed before the official closing of the Show on Sunday, February 10, 2019. All exhibit material must be removed from the hall by 5:00 p.m., Monday, February 11, 2019.

Exhibitors shall be liable for all storage, handling and shipping charges resulting from their failure to remove exhibit material from the exhibit floor by conclusion of the dismantling period as specified above. Exhibitors requesting the scrapping of any exhibit materials, crates, etc. shall pay for any related expenses.

ADMISSION

Exhibitors will be issued official badges for admission to the Show. In addition, exhibitors will receive three complimentary exhibitor badges per booth reserved, limited to the use of the booth personnel, for the purpose of working in the exhibitor's booth. A badge registration form will be included in the Exhibitor Service Kit sent to each exhibitor in November 2018. Badges are not transferable or exchangeable from one person to another. Violation of this rule will result in immediate forfeiture of badge and forfeiture of the privilege of exhibiting in the future. Exhibit hall badges must be worn at all times for access to the exhibit hall.

Representatives of exhibiting companies will not be permitted to enter the hall earlier than one hour before the scheduled opening time each day, except for the opening day, and must vacate the exhibit hall one half hour after the closing time each day with the exception of the final day, unless special arrangements are made in advance with Show Management.

Only exhibitors and their designated representatives will be allowed in the exhibit hall during installation and dismantle through the use of official exhibit hall badges or temporary set-up stickers, which will be distributed by Show Management. This arrangement will be strictly enforced.

SUBLETTING PROHIBITION

Exhibitors may not assign or sublet this contract or permit others to use any contracted exhibit space without the express approval of MBNA Show Management. Exhibitors must show only products or services manufactured or sold by them in the regular course of business. The featuring of names or advertisements of non-exhibiting firms or businesses will not be permitted. If an article of a non-exhibiting firm or business is required for the operation or display of any exhibitor's wares, identification of such article shall be limited to the usual and regular nameplates, imprinting, or trademarks under which the article is sold in the regular course of business.

ACCOMMODATIONS

Each confirmed exhibitor will receive hotel reservation information in the Exhibitor Services Kit.

CANVASSING BY NON-EXHIBITORS

Solicitation by non-exhibitors will not be permitted in the exhibit hall. Individuals in violation of this rule will have their badges revoked without refund and be escorted off the Show floor.

REDUCTION OR CANCELLATION OF SPACE

If notice is received prior to November 1, 2018, exhibitors are responsible for 50% of the reduced portion of cancelled exhibit space (i.e., if exhibitor contracted for 200 feet, then reduced to 100 feet, the contracted exhibitor is responsible for 50% of the total cost of the 100 feet reduced or cancelled). If notice is received after November 1, no refunds will be given on reduced or cancelled space.

If for any reason beyond MBNA's control, the Show must be cancelled, shortened, delayed or otherwise altered or changed, exhibitor understands and agrees that losses and damages that it may suffer as a consequence of thereof are its responsibility and not that of MBNA, its directors, officers, employees or agents. Exhibitor understands that it may lose all monies it has paid to MBNA for space in the show, as well as other costs and expenses it has incurred, including travel to the Show, setup, lodging, freight, employee wages, etc.

Exhibitor, as a condition of being permitted by MBNA to be an exhibitor in the Show, agrees to indemnify and hold harmless MBNA, its directors, officers, employees or agents, from any and all loss, which exhibitor may suffer as a result of show cancellation, duration, delay or other alterations or changes caused in whole or in part by any reason outside MBNA's control.

INSURANCE AND SECURITY

Exhibitors wishing to insure their exhibit materials, goods and/or wares against theft, damage by fire, accident or loss of any kind must do so at their expense. Each exhibiting company is responsible for obtaining insurance (liability and fire/theft) in such amounts as deemed appropriate to comply with its obligation hereunder and for its own protection.

As a courtesy to exhibitors, guard service for the exhibit area will be furnished during the hours deemed necessary by MBNA Show Management. The furnishing of such service is in no case to be understood or interpreted as a guarantee against loss of theft of any kind.

Any exhibitor who chooses to act as his own drayage and/or contractor for the purpose of delivering his/her display to the exhibit hall, setting and dismantling his/her display and reshipping his/her display is required to carry sufficient Liability and Workers Compensation Insurance and to furnish certificate of such insurance to Show Management 30 days before the opening of the Show.

PHOTOGRAPHY

Photographs may be taken by retailer attendees of all monuments. Wholesalers are expressly prohibited from taking pictures outside of their own booth. Photographs may not be taken with cameras, cell phones, tablets, handheld recording devices or any other equipment. This policy will be strictly enforced and includes any/all electronic devices (i.e. cell phones, tablets, handheld recording devices and/or camera's). Offenders will be given one warning and asked to leave after the second violation.

HOSPITALITY SUITES

Exhibitor-hosted meetings, functions or receptions may not conflict with any Convention or Show sessions, events or exhibit hall hours.

GENERAL

Use of Space

All demonstrations or other promotional activities must be confined to the limits of the booth. Exhibitor's representatives wearing distinctive costumes or uniforms shall not appear at the Show other than in their own booths, except that this provision shall not apply to the ordinary passage throughout the exhibit hall. Persons employed as demonstrators, receptionists and models are required to be properly dressed. Costumes of spectacular or revealing design are prohibited.

Sufficient space must be provided within the booth to contain persons watching demonstrations and other activities. Each exhibitor is responsible for keeping the aisle adjacent to the booth free of congestion due to activities within the booth area. Exhibitors' representatives may not work in exhibit space other than their own.

No animals, with the exception of service animals, are allowed on the Show floor at any time during move-in, move-out or Show hours.

Promotion Information

Samples, publications, etc. may be distributed by the exhibitor only from within the exhibitor's own booth. Solicitation of business or conferences in the interest of business, except by exhibiting companies, is prohibited.

Show Directory

A directory will be issued at the Show containing the company name of each exhibitor, address, booth number and description of their product or service. This directory will be based on information received by MBNA by December 2, 2018.

Use of Logo

The MBNA logo may only be used to identify that an exhibitor is a member of the Association. It may not be reproduced on any items or documents that will be distributed at the meeting without the express permission of MBNA Show Management.

Raffles and Drawings

Raffles and drawings may be conducted within the confines of the exhibitor's own booth. MBNA Show Management will not announce winners over the public-address system. However, an announcement board will be available inside the exhibit hall to allow exhibitors to post the names of their winners.

Music License

No exhibitor shall cause any copyrighted music to be played or performed. Exhibitors are responsible for individual ASCAP/BMI music licensing fees if applicable.

Games and Contests

Games and contests involving the awarding of a prize by an exhibitor must be in accordance with all state, city and local laws and ordinances.

EQUIPMENT NOISE AND SOUND DEVICES

The use of devices for mechanical reproduction of sound (except when heard through earphones) is prohibited. In general, the employment of any method to project sound beyond the confines of any exhibitor's booth is prohibited.

LIABILITY

The exhibitor is liable for any damage caused to the building, or to standard booth equipment, or to other exhibitor's property, by the exhibitor, the exhibitor's agents or employees. Exhibitors are urged to review their own insurance coverage. Neither the MBNA, the official show decorator, nor the facility are responsible for any injury, damage or loss that may occur to the exhibitor, its employees, representatives, agents or property, from any cause whatsoever; and the exhibitor agrees to defend, indemnify, and hold forever harmless MBNA Show Management, the MBNA, its employees and agents, from all loss, liability, expense, and penalty, including attorney's fees, on account of personal injury or damage to property sustained by the exhibitor or any person or persons arising out of, during, or in connection with this agreement, whether such injury or damage is due or claimed to be due by any negligence of MBNA exhibit management, its employees, agents, or any other person.

AMENDMENTS

These rules may be amended at any time by MBNA Show Management, provided that amendments shall not substantially diminish the rights or increase the liability of the exhibitor. These rules and regulations become a part of the contract between the exhibitor and MBNA. They have been formulated for the best interests of the exhibitors. It is important to review these terms and conditions, as well as any general information, with your on-site booth personnel.

MBNA Show Management respectfully asks the full cooperation of exhibitors in their observance of these rules and regulations. Any matters not specifically covered by the preceding rules shall be subject solely to the decision of MBNA Show Management.

AGREEMENT TO RULES

Each exhibitor, for himself and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto made.