

EXHIBITOR RULES AND REGULATIONS

1. To share a booth with another salesperson, an exhibitor does not have to share lines in common, but each must pay a show fee and complete booth fees to FMNC. If lines are shown in common, the exhibitor is required to pay the Associate fee.
2. A manufacturer must pay NON-member fees, and exhibit solely. Your booth will be placed in category.
3. An exhibitor, Member or Non Member, will be placed in a booth within their category to the best of the ability of the Booth Assignment Committee. Any booth placement request to be across, next to or near another exhibitor is a request, NOT a guarantee.
4. All exhibitors and exhibitors' personnel must be registered with the show office. The exhibitor to whom the booth is assigned is responsible at all times for any and all persons in their booth.
5. Salespersons who are not officially exhibiting in the show are NOT permitted on the show premises during the show except by invitation from the Executive Director.
6. All booths must be opened, PROPERLY SAMPLED, and manned during official show hours. ANY EXCEPTION REQUIRES THE WRITTEN PERMISSION OF THE BOARD PRESIDENT OR EXECUTIVE DIRECTOR OF THE ASSOCIATION. VIOLATION OF THIS RULE WILL RESULT IN A FINE OF \$250.00.
7. All displays or mannequins must be within the confines of the booth, and not to extend past the side of the walls. Also no display may extend above the top edge of the booth.
8. Anyone reported removing any equipment from another booth without permission will be fined. All requests for equipment must be submitted to FMNC staff at the registration desk.
9. **BUTTONHOLING IS PROHIBITED!!** **BUTTONHOLING** is any act by an Exhibitor of calling out to or stopping a retailer in any area other than in their own booth, for the purpose of encouraging, by word or action, that retailer to purchase the exhibitor's product or service. You will be fined, and second offense within three shows is subject to expulsion from the FMNC show.
10. It is a violation of show policy for any person to enter the booth of any exhibitor for any reason, without the permission of that exhibitor. **DUE TO SECURITY REASONS, THIS WILL BE STRICTLY ENFORCED.**
11. Exhibitors are not to contact building management for the purpose of registering any complaint or request regarding the operations of the FMNC show. Any complaint or constructive suggestions must be submitted in writing to the Executive Director or President, and given to a staff member at the front Registration desk.
12. **NO CASH & CARRY IS ALLOWED! ABSOLUTELY NO SAMPLES SOLD DURING THE SHOW -TO ANYONE.**
13. Exhibitors shall not conduct themselves in any manner which will bring discredit to FMNC, whether at the show itself, or on the hotel property.

EXHIBITOR RULES AND REGULATIONS continued

14. Children under 12 are prohibited from attending the show, unless in a stroller or carrier.
15. Dogs, other than service dogs, are prohibited by San Mateo Health Authorities and the Building Management, as well as FMNC/GGAA. SERVICE ANIMALS MUST BE UNDER THE CONTROL OF THE HANDLER AT ALL TIMES.
16. Flyers or other materials may not be distributed at the show without written approval from the President of the Board or the Executive Director. This includes putting flyers on tables in the lounge areas.
17. NO SHOW BOOK LISTING, ADVERTISEMENT OR BOOTH SIGNAGE SHALL ADVERTISE PRICE IN ANY WAY, INCLUDING OFF-PRICE, DISCOUNTED % OR ACTUAL PRICES.
18. Show Applications must be submitted with payment on the date required to avoid the late fee of \$150.00.
19. Exhibitors are not permitted to cook any food in your booth, or offer food or drink that is not properly packaged by order of the San Mateo Health Dept. and San Mateo Fire Department. THIS WILL BE STRICTLY ENFORCED. 1st time you will be given a warning. 2nd time you will not be permitted to show with FMNC show.