



# FALL IN!® 2022

**NOVEMBER 4-6, 2022**

**Wyndham Resort and Convention Center, Lancaster, PA**

#FALLIN2022

## 2022 Exhibiting and Marketing Prospectus

---

Convention Dates:

**Thursday, Nov. 3 – Sunday, Nov. 6, 2022**

---

Exhibit Hall Dates:

**Friday, Nov. 4 – Sunday, Nov. 6, 2022**

[www.fall-in.org](http://www.fall-in.org)

**Scott Landis**

Fall In® Convention Director  
[director@fall-in.org](mailto:director@fall-in.org)

**Jeff Kimmel**

Fall In® Exhibit Hall Manager  
610-761-6486  
[exhibitors@fall-in.org](mailto:exhibitors@fall-in.org)

**Cliff Brunken**

Fall In® Events Manager  
[events@fall-in.org](mailto:events@fall-in.org)

## ABOUT HMGS®

The Historical Miniatures Gaming Society, Inc.® (HMGS®) is a 501(c)3 tax-exempt, non-profit, membership-based association established in 1986 and dedicated to the study of military history through gaming. HMGS membership is made up of 2,000+ US and International gamers.

HMGS® hosts three conventions per year: COLD WARS® in Spring; HISTORICON®, our four-day show in July; and FALL IN!®, held in the fall. Our attendees are a mix of dedicated, hard-core historical miniatures players and fantasy/sci-fi gamers, as well as painters, collectors and the public.

All our shows feature several days of gaming, seminars, classes, and exhibits that provide an opportunity for our members to come together and study military strategy and history through gaming. We offer attendees a fun opportunity to game through a multi-disciplinary and well balanced convention format.

## WHY EXHIBIT AT FALL IN

With a membership in excess of 2,000 miniatures enthusiasts dedicated to historical gaming, there's no better opportunity to get your company's products and services in front of a targeted miniatures-based market. If you want to reach this highly dedicated audience, secure your exhibit space/sponsorship options now.

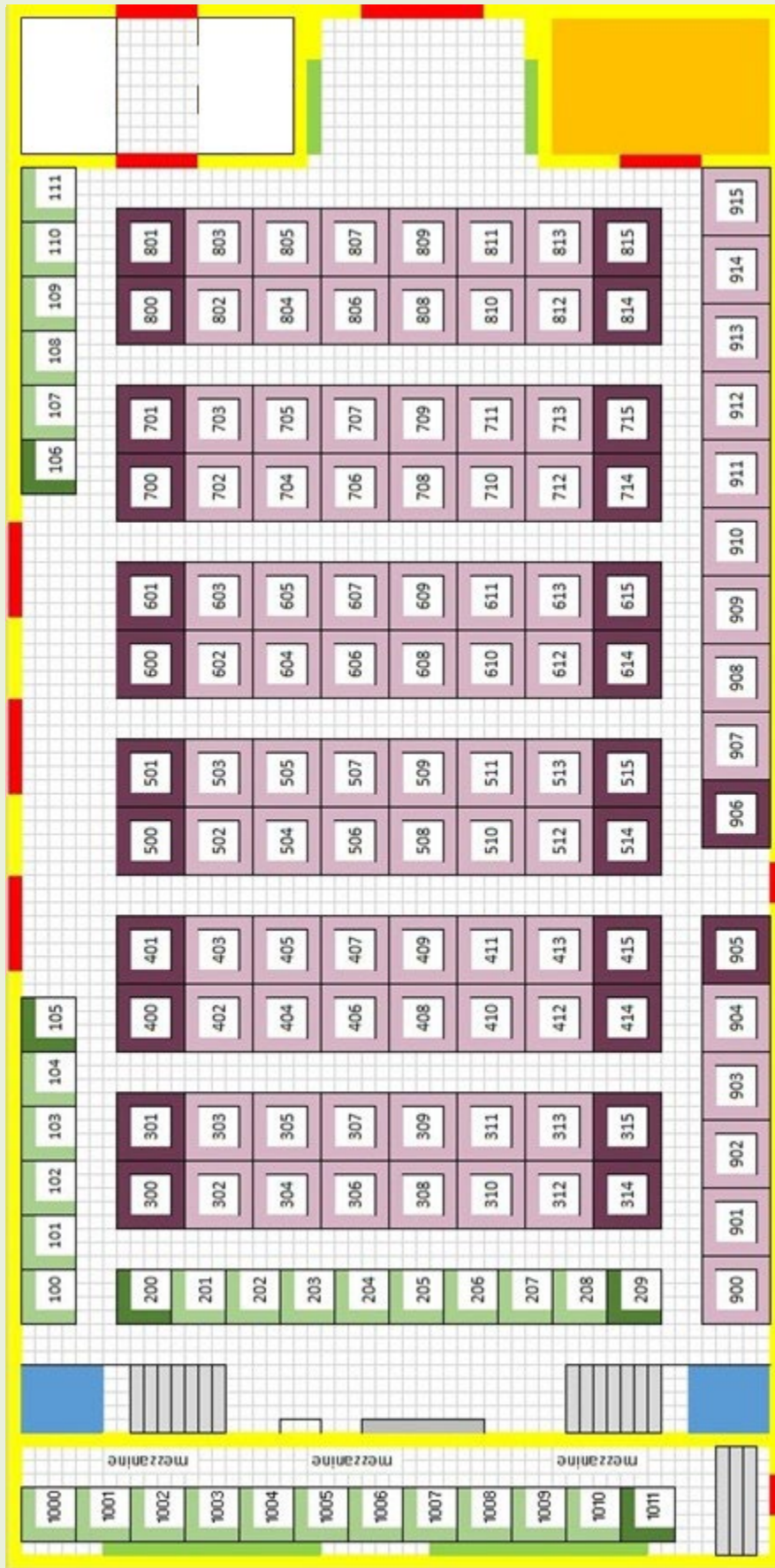
With its location in Lancaster, PA, HMGS® Fall In!® anticipates strong attendance at this year's convention. Don't miss this opportunity to meet face to face with those on the "frontlines." There are opportunities for you to show off product during demo games, HMGS® Hobby University™ classes, and War College seminars.



## EXHIBITOR DATES & TIMES

<b>Thursday</b>	Exhibitor check in and set up	10am – 10pm
<b>Friday</b>	Exhibitor check in and set up	8am - Noon
	Exhibit Hall open to public	Noon – 6pm
<b>Saturday</b>	Exhibit Hall open to public	9am – 6pm
	First voucher cash out	4pm – 5pm
<b>Sunday</b>	Exhibit Hall open to public	9am – Noon
	Final voucher cash out	10:30am – 11:30am
	Exhibit Hall check out and tear down	Noon – 4pm

# EXHIBIT HALL FLOOR PLAN



## BOOTH FEES

Booth Type	Early Bird 7/8/22 – 8/31/22	Standard 9/1/22 – 10/12/22	Late * 10/12/22 – 11/2/22
10'x10' Corner	\$300	\$375	\$470
10'x10' Standard	\$200	\$250	\$315
8'x8' Corner	\$200	\$250	\$315
8'x8' Standard**	\$135	\$175	\$220
Demo Space***	\$90	\$130	\$170
Tables (8' or 6')	\$10	\$10	\$10
Chairs	\$5	\$5	\$5
Electrical	\$25	\$25	\$25

\* Exhibitor Applications received/paid after **Wednesday, October 12, 2022**, will NOT be listed in the printed onsite program book.

\*\* Only one 8'x8' per exhibitor.

\*\*\* Demo Space (currently 10'x10' only) - Exhibitor booth space must be purchased. Only one demo booth per exhibitor booth. Must be set up with table as demo space. Corner booths do not qualify for demo space pricing. Cannot contain displays or sales areas. No exhibitor badges come with demo space. Contact [exhibitors@fall-in.org](mailto:exhibitors@fall-in.org) for more information.

Booth allocation will begin at the close of the Early Bird registration period with priority given to past exhibitors. No space will be allocated until payment is received in full

## ----- IMPORTANT 2022 CHANGES -----

### TABLES and CHAIRS will no longer come with booths.

In an effort to keep the booth prices the same as 2019 for this show HMGS has separated table and chair costs from the overall booth price. Not all exhibitors have a need for the tables and chairs that are included with their booth. The price for the booths will remain reduced and all tables and chairs will need to be purchased for them. When you purchase tables, you'll have two options for size, 8' or 6'. The price for tables will stay at \$10 and is the same for both size tables. Chairs will stay at \$5.

**BREAKDOWN and LOAD OUT** will be allowed on Saturday night after the close of the exhibit hall. Due to the restricted load in / load out situation we'll again be allowing exhibitors to leave after the close of the exhibit hall on Saturday night. If you wish to leave early, you must inform the exhibit hall staff in advance and plan to break down and leave while the exhibit hall is closed. Exhibitors will not be allowed to break down or load out while the exhibit hall is open Sunday morning. If you intend to leave early, please try choose booths that are closest to the doors.

### PIPE and DRAPE will be optional.

A number of exhibitors have commented that they didn't need/want pipe and drape around their booths. So there will be a question on the form for exhibitors to state a preference. Please understand that if your preference is to not have pipe and drape and you have someone behind you that wants pipe and drape, you'll have it behind your booth.

## BOOTH FEES COVER:

- Use of booth space
- Inclusion in onsite program
- If Mobile App used, all Exhibitors will be listed in Exhibitors Section of App
- Recognition on website once payment is received
- Two complimentary exhibitor badges per initial booth; one badge per each additional booth
- Opportunity to purchase additional exhibitor badges at \$60 each

## HOTEL RESERVATIONS

**Wyndham Resort and Convention Center**  
**2300 E Lincoln Hwy**  
**Lancaster, PA 17602**

Discounted group rate: **\$119**

Reservations must be made by **Monday, October 11, 2021 5:00 pm**, local hotel time, subject to availability of rooms at the time of reservation. Reservations can be made by calling the hotel at **1.717.299.5500**.

## CANCELLATIONS

All cancellations must be submitted in writing by **Wednesday, October 12, 2022**.

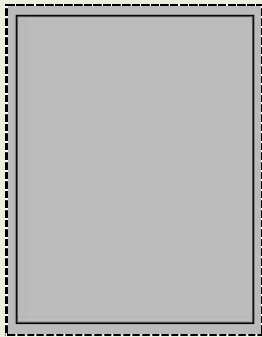
If cancelled in writing by the deadline, Exhibitor booth fees are refundable less a 50% cancellation fee. Booth fees are not refundable under any other circumstances. Advertising and Sponsorship fees are not refundable under any circumstances.

## ADVERTISING

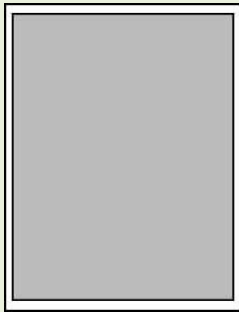
Onsite Program Advertising Deadline: **Wednesday, October 12, 2022**

Advertising is a great way to gain visibility and drive traffic to your booth. The onsite program is constantly referenced throughout the event and is distributed to every attendee on check-in at registration. The onsite program is often shared and referenced post event with friends and family, as well as posted online for reference. Print-ready, high-resolution artwork must be provided by advertiser.

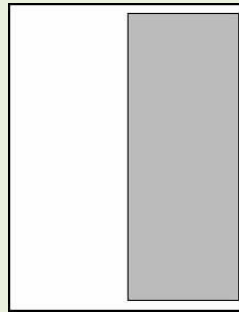
<b>Inside front cover (4-color):</b>	<b>\$200</b>
<b>Inside back cover (4-color):</b>	<b>\$200</b>
<b>Outside back cover (4-color):</b>	<b>\$250</b>
<b>Center spread (4-color)(8 available):</b>	<b>\$200</b>
<b>Full page (B&amp;W):</b>	<b>\$100</b>
<b>Half page, horizontal (B&amp;W):</b>	<b>\$60</b>
<b>Half page, vertical (B&amp;W):</b>	<b>\$60</b>
<b>Quarter page (B&amp;W):</b>	<b>\$35</b>



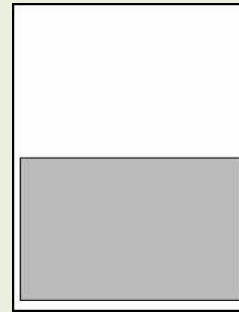
Full Page  
(With Bleed)  
8.75" x 11.25"



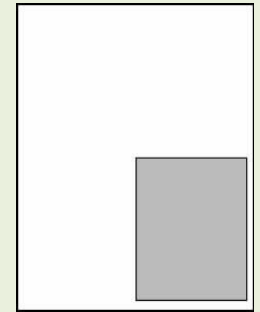
Full Page  
(No Bleed)  
7.5" x 10"



1/2 Page  
(Vertical)  
3.75" x 10"



1/2 Page  
(Horizontal)  
7.5" x 5"



1/4 Page  
(Vertical)  
3.75" x 5"

## EXHIBITOR TERMS & CONDITIONS

The Terms & Conditions contained herein are intended by the Historical Miniatures Gaming Society, Inc.® (HMGS®) to serve the best interest of the convention, the exhibitors and the attendees, and to give notice to applicants and exhibitors of governing terms and conditions. All applicants, exhibitors, and exhibitor-appointed contractors are bound by these rules and regulations.

HMGS® shall have full authority to interpret or amend these terms, and its decision is final. Exhibitors agree to abide by any terms and conditions that may hereafter be adopted, which shall be as much a part of these Terms & Conditions as though originally incorporated. All issues not addressed herein are subject to the decision of HMGS®.

The exhibitor understands and agrees that the information contained in this document and the HMGS® Terms & Conditions are an integral and binding part of the Exhibitor/Sponsor agreement and that signing the exhibit space application/contract indicates understanding and agreement to comply with all policies, rules, regulations, terms and conditions, and any others issued by HMGS® regarding the convention; willingness to abide by the payment policy; acknowledgement of having read HMGS Terms & Conditions; and agreement to distribute them for proper execution to those individuals involved with exhibiting.

### Americans with Disabilities Act (ADA)

Exhibitors are fully responsible for complying with the Americans with Disabilities Act (ADA) with regard to booth space, including, but not limited to, the wheelchair access provisions. Exhibitors indemnify, hold harmless and defend HMGS®, its officers, directors, agents, members, and volunteers from and against any claims, liabilities, losses, damages, and expenses (including attorneys' fees and expenses) resulting from or arising out of the exhibitor's failure or allegations of exhibitor's failure to comply with the provisions of the ADA. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800.514.0301).

### Assignment of Space

Companies that pay during the Early Bird registration

period will be placed first with priority given to past exhibitors, and taking space configuration and booth size into consideration. Management reserves the right to make any revisions necessary to the floor plan.

Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should note that on their applications. Careful consideration will be given to all such requests, but cannot be guaranteed.

All space is assigned solely by HMGS Show Management. While show management will make every attempt to accommodate exhibit space requests, show management reserves the right to modify the floor plan to serve the best interests of the event. Such a modification does not relieve exhibitor of contracted liability. HMGS® decisions about exhibitor space assignments are final and binding.

### Care of Premises

No part of an exhibit, sign or other materials may be posted, nailed, taped, or otherwise affixed to walls, doors, or floor surfaces in a way that will mar or deface the premises. The use of Velcro, stick-on decals or similar items and/or tape on any vertical surface, including, but not limited to, painted walls and portable walls within the facility, is strictly prohibited. Exhibitors are responsible for any damage to the facility.

### Conduct

Professional behavior is expected from each company and its representatives at all times during FALL IN®. Sponsors, exhibitors and their representatives, and exhibitor-appointed contractors shall conduct themselves in a manner that is appropriate for the event, which includes but is not limited to the following restrictions: no smoking, no profanity, and no display of inappropriate content or clothing. In the event of inappropriate behavior at the event, FALL IN® reserves the right to close the sponsor's display or exhibit, and all fees paid to FALL IN® will be forfeited. Any provocation of another either verbally, physically or by any other means, will result in all parties involved surrendering their badges immediately and being escorted off the premises by security, and all parties being prohibited from attending the remainder of the HMGS® Convention.

## Demonstrations

Demonstration areas must be organized within the contracted exhibit space. Demonstration tables cannot be placed closer than two feet from the aisle. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, HMGS® reserves the right to require the exhibitor to immediately discontinue the activity.

## Display Regulations

The listing of height restrictions and display regulations for each allowable booth type follow.

LINEAR BOOTHS are sold in increments of 10 ft. wide and 10 ft. deep (i.e., 10 ft. by 10 ft.). The back wall height may be a maximum of 8 ft. Regardless of the number of linear booths utilized (e.g., 10 ft. by 20 ft., 10 ft. by 30 ft., 10 ft. by 40 ft., etc.), display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. For 10 ft. by 10 ft. or 10 ft. by 20 ft. booths, the maximum height of 8 ft. is allowed only in the rear half of the booth space with a 4 ft. height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more linear booths are used in combination as a single exhibit space, the forward space 4 ft. height limitation is applied only to that portion of the exhibit space which is within 10 ft. of an adjoining booth.) Linear booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

CORNER BOOTHS are linear booths at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for linear booths apply.

PERIMETER BOOTHS are linear booths that back to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for linear booths apply to perimeter booths except that the maximum back wall height is 12 ft. In addition, a hanging sign is allowed with the restriction that the top of the sign be at 12 ft. or below.

ISLAND BOOTHS are 20 ft. by 20 ft. or larger. The entire cubic content of the space may be used up to the maximum allowable height of 16 ft., depending on the ceiling height of the hall.

## Drayage

The exhibitor is responsible for arranging all shipments, supplies and drayage service. (See Freight & Material Handling.)

## Exhibit Eligibility

HMGS® retains the sole authority to determine the eligibility of any company and/or its products.

HMGS® reserves the right to refuse applications from companies not meeting standard requirements or expectations. HMGS® reserves the right to curtail or to close exhibits, wholly or in part, that reflect unfavorably on the character and the purpose of the convention. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

## Exhibitor Registration

Names of all participants affiliated with the exhibitor must be provided through the Fall In® Exhibit Hall Manager prior to the deadline of **Wednesday, October 26, 2022**. Registered exhibitors must be employed by the exhibiting company or have a direct business affiliation. Registration after the deadline or on site may result in higher registration fees. The exhibitor badge allows access to the entire convention.

Exhibits must be staffed at all times during open hall hours. HMGS® enforces the opening and closing hours. Companies that do not keep their booths staffed and operating until the official closing time jeopardize their participation at future HMGS® conventions.

Additional exhibitor badges will be available at \$60 each. Please contact the FALL IN® Exhibit Hall Manager at [exhibitors@fall-in.org](mailto:exhibitors@fall-in.org) if you require additional badges. Badges are linked to individual attendees – full, proper names must be supplied. Each person must have and display their badge to attend convention events.

## Fees & Payments

Full payment for space/advertising MUST accompany your completed and signed Exhibitor Application (online or mailed). Space will be assigned when your application and full payment is received. No space will be assigned without full payment for all items.

Payment may be made with PayPal, American Express, Discover, MasterCard, Visa or Check. Make all checks payable to HMGS, Inc. All checks written on foreign bank accounts must include a \$45.00 Bank Processing Fee. There will be a \$35.00 charge for checks returned for insufficient funds, and a Bank Check or Money Order will be required to replace any returned check.

### **Fire & Safety Guidelines**

Exhibitors must comply with all federal, state and local fire and building codes that apply. A full set of the Fire and Safety Regulations can be provided upon request.

### **Freight & Material Handling**

Exhibitors using displays are responsible for all arrangements: assembly/shipping, fees, etc. All Exhibitor shipments must be addressed to: Wyndham Resort and Convention Center, 2200 E Lincoln Hwy, Lancaster, PA 17602.

The Wyndham Resort and Convention Center will accept shipment of materials only 48 hours or less in advance of the show due to limited storage space. All packages must be labeled with:

Fall In  
[NAME OF PERSON WHO IS TO RECEIVE THE  
PACKAGE(S)]  
[RELEVANT DATE]  
"Hold for Arrival"

The Wyndham Resort will apply a receiving charge for the receiving and handling of packages shipped to the Wyndham Resort. The Wyndham Resort will receive packages through Common Carrier with a receiving charge of \$10.00 per package shipped and received. Letters and parcels weighing one pound or less are received free of charge.

The Wyndham Resort will receive materials shipped via Freight Carrier at a charge of \$50.00 per hundredweight (one hundred pounds) provided that advance notice of three (3) business days is given prior to delivery. Applicable labor charges will also be applied for special deliveries and send-outs. Also, carriers unable to unload cargo to surface areas will be unloaded by forklift at the Exhibitor's expense of \$85.00 per hour with a one-hour minimum. Shipments will not be received prior to 48 hours in advance of the convention.

### **Giveaways**

Exhibitors may provide small promotional items to distribute to anyone visiting the exhibitor's booth in order to assist visitors in remembering an exhibitor or a service offered. Examples of approved giveaways include but are not limited to: pens/pencils, key chains, caps/visors, stress balls, t-shirts, and shirts. Candy, including chocolates, may be distributed if individually wrapped or in individual serving containers; any other food samples must receive prior approval from HMGS® and the venue.

### **Hanging Signs, Banners or Graphics**

Professionally designed banners may be displayed on the back drape of the booth. FALL IN® encourages exhibitors to creatively theme their booth(s). Hanging signs and graphics are permitted in perimeter booths with the top of the sign at 12 feet or below and in island booths with the top of the sign at 16 feet or below. These booths should comply with all ordinary use-of-space requirements. Hanging signs and graphics must be fixed and within the confines of the booth. All hanging signs and graphics must be set back 10 feet from adjacent booths. No booth that shares a back wall with another booth will be permitted to have a hanging sign. Booths that share a back wall with another booth with advertising that exceeds the height of the back wall can advertise only in the direction of their booth.

### **Indemnification**

The exhibitor agrees to protect, indemnify and hold harmless FALL IN®, the convention venue, their respective officers, directors, agents, and volunteers against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident, bodily injury, property damage, or other claims or occurrences to any person, including exhibitor, its employees and agents, or any business invitees, arising out of or related to exhibitor's occupancy or use of the exhibition premises in the show or on and adjacent to the convention venue, including storage and parking areas or any claims arising out of or related to exhibitor's website.

### **Insurance**

Exhibitors are required to insure their own display materials. In the event HMGS® or the owners of the convention site shall be held liable for any reason that



might result from an exhibitor's action or failure to act in any manner whatsoever, said exhibitors shall reimburse HMGS® and/or the convention-site owners for all resulting costs and liability.

### **Liability**

The exhibitor agrees to assume all risks of loss, injury, theft, or damage of any kind or nature whatsoever to any exhibit or component thereof, including any goods, merchandise, chattels, papers and business records, or other property that may be in or come into the exhibitor's possession during the course of the exhibit, or in the course of assembling or disassembling the exhibit, and to assume all liability for damage to property, person or persons arising from accidental or other causes incidental to movement and operation of exhibit, and here releases FALL IN®, its volunteers and the convention venue from any liability whatsoever.

### **Limitations**

Exhibitors, their agents, servants, employees or families may not sell new retail goods normally sold to the public as part of their normal dealer operations in Wally's Basement. Exhibitor agrees that doing so will be cause for immediate removal from the convention without a refund and result in forfeiture of any future priority, and possible rejection of application to future HMGS® conventions.

### **Logo Requirements & Use**

To ensure that your company receives the highest quality logo recognition, FALL IN® must receive your logo in a high-resolution Vector format of at least 300 dpi. The deadline for providing your company logo is **Wednesday, October 12, 2022**.

### **No-Show Policy**

An exhibiting company will be considered a no-show if its booth space is unoccupied 30 minutes before the opening of the Exhibit Hall to the public unless otherwise approved by convention management. In the event exhibitor fails to occupy space, convention management has the right to use said unoccupied space to suit its own convenience, including renting said space to another exhibitor, without rebate or allowance due to defaulting exhibitor. The exhibitor shall be deemed to have

cancelled their Exhibit Space Application/Contract for FALL IN®. HMGS® will require a written explanation of why the company did not show before future participation in any HMGS® convention will be allowed.

The exhibit space may be assigned to another exhibitor and FALL IN® will not provide a refund to the original company. FALL IN® is not obligated to relocate the exhibitor if they arrive after the deadline.

### **Non-Exhibiting Suppliers**

Non-exhibiting suppliers are prohibited from selling products or services or distributing items in the aisle, food and/or seating areas of the exhibit floor. Any non-exhibiting supplier selling products or services or distributing items in these areas will be escorted from the exhibit floor by on-site security personnel; convention credentials will be forfeited for the duration of the show; and the incident will be reported for further action. Any exhibitors observing such activity should communicate these infractions to FALL IN® staff or security monitoring the exhibit floor.

### **Non-Smoking Policy**

HMGS® policy strictly prohibits the use of tobacco products, including e-cigarettes/vaping, in all areas of the hotel (including during installation and dismantling) and all hotel meeting rooms hosting FALL IN® events. Exhibitors are responsible for ensuring that all individuals associated with the exhibiting company comply with this policy.

### **Onsite Operation**

Upon arrival all exhibitors must check in at the Exhibitor HQ table. Staff will present you with your Exhibitor's Packet and escort you to your space, which will be marked for easy identification. Markers, including tape affixed to the floor used to lay out booth space in the Exhibit Hall, may not be moved or removed by anyone but convention staff.

### **Outstanding Payments**

Any exhibiting company that has an outstanding balance with any HMGS® sponsored show will be prohibited from exhibiting until this balance has been paid. Outstanding balances may include fees incurred through FALL IN® advertising or sponsorship.

## Pack-out

Exhibitor may not begin dismantling or packing any table or display before the official close of the Exhibit Hall at noon Sunday without prior FALL IN® staff approval. Dismantling or packing prior to that time may result in forfeiture of any future priority and possible rejection of application to future HMGS® shows.

## Prohibited Practices

These practices are prohibited in the Exhibit Hall:

- Obstructing aisle space due to any activity in an exhibitor's booth.
- Parking in the loading dock areas is PROHIBITED.
- Selling outside the confines of your booth and/or in the aisle.
- Audio systems that disturb neighboring exhibits. (Using an open audio system is strongly discouraged. The exhibitor must stop using a system if HMGS® determines that the sound level is objectionable to registrants or adjacent exhibitors. Further, the exhibitor is responsible for any and all fees that may be due for the use of copyrighted music used in audio presentations.)
- Non-exhibiting suppliers selling on the show floor will be escorted from the floor and not allowed to return.
- No gambling or games of chance.
- Attendees and exhibitors are expressly prohibited from carrying weapons and/or weapon replicas on their person. Weapons and/or weapon replicas may be displayed and/or sold in the Exhibit Hall. Displayed weapons must be secured to tables or display for safety. Weapons purchased in Exhibit Hall must be safely contained or packaged by the seller in such a manner that all edges are covered securely. The purchaser must remove purchased weapons from the convention site to a safe location (hotel room or vehicle) at his or her earliest opportunity.
- You must be officially licensed to sell reproductions (video, music, miniatures, or any intellectual property). Sales of reproductions (bootlegs) will not be tolerated.
- No displays may be set up in aisles or fire exits, or be placed in such a fashion as to block the flow of traffic. During event hours, all aisles should be kept clear for your safety, as well as the safety of event patrons. Displays and activities must be designed as to not

block or reduce the flow of traffic (this also means you are NOT allowed to place chairs in the aisles).

Likewise, exhibitors may not sell merchandise from boxes under or around their tables (i.e., floor space) which block aisles. Note the area of your booth will be clearly marked and all displays (spin racks, blister racks, chairs, etc.) MAY NOT go out of that area. You can, however, sell from under any table inside your booth area. This is a fire and safety consideration which both convention management and the convention center will enforce. Damage resulting from event-related activities such as equipment movement, two-sided tape, nailing, etc., will be charged to the responsible parties.

- Exhibitor may not engage in activities or promotional activities posing any potential injury to participants, bystanders, or fellow exhibitors. Exhibitor may not block aisle-ways. If it is exhibitor's intent to draw a crowd or line, said crowd or line must be within the confines of exhibitor's rented space, not in the surrounding aisle-ways, unless specifically arranged in advance with convention management.

## Security

Each exhibitor is responsible for safeguarding its goods, materials, equipment, and exhibit at all times during FALL IN®. HMGS® provides security guard service for the perimeter of the Exhibit Hall, but neither the guard service nor HMGS® is responsible for loss of or damage to any property. Deliveries or removal of equipment are permitted only during load-in and load-out. HMGS® strongly recommends that you do not leave cash in your booth unsupervised.

No one will be allowed into the Exhibit Hall during closed hours. All needed items and valuables must be taken with the exhibitor before the Exhibit Hall closes each evening. Exhibitors will be allowed into the hall one hour before the Exhibit Hall opens to the public each day.

## Selling Products or Services

Exhibiting companies that sell taxable goods or services on-site are responsible for researching and complying with all Pennsylvania State and Pennsylvania Department of Revenue requirements.

All exhibitors will comply with all laws of the United States, as well as all applicable state or local ordinances,

rules, and requirements of police and fire departments or other authorities of such jurisdictions; will obtain all necessary permits and licenses with respect to their activities; and will not do or suffer to be done anything during the term of this agreement in violation of any such laws, ordinances, rules, or regulations. If the attention of said exhibitors is called to any such violation committed by said exhibitors or committed by any person employed by or admitted to the premises by said exhibitors, said exhibitors will immediately desist and correct, or cause to be corrected, such violation. Exhibitors agree to indemnify, defend, and hold harmless HMGS® from any and all costs, suits, and legal proceedings alleging violations of any such law or regulation.

Exhibitors are solely responsible for paying all applicable city, county, state, and federal taxes on sales and promotional activities at the convention.

### **Show Cancellation Policy**

Should FALL IN® elect to cancel the show, FALL IN® liability to the Exhibitor shall be the refund of any payments for booth space received.

FALL IN® shall not be liable for consequential damages that may arise from such cancellation. Should the show be cancelled due to circumstances beyond the control of FALL IN®, including, but not limited to; acts of God, acts of war, governmental emergency, labor strike, or destruction of exhibit facility, HMGS® shall return each Exhibitor's space payment less a pro rata share of costs and expenses incurred by HMGS®.

### **Storage**

Storage of all sales literature and catalogs must be accommodated on or under the tables provided. No crates, fiber cases, cardboard boxes, or reserve supplies may be stored behind the booth back walls.

## COMPLETING THE EXHIBITOR APPLICATION ONLINE

- Step 1 - **LOG IN** – You must be logged into the site – please submit a **“Contact Us”** form if you need assistance with your credentials.
- Step 2 - Click the **Fall In 2022 Exhibitor Application** link under Calendar [right sidebar] Step 3 - Click **Register** under Registration Information
- Step 4 - On the **Attendee Selections** tab make your booth selection under Related Products and add the quantity needed. Select any additional items (Additional Badges) you wish to under Related Products. **You must click the 2022 Fall In Exhibitor button at the top of the page.**
- Step 5 - Complete the Registration Information Section making sure to fill in all **Required Fields – some fields will auto-fill from your profile.**
- Step 6 - Complete the badge request section with a first name and last name for each person – nicknames or names like Minion 1, etc. are unacceptable. Don't forget to list yourself if you will need a badge. You receive 2 complimentary badges with the first booth and earn 1 badge for each booth after that. You may request youth badges for children age 14 or under – these are free. You may purchase additional badges over the allotted amount for \$60 each. Please indicate a quantity under related products and list names under additional badges.
- Step 7- Complete the Volunteer Rewards Program Acceptance Section.
- Step 8 - Read the Terms and Conditions (link is at the top of the page) and complete the Acceptance Section.
- Step 9 - Complete the Electronic Signature.
- Step 10 -Click **Save & Finalize Registration** – A pop-up *“Finalize Event Registration” – Are you sure you want to finalize this event registration?* will appear. Click **Yes**.

**Note: If you have updated your profile information, your contact information will auto-fill**


- Step 11 - Checkout (Step 1 of 2). Your Recipient Information will auto-fill from the previous screens. Please complete any required fields that do not auto-populate.

Under Payment Information, select your payment method. You may use the following:

- Paypal – Follow the steps to pay through Paypal
- Credit Card – (Discover, MasterCard or Visa) – Complete the card information

You may mark the box next to **Check here if the billing address is the same as the recipient information** to auto-fill the Billing Information and then click **PROCEED TO CONFIRMATION**.

Checkout (Step 2 of 2). Verify information and then click **COMPLETE ORDER**.

Click the  View Invoice/Receipt to print out a receipt copy and save for your records.

**CONGRATULATIONS! YOU HAVE COMPLETED REGISTRATION – PLEASE PRINT YOUR EVENT REGISTRATION AND YOUR INVOICE/RECEIPT FOR YOUR RECORDS. WE STRONGLY SUGGEST BRINGING A COPY OF YOUR RECEIPT TO THE CONVENTION.**