

**AAPG Southwest Section 2003  
INFORMATION AND REGULATIONS**

**INSTALLATION AND DISMANTLING OF EXHIBITS:**

Installation may begin no earlier than 12:00 noon Sunday, March 2 – until 4:00 p.m. Dismantling may begin 3:00 p.m. Tuesday, March 4 and must be completed by 9:30 p.m.

The exhibit hall will officially open to convention registrants on Sunday, March 2 and close on March 4. The exhibit hours are as follows:

Sunday March 2	6:00 p.m. – 8:00 p.m.
Monday, March 3	8:00 a.m. – 5:00 p.m.
Tuesday, March 4	8:00 a.m. – 3:30 p.m.

**BOOTH DESIGN AND FURNISHINGS:** All booths are 8' X 10' and are shown to scale on the Exhibit Space Floor Plan. Convention Management will furnish each booth with **burgundy and beige alternating back drape and burgundy 36" high side drapes; one 6'X30" burgundy skirted table, two folding chairs, and one 7" X 44" identification sign.** For any other furnishings desired, the exhibitor must deal directly with the official decorating contractor.

The exhibitor's display, including signs, may not exceed 8' in height unless permission is granted by Convention Management.

**FIRE AND SAFETY REGULATIONS:** The exhibitor assumes responsibility for compliance with local and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be protected by safety guards and devices where appropriate. Necessary fireproof materials meeting local Fire Department regulations may be used. Aisles and exits must be kept clear at all times. Descriptive literature, pamphlets, and catalogs may be distributed from any exhibit booth provided they do not create a fire hazard.

**DISPLAY RESTRICTIONS:** All activities must be confined to the exhibitor's assigned space. All plans for audio and visual exhibits, or exhibits with food or beverage served, must be explained in detail in advance, and Convention Management reserves the right to restrict exhibits which, because of noise or for any other reason, become objectionable or, in its judgement, may detract from the character of the Exhibition and Convention.

**SUBLETTING OF SPACE:** No exhibitor shall assign, sublet, or apportion any part of the space assigned or have representatives, equipment or materials from firms other than his own in the exhibit space unless approved in writing by Convention Management.

**DISPLAY VENDORS:** Vendors are required to submit Certificate of Insurance. If selling, a Certificate of Liability will be required.

**LIABILITY AND INSURANCE:** Convention Management will take reasonable precautions to safeguard exhibitor's property. No party to this contract shall be responsible for any injury, loss or damage to any other party to this contract, or any third party, except in the event that the injury, loss or damage arises out of the negligence or willful act of such party. The exhibitor agrees to indemnify and defend the Convention Management for any injury, loss or damage except for that caused by negligence of Convention Management. Exhibitors should place their own insurance to cover all contingencies, including but not limited to, fire, theft, property damage, public and private liabilities, and workmen's compensation.

**EXHIBITOR'S SERVICES:** The Official Decorating Contractor is:

Freeman Decorating Company  
8801 Ambassador Row  
Dallas, TX 75247  
214-634-1463  
214-689-9091 (fax)

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The exhibitor will deal directly with Freeman Decorating for services through an Exhibitor's Service Kit to be sent to all exhibitors prior to the show.

**SHIPPING STORAGE AND TRANSFER:** Exhibitor agrees to ship at his own risk and expense all articles to be exhibited. All shipments must be prepaid and addressed as detailed in the Freeman Decorating Quick Fact Sheet.

**ADDITIONAL INFORMATION:** Available upon request from:

Marshall Young  
1320 South University Drive  
Suite 400  
Fort Worth, TX 76107  
(817) 335-1216  
(817) 335-6110 fax  
[mry@youngoil.com](mailto:mry@youngoil.com)

**OR**

Michael McKee  
Jetta Production Company  
777 Taylor  
Fort Worth, TX 76102  
(817)335-1179  
(817)335-1180 fax  
[mmckee@jettapc.com](mailto:mmckee@jettapc.com)