

U.S. News STEM Solutions 2105 National Leadership Conference
Networking Booth Area
RULES AND REGULATIONS FOR EXHIBITORS

Rules and regulations for exhibitors in the networking booth area for the U.S. News STEM Solutions 2015 National Leadership Conference (the “Conference”) have been developed in accordance with the guidelines developed by the International Association of Exhibitions and Events. U.S. News & World Report, L.P., VP International LLC (the Conference management company), and their respective employees, agents and representatives (referred to collectively as “STEM Solutions”) may supplement these rules and regulations upon written notice to exhibitors.

Display

- Booths are arranged in a straight line. The back wall of any construction in a linear booth shall not exceed 8 feet in height including signage. All display material is restricted to a maximum height of 4’ in the front half or the front 4’ of the booth.
- Hanging signs are only permitted in island booths that are 320 square feet or larger.
- Tape or adhesive cannot be used to adhere signs to building walls or floor.
- Nothing may be stored behind or outside the 8’x10’ booth area.

Sound and Lighting

Any sound and/or lighting equipment in the booth should not disrupt the activities of others. The networking booth area is a “quiet zone” during Conference keynote presentations.

Security

Security of the periphery of the networking booth area is provided overnight. Security service is not provided to individual booth spaces. Exhibitors are responsible for the security of their displays and personnel at all times.

Shipping

Detailed information regarding shipping (advance and on-site), deadlines, material handling information, pricing and guidelines is included in the Exhibitor Service Kit.

Location of Exhibits

STEM Solutions reserves the right to alter locations of exhibits shown on the official floor plan as it deems advisable and in the best interest of the Conference; however, no change of location will be made without discussion with exhibitor affected by such change.

Americans with Disabilities Act (ADA)

Exhibitors must be in full compliance with the Americans with Disabilities (ADA) and are encouraged to be sensitive and accommodating to attendees with disabilities.

Music Usage

Exhibitors acknowledge that any live or recorded performances of music by or on behalf of exhibitor at the Conference must be licensed from the appropriate copyright owner or its agent. Exhibitor will take full responsibility for obtaining any necessary licenses to play or perform such music and agrees to defend, indemnify and hold harmless STEM Solutions from any damages or expenses incurred by STEM Solutions due to exhibitor’s use or authorization of use of such music.

Photography

Any attendee, exhibitor or media person must obtain permission from any exhibitor prior to photographing or recording an exhibit. Exhibitor permits STEM Solutions to photograph or video its exhibit in accordance with the terms of the Sponsorship/Exhibitor Contract regarding exhibitor's exhibit at the Conference.

Exhibitor Appointed Contractors

An Exhibitor Appointed Contractor (EAC) is any company, other than the designated official contractors listed in the Exhibitor Service Kit, which an exhibitor wants to use in connection with its booth and which requires access to the exhibit area before, during or after the Conference. EACs include display installation and dismantle companies, audio visual companies, florists, and any other company hired by exhibitor or anyone who is not an employee of exhibitor that exhibitor will have working in its booth. Permission to use an EAC cannot be given for utilities, booth cleaning, materials handling, or catering as these are exclusive to the Conference venue and/or the Conference official service contractor. An exhibitor choosing to use the services of an EAC must notify STEM Solutions in writing. A form for such notification is provided in the Exhibitor Service Kit.

Insurance

It is exhibitor's responsibility to maintain liability and property insurance covering its exhibit at the Conference. Exhibitor and each EAC shall maintain the following minimum insurance coverage:

- Comprehensive General Liability insurance covering contractual liability and products/completed operations in the amount of \$2,000,000 per occurrence
- Comprehensive Automobile Liability coverage, including hired and non-owned auto, of not less than \$500,000
- Workers' Compensation with Employers' Liability coverage of not less than \$500,000

Exhibitor and each EAC shall name the following as additional insureds on the comprehensive general liability and the comprehensive automobile liability policies: U.S. News & World Report, L.P., VP International LLC and the Conference venue.

Each EAC must email a certificate of insurance no later than June 1, 2015 to jhoff@usnewsstemsolutions.com evidencing the insurance coverage listed above. **EACs who do not submit an insurance certificate as required by this section will not be permitted in the Conference exhibit area.**

Limitations of Liability; Indemnification

Exhibitor agrees that (a) STEM Solutions will not be responsible for any damage to or loss or destruction of exhibitor's property or injuries to exhibitor, its representatives, agents or employees, and exhibitor hereby waives all claims for any such damage, loss, destruction, or injury, (b) exhibitor will indemnify STEM Solutions against any claims for injury to any of exhibitor's representatives, agents or employees, and (c) exhibitor will indemnify STEM Solutions for any claims for injury to any other person arising from the negligence of exhibitor, its representatives, agents or employees.

Contact

Jennifer Hoff is available to answer general questions on behalf of STEM Solutions. You can reach her at 703-395-2613.

**U.S. News STEM Solutions 2105 National Leadership Conference
NOTIFICATION OF INTENT TO USE AN
EXHIBITOR APPOINTED CONTRACTOR**

FORM DEADLINE: June 1, 2015

ONLY complete this form if your company plans to use a contractor that is NOT an officially designated contractor in the Exhibitor Service Kit. You do not need to complete this form for your company's employees who are working within your exhibit.

IMPORTANT: It is exhibitor's responsibility to inform its Exhibitor Appointed Contractors (EAC) that STEM Solutions requires an insurance certificate emailed by June 1, 2015 to:

jhoff@usnewsstemsolutions.com

EACs who do not submit an insurance certificate according to the insurance requirements listed in the Rules and Regulations for Exhibitors will not be permitted in the Conference exhibit area.

EAC's Company Name: _____

EAC Contact Person: _____

Phone: _____ Email: _____

Type of Services to be Provided: _____

Exhibiting Company: _____ Booth: _____

Exhibitor Contact: _____

Phone: _____ Email: _____

AUTHORIZED EXHIBITOR SIGNATURE: _____

Email this form to: jhoff@usnewsstemsolutions.com

Or mail to:

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