

2009 Trade Show Rules & Regulations

These rules and regulations stated here constitute a bona fide part of the contract for space. CEFPI reserves the right to render all interpretations and decisions should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the trade show. CEFPI's decisions and interpretations shall be accepted as final in all cases. It is the responsibility of the exhibiting firm to be fully familiar with these Exhibit Rules and Regulations and to see that all company representatives attending the Expo are also familiar with them.

CEFPI's Expo Character

To maintain CEFPI's determination to provide the best atmosphere for conducting business, each exhibitor agrees as follows:

Products: Exhibit only products of their own manufacture or supply, limited to products and services designed primarily for use in the educational facility market. Products and services must be displayed in a tasteful manner so as to describe and depict their advantages.

Food: Distribution of food, other than pre-wrapped confections, requires the prior approval of CEFPI. Absolutely no liquor or other alcoholic beverages may be distributed or served in the Exhibit Hall by exhibitors without prior approval of CEFPI.

1. Contract for Space

Applicants for exhibit space are required to execute and forward an Application/Contract to CEFPI. To be valid, each application must be submitted with payment for the required deposit of **50%** of the total space rental and must specify products scheduled for exhibition. Any exhibitor failing to occupy space is not relieved of the obligation of paying the full rental. Contracts for space will be accepted at CEFPI offices until **June 22, 2009**. Contracts will be accepted only on-site after this date.

2. Space Assignment

Initial space assignments take place on-site at the 2008 San Diego, CA conference. All contracts thereafter will be either chosen online by exhibitor or assigned space by show management based on date of receipt of contract and/or special needs. In all cases, CEFPI will make it a priority to assign space in as close compliance as possible with an applicant's choices. CEFPI reserves the right to alter the exhibit floor plan or change space assignments in case of an emergency and/or in the interest of any exhibitor.

3. Space Payment

Contracts must be submitted with a deposit equal to **50%** of the total rental cost for each booth requested. **Final payment for contracted space is due on or before June 22, 2009.** Should payment not be received by this date, CEFPI shall have the right to retain the deposit as liquidated damages and cancel the booth reservation. **Contracts received on or after June 22, 2009, must be accompanied by full payment. NOTE: A \$100.00 service fee will be assessed for returned checks.**

Deposit Payment Exception: Exhibitors who sign up for the 2009 conference on-site in San Diego 2008 are required to pay the 50% deposit by October 31, 2008.

4. Cancellation Policy

All cancellations must be submitted in writing to CEFPI. **If notice of cancellation is made on or before June 22, 2009, a refund less 50% of the deposit amount will be issued. NO REFUNDS will be issued on booth space that is cancelled after June 22, 2009.** Any reduction in booth space will be treated the same as a booth cancellation and will be refunded accordingly.

5. Exclusive Use of Space

No exhibitor may assign, sublet, or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any non-existing firm to solicit business or take orders in their booth space.

CEFPI will not permit non-exhibitors to canvass, solicit, hold conferences, or distribute literature or other promotional devices at the show.

6. Exhibit Contractor

CEFPI shall specify the official Exhibit Contractor who will issue exhibit instructions, provide shipping labels, maintain a service desk in the area, and be available to exhibitors at all times. Exhibitors should direct all shipments to the address provided by the official exhibit contractor

7. Height Limitation for Displays

Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving, or other construction which extends more than eight (8) feet above the floor or more than four (4) feet forward from the back wall of the booth.

Displays between back construction and front of booth may be no higher than four (4) feet. Specially created island booths consisting of four or more standard booths may be exempted from the height and extension rule; however, such an exemption must be granted by CEFPI. No interface with light or view of other exhibitors will be permitted.

8. Arrangements of Exhibits

CEFPI will provide standard booth background drapes and side rails. Signage, furnishings, carpet and electrical needs can be purchased through the exhibit contractor.

9. Display Space

CEFPI will provide display space as indicated on this agreement and official floor plan insofar as possible, but reserves the right to make any changes necessary in case of emergency and in the interest of the exhibitor. CEFPI reserves the right to decline or prohibit any exhibit which in its judgment is not maintaining the character of the exhibition, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct. Exhibitors engaging in objectionable practices shall be subject to eviction without refund.

10. Materials

No materials can be accepted in the exhibit hall before 8:00 am, Friday, September 25, 2009. All exhibits must be completely set-up by 4:00 pm, Sunday, September 27, 2009.

Any space not claimed and occupied or for which no special arrangements have been made prior to 2:00 pm, Sunday, September 27, 2009 may be resold or reassigned by CEFPI without any obligation on the part of CEFPI for any refund whatsoever. Special arrangements may be made for early or late set-up with prior approval from CEFPI. Contact Mike Deegan at Mike@cefpi.org.

Unattended freight in unclaimed space will be removed from the exhibit floor and stored at the exhibitor's sole risk and expense.

No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during the trade show hours.

Displays must remain intact and manned until the end of show at 3:30 pm, Monday, September 28, 2009. Exhibitors agree by signing the Exhibit Space Application Contract that they (or their staff) will remain on the exhibit hall floor until the official close of the trade show, as published in their exhibitor manual. Any infraction of this rule will jeopardize the exhibitor's participation in future CEFPI shows and will result in the loss of seniority for future years' exhibit space.

11. Union Regulations

Work in connection with electrical hookups, erection, or dismantling is to be performed by union personnel where applicable, in compliance with local union regulations. Necessary labor will be provided upon request through the official exhibit contractor appointed by CEFPI.

12. Special Services

Following space assignment, each exhibitor will be furnished information pertaining to special signs, decorating, furniture rentals, carpentry, electrical and other work, shipping, etc. All empty crates and containers will be removed to a storage area, stored and returned at the close of the trade show.

13. Exhibitor Admission Credentials

Exhibitors shall furnish CEFPI with an advance list of their representatives on forms provided by CEFPI by **September 4, 2009**. Each exhibiting firm is entitled to three (3) complimentary badges per booth. **A fee will be assessed for badges beyond this number.** Representatives must be registered in advance, and at all times wear the identification badges which will be furnished by CEFPI. Badges are not transferable. CEFPI reserves the right to withdraw the use of the badge used to gain admission to the trade show by any person other than the one for whom it was issued. Exhibitors will be admitted to the exhibit hall on Saturday, September 25, 2009 at 2:00 pm. Expo Opening will take place on Sunday, September 27, 2009 at 5:30 pm and the Expo show day begins on Monday, September 28, 2009 at 10:30 am.

14. Sale or Distribution of Merchandise

Exhibitors may show, display, discuss, explain, or demonstrate items of services in their exhibit space. Orders for merchandise may be taken; however, no sales (cash or credit card) are permitted.

15. Prohibited Activities

No interviews, demonstrations, or distributions of literature will be permitted except in the exhibitor's own space. Samples or souvenirs may not be sold and only those relating directly to merchandise in the exhibitor's booth may be distributed. No sideshows, raffles, or lotteries, which distract from the dignity of the trade show, may be held. CEFPI reserves the right to decline or prohibit any exhibitor.

Exhibitors may participate in the CEFPI drawing for prizes. The drawing will be held at 3:00 pm, Monday, September 27, 2009 at the close of the Expo.

16. General Regulations

No part of the exhibit area shall be defaced in any manner, nor shall signs, decals, stickers, or other articles be posted, nailed or otherwise affixed to any pillars, walls, doors, or other parts of the building. Combustible materials, gasoline, kerosene, acetylene and other flammable or explosive substances are prohibited. Aisles must be kept clear of exhibit materials and debris and must be disposed of in the building trash containers. Gasoline powered units displayed must meet local fire prevention regulations.

Please refer to local regulations to be included in the exhibitors' kit. Cloth or other decorating materials must meet flame proofing and fire codes and ordinances prevailing. All packing containers, wadding, wrappings, and such materials must be removed from the immediate exhibit area and may not be stored under tables or behind displays.

17. Noise and Sound

Musical instruments, radios, sound motion picture equipment, video recorders, record players, or any noise-making devices or amplifying systems shall be operated only at a level which will not interfere with other exhibitors or add unduly to general acoustic inconvenience, and their operation must conform to CEFPI requirements. Prevailing union regulations, if any, regarding use of union operators must be observed.

18. Non-Liability

It is expressed, understood, and agreed by each and every contracting exhibitor, his agents, and his guest that neither the Council for Educational Facility Planners International, its employees, its contractor, nor operator of the local convention center premises, its agents, or its employees shall be liable for loss of damage to the goods or properties of exhibitors. At all times, such goods and properties remain in the sole possession and custody of each exhibitor. Upon signing the Application Contract, exhibitor agrees to defend and indemnify CEFPI, its management, officers, members, sponsors, employees, and agents and to hold them harmless from all claims, demands, actions, complaints, suits, or liability for any property damage, personal injury, or other damages sustained by any individual or entity, including the exhibitor and his agents or employees, on or about the exhibitor's display space or otherwise arising out of the exhibitor's participation in the exposition, including such injury or damage of any nature which may result, in whole or in part, from the negligence of any of the employees or agents of the exhibitor.

19. Insurance

Each exhibitor will, if requested by CEFPI, furnish a certificate of comprehensive general liability insurance coverage, including protective and contractual liability coverage of \$200,000/\$500,000 for bodily injury and \$50,000 property damage; and Worker's Compensation with Employer's Liability coverage of \$2,000,000.

CEFPI reserves the right to make such additional conditions, rules and regulations as CEFPI deems necessary to enhance the success of the trade show and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the conference, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.