



**SOUTHEASTERN ASPHALT USER / PRODUCER GROUP**  
**RULES, REGULATIONS & CONTRACT**  
**Hyatt Regency Savannah**  
**Exhibit Dates: November 15-17**

All Exhibitors displaying at the 2011 Southeastern Asphalt User / Producer Group (SEAUPG) Annual Meeting are required to comply with the following Official Rules and Requirements below:

**MANAGEMENT:** The word “**Management**” used herein shall mean the Southeastern Asphalt User / Producer Group (SEAUPG) acting through its staff, Jill R. Baumgardner, acting for it in the management of Exhibits.

**LOCATION & EXHIBIT HOURS:** The 2011 SEAUPG Annual Meeting being held at The Hyatt Regency Savannah- Two W. Bay St – Savannah, GA 31401. **Exhibits Set-up:** To be completed by 5:00 PM prior to the Opening Night Reception on Tuesday, November 15, since reception will be in vicinity of exhibits. **TEARDOWN of exhibits: November 17.**

**REGISTRATION OF EXHIBITORS:** Registration for Exhibitor (see form) includes registration for two representatives. Additional registration fee is required for additional attendants. Membership will be verified for member exhibitor.

**STANDARD EXHIBIT EQUIPMENT:** Exhibit Space is approximately 8’ x 10’ (may be larger, not smaller depending on space available). Included is 8 ft. high back drapes, 3 ft. side pipe/drape, 6ft skirted table, wastebasket, & chairs. Set up and dismantle of exhibitor equipment is responsibility of exhibitor unless other arrangements are made by exhibitor.

**AUDIO VISUAL (AV):** AV equipment can be rented by the exhibitor through the hotel’s in-house AV company which can supply AV equipment rental needs separate from the exhibit rental agreement with SEAUPG.

**INSURANCE / LIABILITY:** The Exhibitor agrees to make no claim for any reason whatsoever, against SEAUPG Management or Hotel, for loss, theft, damage, or destruction of goods, not for injury to the Exhibitor or its employees while in the exhibit area. **Neither SEAUPG Management nor the Hotel shall be held responsible for the safety of exhibits in transport, or otherwise against robbery, mysterious disappearance, fire, accident or any destructive cause, nor for accident to Exhibitors, their employees or their property. Neither SEAUPG nor the Hotel maintains insurance covering Exhibitors’ property; therefore, it is recommended Exhibitors shall carry liability and property damage insurance of their own.**

The Exhibitor shall hold SEAUPG and Hotel harmless from any claims, expenses, damages, or liabilities resulting in damage to the Hotel, its guests, agents or employees caused by or arising out of the actions of the Exhibitor or any of its employees, agents or representatives.

**CANCELLATIONS:** Notification of cancellation must be received in writing (email, fax or postmaster), by SEAUPG Management no later than November 1, 2011 for Exhibitor refund less 25% cancellation fee. After this date refunds less cancellation fee will only be refunded if space is re-sold.

**DEFAULT OF OCCUPANCY:** Any exhibit space not occupied by: 6:00 PM on Tuesday, November 15 or by 8:00 AM on Wednesday, November 16, will be forfeited by the exhibitor. The Exhibit space may be re-sold, reassigned or used by SEAUPG without refund.

**DAMAGES:** Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the Hotel building or furniture. **No flammable** fluids or materials of any nature, including decorative materials, used of which is prohibited by the National, State or City regulations, may be used in any indoor exhibit space. Possession, display, use or demonstration of any devices or materials containing radioactive or hazardous substances or using X-rays is prohibited unless prior written approval is obtained from local and state government authorities and SEAUPG Management.

**SAFETY DEVICES:** The Exhibitor agrees to accept full responsibility for compliance with National, State, and City safety and fire regulations and do provide and maintain adequate safety devices on all display and exhibit materials. Pictures or controlled sound equipment will be permitted.

**AMENDMENTS / REGULATIONS:** All matters and questions not covered by these regulations are subject to the decision of SEAUPG. SEAUPG shall have sole authority to interpret and enforce all rules and regulations, and to make any amendments to the regulations as shall be necessary for the orderly conduct of the exhibits. The Exhibitor agrees that it and its employees will abide by the forgoing rules and by any amendments put into effect by SEAUPG Management.

**SEAUPG** reserves the right to change meeting dates and sites upon written notice to Exhibitors; and in such event, upon written request from the Exhibitor received within 15 working days from receipt of change notice, **SEAUPG** shall refund to Exhibitor its space fee, without interest, or any other further liability.

**SEAUPG reserves the absolute right to cancel exposition and / or the Annual Meeting** in whole or part and in such event, SEAUPG shall refund to Exhibitor its space fee, without interest, or any other further liability. In the event of strike, flood, fire, labor disputes, act of God or any other condition or circumstance outside the control of SEAUPG causing cancellation, delay, disruption, or curtailment of the Exposition, either in whole or part, after commencement of the installation of the Exhibits, SEAUPG shall not be held liable, therefore, and the registration and space fees shall not be refunded.

**PLEASE KEEP A COPY OF THIS CONTRACT FOR YOUR RECORDS (Fax, email or mail first page with your payment / payment information or request for invoice).**

Thank You

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**HOTEL INFORMATION:**

Hyatt Regency Savannah  
Two W. Bay St.  
Savannah, Georgia 31401

**Group Room Rate Starting At:**

**\$149.00 (plus tax currently 13% + 1.00 City of Savannah Tax**

**Reservations Phone Number:**

**(402) 592-6464**

**Identify yourself as attending the Southeastern Asphalt User Producer Group (and dates)**

**All Information, links to hotel and forms available online**

