

Women Working For Women

EVENT COORDINATOR

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Exhibitor Rules and Regulations

Upon acceptance of this application, the Exhibitor shall be bound by the rules and regulations set forth herein. All decisions regarding allocation of space, payment, character of exhibits, and all operations of the Seminar shall be made by Seminar Management.

Exhibiting Rules:

- Only companies with products and services that meet Management's approval are allowed to exhibit.
- Management has the right to refuse potential exhibiting companies not deemed appropriate for the Seminar.
- Spaces are assigned on a first-come, first-served basis, but every effort is made by management to give Exhibitor's their preferred location. Space may be changed by Management for the benefit of the Exhibitors or the Event itself.
- Exhibitors must set-up and be ready a half hour before the opening of the Seminar.
- All exhibits must be staffed for all hours of the Seminar.
- **Exhibits may not be broken down until the close of the show. NO EXCEPTIONS!**
- No fuels explosives or combustible materials are permitted. All display items must be flame-proof.
- All Exhibitors must stay in their assigned space to conduct business, and are not allowed to solicit customers from another Exhibitor's space. Exhibitors that do not abide by these rules will not be allowed to exhibit in the future.

Payment Terms: Payments will be processed upon approval of your application. There will be no refunds for cancellations. There is a \$35.00 fee for returned checks and exhibitors with any returned checks must pay balance by credit card or cashiers check only.

Subleasing of Space: Subletting of space is prohibited. This includes no renting or sharing exhibit space with another company or individual. Non-exhibiting companies will not be allowed to display products, brochures, flyers or signs anywhere in the show.

Rules, Regulations, Compliance with Law and Safety Requirements: Exhibitor and its use shall comply with all applicable federal, state and local laws and ordinances, and with all orders of police and fire departments having jurisdiction. Without limiting the generality of the above, Exhibitor agrees not to obstruct aisles or access to neighboring booths, nor conduct or operate its exhibit so as to cause interference, annoyance or endangerment to other exhibitors or visitors. No exhibits or advertising shall extend beyond the space allotted to Exhibitor, or above the back or side panels of the Exhibitor's booth. The distribution of any samples, souvenirs, publications, or other sales or promotional activities shall be conducted only from within the Exhibitor's booth. All displays are subject to inspection by the fire department.

Exhibitor Kits/Badges: Exhibitor kits and badges will be available upon check-in at the seminar.

Sales of Merchandise: Exhibitor is responsible for obtaining local, county and state licenses, which may be needed in order to sell or display merchandise or services. This includes a certificate of insurance certifying a general liability policy is in effect. The exhibitor is solely responsible for reporting appropriate sales tax after the Seminar.

Waiver of Liability: Management shall not be responsible for any damage or injury that may happen to the exhibitor or its agent, employees or property from any cause whatsoever except the gross negligence or willful mis-conduct of management or its employees arising out of management duties and responsibilities under this agreement.

Disruption of Show: In the event the exhibit space shall not be available for uses herein specified due to war, government action or order, act of God, fire, strike, labor disputed or any causes beyond the control of Management, this agreement shall be terminated and Exhibitor hereby waives any claim for damages or compensation should the agreement be terminated. If for unforeseen circumstances, date or location or name of event must be changed for the benefit of Management, this contract will still remain in effect.

Photos and videos: Seminar Management reserves the right to use pictures and videos taken during the Seminar of display areas, special features, exhibit personnel, and attendees.

Security: Management is not liable for the loss of any material by any cause