



## 2026 SPPA SPRING SHOWCASE CONTRACT

**March 25, 2026 • Biloxi Welcome Center • Birmingham, AL**

### GENERAL INFORMATION

**SHOW HOURS & SET UP:** Show hours are from 10:30am to 1:30pm on March 25, 2026. Set up times can be found on the information webpage as soon as they are determined. Set up times are based on decorator and venue scheduling.

**FORMAT:** The 2026 SPPA Spring Showcase is a "table top show." This means that exhibitors will be allocated one 8ft table or one 8ft blank space for a rack as their initial exhibit space.

**COSTS:** For members of SPPA, your first exhibit space is \$250 with an early bird discount of \$50 until February 1, 2026. An electronic file of all attendees with company information will be provided post show. Exhibitor information will be emailed prior to the show. Registrations after March 11, 2026 will incur a \$50 late registration fee.

**ASSIGNMENT OF SPACE:** Allocation of space will be assigned on a **first-come, first-served basis** based in the order their registration is received. The floor and exhibit diagrams published in promotional material are as accurate as possible, but changes are sometimes necessary, and if they occur exhibitors will receive equitable adjustments as determined by management.

**USE OF SPACE:** Exhibits are only located on the show floor in each exhibitor's allotted space respectively. Exhibiting elsewhere violates Show Regulations. An exhibitor may reserve space only for their own use and may not assign or sublet space to other exhibitors. SPPA reserves the right to restrict or remove any exhibit which SPPA, in its sole discretion, determines that to do so is in the best interest of the event.

**INSTALL/DISMANTLE:** Installation of exhibits must be set up during the dates and times identified by SPPA. Exhibits shall remain open during official hours for the full duration and shall be closed at all other times. Dismantling of exhibits cannot start until the show has officially closed and must finish by 4:00p.m. Early dismantling may result in forfeiture of priority exhibit placement at future shows or other disciplinary action decided by the SPPA board of directors. Exhibitors shall not hold business or social functions to which distributors are invited during official exhibit hours or during hours of SPPA sponsored business or social functions.

**SHOW ACCESS:** The SPPA show is closed to the general public, children under the age of 14, and suppliers who are not exhibiting. SPPA trade shows are only accessible to distributor attendees and their clients.

**SHOW SCHEDULE:** SPPA reserves the right to make such modifications in the exhibit and set up hours as may be necessary to meet program needs.

**FREIGHT:** SPPA strongly advises exhibitors to coordinate all shipments directly with the venue to ensure compliance with the venue's guidelines for receiving and distributing items. All aspects of shipping, including but not limited to the shipment's safety, accuracy, and timely delivery, are the sole responsibility of the exhibitor. SPPA explicitly disclaims any liability for loss, misplacement,

or misdelivery of shipments and shall not be held responsible for any resulting consequences.

## **GENERAL SHOW RULES & REGULATIONS**

**REGULATIONS:** Upon acceptance, the regulations printed here become terms and conditions of the contract. Please read these regulations with care; if you have any questions about them, contact the Sunbelt Promotional Products Association (SPPA). Registration for this show through our online registration portal, mailed submission of contract, or email request for exhibit space shall constitute acceptance of these terms.

**SPACE VARIATIONS:** The show floor, table size, and space descriptions are as accurate as possible, but changes and modifications are sometimes necessary; when space change or modification occurs, exhibitors will receive equitable adjustments as determined by show management.

**PAYMENT:** Payment is expected in full by the event's cancellation deadline. Event registrations that are not paid in full after the show may incur late fees as designated by the SPPA Board of Directors.

**CANCELLATION:** In the event the show is canceled for reasons beyond control of SPPA (such as acts of God, acts of war, governmental emergency, or unavailability of the exhibit facility), SPPA shall refund exhibit payments paid, minus a share of costs and expenses incurred, in full satisfaction of all liabilities. In such cases, SPPA shall be free from any claim for damages which the exhibitor alleges to have suffered as the result of such cancellation. If the exhibitor desires to cancel, it must be done by written notice, with evidence of a receipt.

**EXHIBITOR CANCELLATION POLICY:** Cancellations must be received in writing by email, fax or mail by January 31, 2026. If an exhibitor cancels by the cancellation date a portion of the exhibit space may be refunded in the form of a SPPA account credit at the discretion of the SPPA board of directors. Credits are determined by non-refundable costs incurred by the association and can be used toward a future show event or membership renewal. SPPA membership renewals are non-refundable.

**INSTALLATION AND DISMANTLING:** Set up times and tear down times will be provided by show management prior to the show. Exhibitors must staff their exhibit for the entire show period. Goods and materials used in any exhibit (except bonafide samples) shall not be removed from the exhibit area until the show has officially been closed. Any exception to this rule must have the approval of the Show Manager. Any violation of this rule could result in disciplinary action as defined by the current SPPA Board of Directors up to and including suspension of the exhibitor.

**LIABILITY INSURANCE:** Neither SPPA, the service contractor, the show venues, nor any officers and/or staff members of the above will be responsible for loss or damage to property of exhibitors from thefts, strikes, damage by fire, water, storm, vandalism or other causes, but they will take all reasonable precautions to protect the exhibitors from such loss or damage. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment, and other property and shall indemnify, defend, and hold harmless the SPPA, the service contractors and any officers and/or staff members of the above, the show venues, their owners, affiliated companies, agents, servants and employees from any and all such losses, damages and claims. None of the above shall provide insurance coverage for loss or damage from such causes, and it is thus expected that exhibitors will provide their own floater insurance coverage as needed.

**FIRE PROTECTION:** All decorations must be flame- proofed, and all hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise creates a fire hazard, the right is reserved to demand removal of all or such part of his/her exhibit as may be nonconforming or hazardous. The exhibitor is charged with knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Ceilings over exhibits are not permitted if the exhibit is below a building sprinkler device. Any exhibits which propose to incorporate a ceiling or cover must be submitted to management, for prior approval by fire prevention authorities.

### **RESTRICTIONS IN OPERATIONS EXHIBITS:**

1. Exhibitors may not alter the location of exhibits or of exhibit spaces without the prior consent of show management.
2. Exhibitors may neither share nor sublet their space nor any part thereof.
3. Non-exhibiting suppliers, supplier representatives, and multiline representatives are not allowed on the show floor at any time.
4. SPPA reserves the right to restrict or relocate at the exhibitor's expense any exhibits that become objectionable because of noise, method of operation, materials, traffic congestion, or any other reason.
5. Exhibit demonstrations must be confined within the bounds of their respective exhibits. Aisle space may not be used to

distribute promotional material. Companies planning to sell must comply with all Association, state, and local sales permit requirements.

6. Distribution of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material.
7. Exhibits which involve any noise-producing equipment sufficiently loud that it may reasonably disturb adjacent exhibitors must give advance notice to management when contract is initially submitted, regarding this possibility; in such cases, management will endeavor to provide special arrangements and/or locations to accommodate the problem, but management shall not be bound to any contract in which the said noise problem cannot be so controlled or abated. Amplified sound/noise level shall comply with the rules and regulations of the show venue.
8. Exhibitors are responsible for waste removal. Exhibitors who leave waste in their exhibit will be billed for its removal.

**AESTHETICS:** Management reserves the right to prohibit and/or evict exhibitors whose presentation is in any manner deemed by management as offensive to conference attendees, by reason of bad taste, questionable morals or controversial content. In the event of such prohibition or eviction, management shall not be liable to the exhibitor for refunds of exhibit fees.

**INDEMNIFICATION:** Exhibitor shall be liable to owners of the conference facilities for all damage caused by exhibitor, and shall hold harmless and indemnify management for any damage charged to management by owners.

**FOOD SAMPLING:** While it is realized that some exhibitors find food sampling to be an effective means of creating interest in their products, the proposed distribution of food samples must not be carried to extremes so as to result in unsightly and annoying conditions to other exhibitors. Those exhibitors who distribute samples must adhere to facility food sampling guidelines and confine their distribution within the limits of their designated space. Ample facilities must be provided by each exhibitor within the confines of his/her own designated area for the collection of refuse. Waste containers must not be placed in aisles. SPPA cannot be held responsible for preparation or distribution of exhibitor samples or give-a-ways, and refuses any liability of the dispensation of any of the aforementioned items.

**VIDEO PROJECTION:** Projection machines are limited to sales demonstrations only and shall not be used for showings designed primarily to amuse visitors. All projection must be in accordance with the requirements of local fire prevention authorities, and in harmony with any agreements entered into between management, owners of the convention facilities, and labor unions. All plans for installation and operation of projection equipment must be approved by management before the conference and identified when contract is initially submitted.

**UNUSUAL DISPLAYS:** Whenever an exhibitor plans to utilize or construct displays that will be unusual, outsized, or designed in a manner which will require special hookup, installation, or other advance technical assistance, such proposed plans must be submitted to show management at the earliest practicable time after this contract is executed, in no case less than ninety days before the trade show. Both management and owners of the exhibit hall may deny such proposals; in any event, approval thereof may be obtained only by such advance submission, which shall be promptly considered and decided by management and where necessary, owners.

**DEFINITIONS:** As used herein, the following definitions apply: (1) "exhibitor" means that person, company, organization, or other entity that contracts to use one or more exhibit areas, upon the front side of this document; (2) "management" means SPPA; (3) "owner" means that person, company, municipality, or other entity or any combination thereof, that bears the ultimate legal responsibility by virtue of leasehold or otherwise, for operation of the conference hall, whether or not the same is legal owner thereof; (4) The official decorator of the show is the coordinator of special or unusual types of exhibits.

**SALES:** Exhibitors may not sell directly from their area. Any exchange of funds between the attendee, exhibitor, and distributor that would be subject to State Sales Tax is not allowed on the show floor. These regulations are considered terms and conditions of the contract agreed to by the exhibitor at the time the contract is signed.