

# 2015 EXHIBIT RULES AND REGULATIONS

By applying for exhibit space, your company agrees to comply with all rules and regulations outlined below, and further agrees to abide by the decision of the CCPRF exhibit management with respect to interpretation of these rules.

Please be sure that the company representatives attending the conference are aware of and adhere to these rules.

**1. EXHIBIT REPRESENTATIVES.** See Registration Form for exhibitor badges and exhibit registration information. Each additional badge is \$150. Please note, exhibitor badges do not include admission to pre-conference workshops.

**2. ASSIGNMENT OF SPACE.** Space assignments will be made based on the date of receipt of completed applications and full payment. Every effort will be made to respect the exhibitors' space choices for "preferred" space whenever possible, but the Citizen CPR Foundation's (hereafter known as "exhibit management") decision shall be final. Exhibit management reserves the right to transfer assignments when such action is deemed to be in the best interest of the total exhibit effort.

**3. PAYMENT.** Full payment of exhibit fees or sponsorship is required with this contract. Please make checks payable to: Citizen CPR Foundation, Inc., and send to 7304 W. 130th Street, Suite 370, Overland Park, KS 66213.

**4. ELIGIBLE EXHIBITS.** Exhibit management reserves the right to determine the eligibility of any company or product for inclusion in the exhibition.

**5. CANCELLATIONS.** If exhibit space is canceled before between September 21 and November 13, 50% of the exhibit fee will be held as a cancellation fee. If the exhibit space is canceled after November 13, 2015 the exhibitor will be charged the entire exhibit fee. The booth fee includes only the equipment listed below. Furniture, electrical needs, special signage, crate storage, audio/visual, labor, equipment rental and décor will need to be ordered by contacting Global Experience Specialists (GES). An Exhibitor Service Kit will be sent to the primary contact listed on the reverse of this form. Each exhibitor is entitled to a 50-word description, including a listing of the company name, telephone number, web address and email address in the final program. This information may be submitted with this contract or at a later date. However, all company information must be received no later than August 28, 2015 to be included in the final program.

**6. BOOTH EQUIPMENT AND SERVICES.** 10'x10' and 10'x20' booths are provided with pipe and drape. Backdrops are 8' high. Side dividers are 36" high. The booth will contain a 11"x17" ID sign, indicating booth number and company name only. All other items (i.e. table, chairs, etc.) can be purchased through the official decorating company, Global Experience Specialists (GES). **PLEASE NOTE: THE EXHIBIT IS CARPETED.**

**7. CONTRACTOR SERVICE INFORMATION.** In the best interest of the exhibitors, exhibit management has selected Global Experience Specialists (GES) to serve as official contractors to provide various services to the exhibitors (Call 619-498-6336 for more information on purchasing additional booth equipment or services). It is agreed that the exhibitor will abide by and comply with the rules and regulations concerning local unions having agreement with the exhibition facility or with authorized contractors employed by exhibit management. Complete information, instructions and schedule of prices regarding drayage, labor for erecting and dismantling, electrical work, furniture, cleaning, etc. will be included in the Exhibitor's Service Kit, to be forwarded by the designated service company after space has been confirmed. An Exhibitors' Service Center will be maintained on the exhibit floor until the opening of the exhibit hall to facilitate service requests from exhibitors. Additional information regarding Exhibit Labor, Freight Handling, Electrical and Unions will be included in the Exhibitor's Service Kit.

**8. SECURITY.** Security will be provided on a 24-hour basis by exhibit management during the show, beginning on the day of setup until tear down. However, each exhibitor should make provisions to safeguard his/her goods from the time they are placed in the booth until the time they are removed. CCPRF will not be responsible for loss or damage due to any cause. All exhibitors must wear the official exhibitor's name badge for admission to, and while in, the exhibit hall.

**9. BOOTH CONSTRUCTION AND ARRANGEMENT.** Exhibits shall be arranged so as to not obstruct the general view, nor hide the exhibits of others. Plans for specially-built displays not in accordance with regulations are to be submitted to exhibit management before construction is ordered. Regular and specially-built back wall, including signs, may not exceed an overall height of 8'. The maximum booth height of 8' may extend out half the depth of the booth from the back wall. Height limitation of the display in the balance of the area is 36", except for product and equipment on display, which in itself exceed this height. It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her exhibit space, or fails to pay the space rental at the time specified, exhibit management shall have the right to take possession of said space and lease some or any part thereof to such parties and upon such terms and conditions as it may deem appropriate.

**10. NO DISMANTLING WILL BE PERMITTED BEFORE CLOSING TIME.** No exhibitor shall have the right, prior to closing of the exhibition, to pack or remove articles in exhibit without permission from and approved in writing from exhibit management.

**11. USE OF EXHIBIT SPACE.** Exhibitors agree not to assign or sublet any space allotted to them without written consent of exhibit management, nor to display or advertise goods other than those manufactured or carried by them in the regular course of business.

No persons, firm or organization not having contracted with exhibit management for the occupancy of space in the exhibit will be permitted to display or demonstrate its products, processes or services, distribute advertising materials in the halls or corridors, or in any other way occupy or use the facilities for purposes inconsistent with these regulations.

**12. EXHIBITOR REPRESENTATIVE.** Each exhibitor must name at least one person to be his or her representative in connection with the installation, operation and removal of the exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible.

**13. RESTRICTIONS.** Exhibit management reserves the right to restrict exhibits which are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and also to prohibit or evict any exhibit which, in the opinion of exhibit management, may detract from the general character of the exhibit. This reservation includes persons, things, conduct, printed matter or anything exhibit management judges to be objectionable. In the event of such restriction or eviction, exhibit management is not liable for any refund of any amount paid hereunder. No display material exposing an unfinished surface to neighboring booths will be permitted. Demonstrations must be so located that crowds collected will be within the exhibitor's space, and not blocking aisles or neighboring exhibits. Contests of any kind must first be approved in writing by exhibit management. Photographing and videotaping within the exposition hall is prohibited, except by the official CCPRF photographer, unless requested in writing to the CCPRF exhibit management for approval.

**14. EXHIBITOR ACTIVITIES.** Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposiums and hospitality suites that are in conflict with the official program of the ECCU Conference, whether such activities are held at or away from the hotel, except with written approval of exhibit management. Exhibitor will submit to exhibit management by October 12, 2015 any program exhibitor intends to hold at, or in conjunction with its exhibit, for written approval as to time and place.

**15. RESPONSIBILITY.** If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.

**16. COMPLIANCE.** The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, health; together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.

**17. LIABILITY.** The Citizen CPR Foundation, Inc., AHA, ARC, HSFC, Manchester Grand Hyatt, Association & Society Management, International, Inc., Wellington, GES, its agents or employees shall not be responsible for any loss, theft, or damage to the property of the exhibitor, his or her employees or representatives. Further, exhibit management will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor or his assigns, and the exhibitor shall indemnify and hold harmless exhibit management from all liability, which might ensue from any cause whatsoever. If the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person or property of others.

**18. CANCELLATION OR TERMINATION OF EXHIBITION.** In the event that the premises where the exhibition is to be held shall, in the sole determination of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation or by reason of any other occurrence beyond the control of exhibit management, exhibit management may cancel or terminate the exhibition. In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete settlement and discharge of all claims against exhibit management the exhibitor's prorated share of the total amount paid by all exhibitors less all costs and expenses incurred by exhibit management in connection with the exhibition, including a reserve for future claims and expenses in connection therewith. In case exhibit management shall, for any reason, determine to cancel or terminate the exhibition, the exhibitor waives all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete satisfaction and discharge of all claims against exhibit management a refund of all amounts paid by the exhibitor to exhibit management in accordance with this agreement.

**19. MANAGEMENT.** Exhibit management reserves the right to interpret, amend and enforce these regulations as it deems appropriate to ensure the success of the exhibition.