

EXHIBITOR CONTRACT & EXHIBITION RULES

International Low Level Waste Conference & Exhibit 2013

Westin Westminster ♦ Westminster, CO ♦ June 18-20, 2013

Company Name: _____
(As It Should Appear On Sign, Maximum 24 Letters)

Exhibitor Contact Name: _____

Address: _____

City _____ State _____ Zip _____

Telephone No.: _____ Fax No.: _____

E-mail Address: _____

EXHIBIT SCHEDULE

Tuesday, June 18, 2013

1:00 PM – 5:00 PM	Conference Sessions
12:00 PM – 4:00 PM	Exhibitor Registration and Set Up
6:00 PM – 7:30 PM	Reception in Exhibit Area

Wednesday, June 19, 2013

7:00 AM – 8:00 AM	Breakfast in Exhibit Area
7:00 AM – 3:00 PM	Exhibits Open
8:00 AM – 5:00 PM	Conference Sessions
3:00 PM – 5:00 PM	Exhibits Closed
5:30 PM – 6:30 PM	Social Reception in Exhibit Area

Thursday, June 20, 2013

7:00 AM – 8:00 AM	Breakfast in Exhibit Area
8:00 AM – 3:00 PM	Conference Sessions
7:00 AM – 1:00 PM	Exhibits Open
1:00 PM – 3:30 PM	Exhibit Teardown

**Immediately following lunch*

Exhibit schedule is subject to change.

*Exhibits are officially open during meals and breaks, but we suggest that you staff your exhibit during the sessions as break times can fluctuate.

SLEEPING ROOM RESERVATIONS

Attendees are responsible for making their own hotel room reservations. To obtain the special group rate at the hotel, you must mention this Conference.

Please support the meeting by staying at The Westin Westminster where EPRI has reserved a block of rooms.

The Westin Westminster
10600 Westminster Boulevard
Westminster, CO 80020
Call: 303.410.5000
Group Rate: \$169 per night + 12.5% state and local taxes
Cut-off Date: May 30, 2013
<http://www.westindenverboulder.com/>

COST

The fee for the 10-foot wide by 10-foot deep booth is \$1,850.

This fee includes the rental, installation and removal of the exhibit booth, which consists of an 8-foot high background drape and a 3' high side divider drape in flame retardant fabric. Please note that the exhibition hall is carpeted. Also included with each booth is one (1) 7-inch by 44-inch one line identification sign, 1 6-ft table and 2 side chairs. Heritage Exposition Services, a convention services firm, will be providing these items. The section of this packet titled "Display Services" includes documentation from them regarding additional services.

One full conference registration and one exhibit only registration is included free in the cost of exhibit space. Additional Exhibit Only badges may be purchased for \$500 per person. Payment should be made payable to EPRI Conferences. Only officially badged exhibitors and conference attendees will be admitted to the exhibit area. Full conference registration includes admittance to all conference sessions, the exhibit, and meal functions. Exhibit only registrations include admittance to the exhibit and meal functions only.

CANCELLATION BY EXHIBITOR

If full payment is not received by May 20, 2013, booth space will be cancelled without confirmation from exhibitors. We will immediately open that space up for sale to other companies interested in exhibiting. All cancellations received by May 20, 2013, all sums will be refunded less a \$100 non-refundable administrative fee. For cancellations received on or after May 20, 2013, refunds will be awarded less a \$500 non-refundable administrative fee.

CANCELLATION OR TERMINATION OF EXHIBIT BY EXHIBIT MANAGEMENT

If because of war, fire, strike, Exhibit facility construction or renovation project, government regulation, public catastrophe, Act of God, or the public enemy or other cause beyond the control of Exhibit Management, the Exhibition or any part thereof is prevented from being held, is canceled by Exhibit Management or the Exhibit Space becomes unavailable, Exhibit Management, in its sole discretion, shall determine and refund to the Exhibitor, its proportionate share of the aggregate Exhibit fees received which remains after deducting expenses incurred by Exhibit Management and reasonable compensation to Exhibit Management, but in no case shall the amount or refund to Exhibitor exceed the amount of the exhibit fees paid.

DRAYAGE AND OTHER SERVICES

Heritage Exposition Services will provide freight storage and handling service as outlined on the enclosed documentation from them. Exhibit Management encourages exhibitors to use Heritage Exposition Services to handle all freight. See the shipping procedures document in this kit. Note that the Heritage Exposition Services packet includes further information regarding these services.

ELECTRICAL SERVICES

One 500-watt electrical outlet is included in the booth price. If additional electrical outlets are needed, see the section of Heritage Exposition Services's exhibitor kit for more information and order forms.

COMMUNICATION SERVICES

Exhibitors can arrange additional communication services. See the order forms for internet, electrical, and telephone for more information and instructions.

SECURITY

Security will be provided on a 24-hour basis during the event. In their own best interest, exhibitors should keep an attendant in their booths during all open exhibit hours and should not leave intrinsically valuable articles unprotected.

SUBLETTING OF SPACE

An Exhibitor shall not assign to a third party its rights hereunder to the Exhibit Space or any portion thereof without the written consent of Exhibit Management, which it may withhold at its sole discretion. If such consent is given, the Exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives, and the Exhibitor shall not charge its assignee more than a proportionate share of the exhibit fee based upon the amount of Exhibit Space assigned.

INSTALLATION

It is explicitly agreed by the Exhibitor that in the event he or she fails to install his or her products in the assigned Exhibit Space by the opening hour of the Exhibit, or fails to remit payment for required space rental at time specified, Exhibit Management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper. Exhibit Management reserves the right to make changes in the Exhibit hours, including installation/dismantle hours; however, such changes will be made known as far in advance of the Exhibition as possible.

DISPLAY AND DECORATIONS

Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls. No exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to exhibit space. No signs or advertising devices shall be displayed outside the exhibit space or project above or beyond limits of exhibit space. The back wall cannot exceed 8' high. Sidewall construction, if used, may taper diagonally from 8' at the back wall to floor level at the aisle, or extend as a high panel from the back wall for one-third of the depth of the booth. These limitations are intended to provide a clear view of the neighboring exhibits. Raw wood, cardboard or similar materials for wings to booths/islands must be covered or painted if they are visible in adjacent booths. The placing of high equipment must conform to these rules. Exhibit Management reserves the right to rearrange the exhibit floor or relocate any exhibit or booth. Exhibit Management shall not be liable for damage or loss to Exhibitors' properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise. Exhibitors shall insure their own exhibit and display materials. Exhibit Management assumes no liability for any injury that may occur to visitors to the exhibition, exhibitors and their agents and employees or others.

UNION LABOR

Exhibitor must comply with all union regulations applicable to setup, dismantling, and display of exhibits.

DISMANTLING OF EXHIBITS

Exhibitors agree not to dismantle their booth or to do any packing until Thursday, June 20, 2013, at 1:00 PM. Unless prior arrangements have been made with Exhibit Management, exhibitors must vacate the premises by 3:30 PM on June 20, 2013. After that time, Brede-Colorado, Inc. reserves the right to move exhibitor materials from the area if necessary. Any storage charges incurred will be the responsibility of the exhibitor.

STORAGE AND PACKING CRATES AND BOXES

Exhibitor will not be permitted to store packing crates and boxes in the booth or the Exhibit Hall during the Exhibit, but these, when properly marked, will be stored and returned to the booth by service contractors. It is the Exhibitor's responsibility to mark and identify all crates and boxes. Crates not properly marked or identified may be destroyed. No trunks, cases or packing material shall be brought into or out of the Exhibit Spaces during the Exhibit hours.

FIRE REGULATIONS

Exhibitor shall not pack merchandise in paper, straw, excelsior or any other readily flammable material. All cartons stored in the Exhibit Building shall be emptied of contents. Exhibitor shall use no flammable decorations or covering for display fixtures, and all fabrics or other material used for decoration or covering shall be flameproof. All wiring devices and socket shall be in good condition and meet the requirements of local law. Exhibit Management reserves the right to cancel the entire exhibit, or such parts of it as may be irregular, without refund of rental or liability of exhibit expense.

OBSERVANCE OF LAWS

Exhibitor shall abide by and observe all laws, rules, regulations and ordinances of any applicable government authority and all rules of The Westin Westminster. All Exhibits must comply with the laws and regulations of the city and the state in which the Exhibit is held. Due to legal regulations, local liquor laws and hotel policy, no alcoholic beverages may be brought into the hotel.

EXHIBITOR CONDUCT

Exhibitor and its representatives shall not congregate or solicit trade in the aisles. Distribution of pamphlets, brochures or any advertising matter must be confined to the Exhibit Space. Social gatherings of any kind shall not be held during Exhibit Hours. Exhibitor shall refrain from any action that will distract attendees from attendance at the Exhibit during open hours. Please respect conference times and restrict client entertaining to times when the conference is not in session. A \$2,500 penalty will be assessed to any company that plans an event, entertainment activity or social gathering of any kind that competes with the conference or exhibit show hours.

Exhibitor or any of its representatives shall not conduct itself in a manner offensive to standards or decency or good taste. Exhibit Management reserves the right to restrict, reject, prohibit or eject any Exhibitor, which, because of noise, safety hazards, or for any other prudent reason, is deemed objectionable. Exhibit Management also reserves the right to prohibit the distribution of any material that it considers objectionable or inappropriate for this event.

ATTENDANCE

Although we will be advertising for attendees, Exhibit Management does not guarantee any certain number of attendees to attend the International LLW Meeting & Exhibit. Participation in this event is at exhibitors' own risk.

LIABILITY

Exhibitors agree to the terms of the "hold harmless" clause listed below in this agreement. Exhibit Management shall not be liable for any damage or liability of any kind or for any damage or injury, whether or not caused by negligence or breach of obligation by the exhibitor or its employees or representatives.

Due to the tremendous value of exhibits, it is impractical and impossible to insure exhibitors' equipment against loss, theft, damage, or breakage. Exhibit Management will not be responsible for any injury, loss or damage to the exhibitor, the exhibitor's employees or property, however caused. In addition, the exhibitor assumes the entire responsibility and liability for the hotel premises and shall indemnify, defend, and hold harmless Westin Westminster, its owners, affiliated companies, agents, servants and employees from liability, which might arise from any cause, whatsoever, including accidents or injuries to exhibitors, their agents, or employees. The Exhibitor also assumes responsibility for any accident, injury, or property damage to a person viewing his exhibit where such accident, injury or property damage is caused by the negligence of the exhibitor, his agents, or employees. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. It is suggested that the Exhibitors be alert to the risk involved in exhibiting and that they amend their existing bodily injury liability and property damage liability insurance and provide Exhibit Management, on request, with evidence of such insurance.

Westin Westminster and Brede-Colorado, Inc. cannot assume responsibility for damage to exhibitor's property, lost shipments either incoming or outgoing or for moving costs. Any damage due to inadequately packed property is Exhibitor's own responsibility. If an exhibit fails to arrive, exhibitor will be, nevertheless, responsible for booth rental and no refund will be made. Exhibitors should carry insurance against such risks.

Exhibitors or their agents must not injure or deface the walls, columns, elevators, etc., of Westin Westminster or the equipment in the booth or any property of the hotel. No signs or other articles may be affixed, nailed, taped or otherwise attached to walls, doors, etc. Likewise, no attachments may be made to floors by nails, screws or any other device that would damage or mar them. When such damage occurs, the exhibitor is liable to the owner of the property so damaged. Exhibitor is responsible for any and all costs to replace damaged hotel property and for the restoration and repair of the premises, property, equipment and facilities of the hotel that are in any way damaged, destroyed, or otherwise defaced or injured by the exhibitor's use, including its members, employees, agents and invitees, of the same. Exhibitor further covenants and agrees to indemnify and fully pay and reimburse the hotel for any and all such costs.

Exhibitor agrees to protect, save, and keep Exhibit Management, Westin Westminster, the City, and State in which the Exhibit is held, their agents, or employees forever harmless from any damages imposed for violation of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Hotel, the City and State in which the Exhibit is held, and Exhibit Management regarding the Exhibition premises. And further, Exhibitor shall at all times protect, indemnify, save and keep harmless Exhibit Management, the Hotel, the City, and State in which the Exhibit is held, their agents, or employees against and from any and all damage arising by reason of any accident or occurrence to anyone, including the Exhibitor, its agents, employees, and business invitees, which arise from or out of or by reason of said Exhibitor's occupancy and use of the Exhibition premises or part thereof.

AGREEMENT TO RULES AND REGULATIONS

Exhibitor agrees to observe and abide by the foregoing Rules and Regulations and by such rules made by Exhibit Management from time to time for the efficient and/or safe operation of the Exhibit, including, but not limited, to, those contained in this contract. In addition to Exhibit Management's right to close an exhibit and withdraw its acceptance of the Application, Exhibit Management in its sole judgment may refuse to consider for participation in future exhibits an Exhibitor who violates or fails to abide by all such Rules and Regulations.

We hereby apply for exhibit space at the EPRI International Low-Level Waste Conference & Exhibit to be held at The Westin Westminster in Colorado, USA. We agree to abide by all the exhibit rules outlined herein. The completion of this application by the exhibitor and the written acceptance and notification of booth assignments by Exhibit Management of this event constitutes a valid and binding contract.

Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless Exhibit Management and their respective employees and agents against any claims or expenses arising out of the use of the exhibitor premises. In addition, exhibitors understand that the Westin Westminster and Brede-Colorado, Inc. do not maintain insurance covering exhibitor's property and it is the sole responsibility of exhibitors to obtain such insurance.

Exhibit Management has, in the best interest of the Exhibitor, selected certain firms to serve as official contractors to provide necessary service to Exhibitors. Exhibit Management reserves the right to designate replacement of official contractors under any terms of this agreement.

Please register your booth staff and make payment online.

Agreed by Exhibitor:

Authorized Signature: _____

Print Name and Title: _____ Date: _____