



2008 DDESB Seminar Exhibitor Rules & Regulations



By submitting a request for exhibit space, exhibitors agree to abide by the following:

1. Exhibit space will be reserved on a first-paid basis. Priority will be determined by date of receipt of request and full payment.
2. Exhibitors agree to abide by the installation and dismantle times set forth by exhibit management and to have at least one person staffing their booths during published exhibition hours. Exhibitors who dismantle their booths prior to the published dismantle time, without written permission from exhibit management, will be assessed a fine equal to one-half the booth fees and will not receive priority status at future events. To ensure the security of the exhibit hall, no one is allowed in the exhibit hall outside of the established exhibit hours.
3. A 50% refund will be granted for cancellation requests received in writing by 5 p.m. ET on August 4, 2008. No refunds will be granted for cancellations after August 4, 2008.
4. The standard booth size is 10' (3.05m) wide x 10' deep unless noted otherwise on the floor plan or in the exhibitor prospectus. All exhibit materials must fit within the assigned space to avoid impeding traffic flow, infringing on the space of other exhibitors, or violating emergency exit routes established by the fire marshal.
5. All exhibitors are subject to fire code regulations, including exhibits that contain flammable or combustible substances. All firearms and ammunition must be inert and/or nonfunctional. Permits for individual exhibits and move-in and move-out of "regulated" equipment are the sole responsibility of the exhibitor.
6. Space not claimed by an exhibitor prior to the close of the published installation period will be considered forfeited. Exhibition management reserves the right to relocate or resell such space.
7. Included in the exhibit registration fee is your registered space with pipe and drape, 6' table, two chairs, trash can and booth sign. Any other booth furnishings and equipment must be contracted through the official exhibition services contractor or the host facility as indicated in the exhibitor's service kit.
8. Exhibition management reserves the right to impose limitations on noise levels and any other method of operation which becomes objectionable or disruptive. This includes music, videos, DVDs, advertisements, announcements, etc. broadcasted within exhibit space. Any distribution of literature or samples outside of the exhibitor's contracted space is prohibited.
9. Exhibition management reserves the right to modify the final floor plan based on number of exhibit requests received.
10. Exhibitors shall contract space at his sole risk. Neither exhibit management nor the host facility shall be liable for damage, loss or destruction to property by fire, theft, accident or other destructive causes. Agents, servants or employees of neither exhibit management nor host facility management will be held accountable or liable for accidents to exhibitors, their agents or employees.
11. Should exhibition management be prevented from holding the exhibition for any reason beyond their control (such as, but not limited to, damage to the building, riots, strikes, acts of government, or acts of God) or if an exhibitor cannot occupy the exhibit space due to reasons beyond exhibition management's control, then exhibition management has the right to cancel the exhibition or any portion thereof, with no further liability to the exhibitor than a refund of exhibit space fee, less a proportionate share of the exhibition cost incurred.
12. Exhibitors shall be liable to the host facility and/or exhibit management for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor.
13. Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless exhibition management, the host facility, their officers, employees and agents against all claims, losses, and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of the exhibition premises or any part thereof, including any outside exhibit areas.
14. Exhibitor acknowledges that exhibition management does not maintain and is not responsible for obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.
15. No photography is allowed without the permission of the exhibitor and exhibition management.
16. Exhibitors and booth personnel must wear the DDESB Seminar exhibitor badge at all times, including during set up and tear down of exhibits.

Signature: _____ Date: _____