

# RULES & REGULATIONS

The rules and regulations set forth below are a binding part of your contract with COMPTTEL PLUS Show Management. We request that you review these rules and regulations thoroughly to help ensure that you make the most of the COMPTTEL PLUS Fall 2014 Convention & EXPO. All matters regarding these rules and regulations and exhibitors' compliance therewith shall be determined by show management at its sole and absolute discretion.

**1. PAYMENT AND CANCELLATION** - All booth reservations made prior to **May 23, 2014**, must be accompanied by **50% deposit and signed contract**. Booth reservations made on or after **May 23, 2014**, must be accompanied by full payment and a signed contract. Applications will not be processed nor exhibit space assigned until exhibitor submits the appropriate payment by the dates set forth above. Incomplete applications will not be processed. Deposits are nonrefundable.

**Cancellation of booth space after July 3, 2014**, will incur **100%** of booth rental fee. All cancellations must be submitted in writing in order to be valid. No exhibitor will be permitted to bring any equipment or display material on the exhibit floor without prior full payment of their booth or any other delinquent account with COMPTTEL or show management. Failure to appear at the COMPTTEL PLUS Fall 2014 Convention & EXPO does not release exhibitor from responsibility for payment of the full cost of space rented. In the event of cancellation, space reverts back to Show Management for use at its sole discretion. Show Management's ability to resell the space shall not affect the refund schedule. In the event an exhibit booth is cancelled, exhibit booth registrations are prohibited from being utilized by the canceling company regardless of whether booth payment has been received. To qualify for member rates, exhibitors must be COMPTTEL members in good standing from date of invoicing throughout the Fall 2014 exhibit dates.

**2. NO EXHIBITS OUTSIDE OF COMPTTEL PLUS EXHIBIT JURISDICTION** - No exhibit eligible for this show will be permitted in a hotel room or outside of the regular jurisdiction of COMPTTEL PLUS Show Management. All exhibitors are prohibited from distributing any materials from outside of their specific display area. All demonstrations or other activities must be confined to the limits of the purchased booth space. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, invitations, or devices shall be distributed by exhibitors in aisles, meeting rooms, registration areas, lounges, or grounds of the host facility.

**3. SPACE ALLOCATION** - Show Management shall use its best efforts to locate the Exhibitor's booth in one of the locations designated by Exhibitor on the Exhibit Space Application/Contract. Notwithstanding the foregoing, show management reserves the right to change the location of any booth at any time as COMPTTEL, at its sole discretion, deems necessary or appropriate. The Exhibitor will be notified by Show Management in the event of such occurrence

**4. SUBLETTING SPACE** - Exhibitors may not assign, sublet, or apportion to others all or part of their space and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of business. However, an exhibitor may use outside equipment or products to enhance his own presentation without giving credit to the manufacturer.

**5. DISPLAY** - Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which because of noise, flashing lights, method of operation, display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be relegated to the confines of the exhibit space. Sufficient space must be provided within the exhibit booth for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near his exhibit space free of congestion caused by demonstrations or other promotions.

**Alcoholic Beverages** - Exhibitors may not serve alcoholic beverages in the exhibit hall except with the written permission of Show Management.

**6. BOOTH CONSTRUCTION AND ARRANGEMENT** - Exhibitor shall not perform any alteration, including, but not limited to, any repair, painting, staining, and drilling, to any portion of the facility or the exhibit booths without the prior written consent of the facility and Show Management. All work involved in installing and dismantling exhibits and displays will be governed by local union regulations. Show Management will provide and arrange for the installation of uniform draped backgrounds to a height of eight feet above the floor, draped side rails which will be three feet high and a company ID sign with the exhibitor's name. Each exhibit must be confined to the space limits indicated on the floor plan. No part of any standard booth may be over eight feet high. All exceptions to the standard rule must receive permission from Show Management in writing.

**NOTE: Displays in island booths may exceed twelve feet high, with approval of Show Management. Please refer to the booth construction and design specifications. Show Management's ruling in such matters is final.**

**7. EXHIBIT SPACE** - Exhibit space is priced at \$35.00/square foot for COMPTTEL Members and \$60.00/square foot for nonmembers. Exhibit space rates include: space rental for the duration of the exhibition, standard draping, company identification signs, and three complimentary exhibitor registration badges per 100 square feet.

**8. INSTALLING EXHIBITS** - If installation of any exhibit has not started three working hours before the show opens, the management shall order the exhibit to be erected and the exhibitor will be billed for all charges. All exhibits must be fully operational one hour before the show opens. After that time, no installation work will be permitted without special permission from Show Management.

**9. REMOVING EXHIBITS** - All exhibits must remain fully operational until the official show closing. Each exhibitor will complete arrangements for removing his material in accordance with the information provided in the service kit. These arrangements can be made at the Exhibitor Service Desk. If exhibitor fails to timely remove his materials from the exhibit area, exhibitor shall indemnify, hold harmless and defend COMPTTEL and Show Management from and against any and all fees, costs or expenses incurred as a result of such late removal. Any property remaining in the exhibit area after one hour following the cessation of the Trade Show may be disposed of or stored or shipped at exhibitor's sole cost as Show Management or the facility deems appropriate. All space occupied by an exhibit must be left in the same condition as it was before set up.

**10. CONTRACTOR SERVICES** - About 90 days before the show opens an Exhibitor Service Kit will be made available to exhibitors. This kit will contain all forms for ordering necessary services. The exhibitor shall provide only the material and equipment owned and to be used in the exhibit space. Contractors will provide all other items. An exception will be made only when the exhibitor has received Show Management's written approval therefore at least 45 days before the show opens. No third party or agent requests will be granted. An exception will be granted only if it will not interfere with, or prejudice, the orderly installation, interim services, or dismantling of the exhibition. An exception will be denied if it interferes with commitments Show Management has made in any contract with service contractors, or in its agreement with the lessor of the exhibition space. For electrical, plumbing, telephone, drayage, and rigging services, no exception will be made. All employees of agents representing the exhibitor must be identified by proper identification. All persons performing services directly for an exhibitor, other than the exhibitor's employees, must maintain liability insurance in the amount of not less than \$1,000,000 per occurrence, with Corcoran Expositions, Inc. named as an additional insured and such persons must provide Corcoran Expositions, Inc. with certificates of insurance at least 30 days before the show opens, or Show Management may revoke any exception made. The official drayage contractor will have complete control of all dock and loading facilities. The contractor will receive all direct and advance shipments and van loads, handle all freight and provide all rigging, labor and equipment. All services not ordered in advance must be procured through the Exhibitor Service Desk on the exhibit floor. **IF THIS RULE IS VIOLATED, SHOW MANAGEMENT MAY REMOVE THE EXHIBITOR AND ANY UNAUTHORIZED CONTRACTOR FROM THE SHOW. The exhibitor waives any right to service or to written notice of Show Management intentions to close an exhibit.** COMPTTEL assumes no liability for any work performed by any contractor, and exhibitor shall look solely to such contractor in the event of any injury or damage resulting from the work performed by such contractor.

**11. STORING CRATES AND BOXES** - The official drayage contractor will handle and provide storage spaces for crates and boxes during the exhibition and will return properly marked materials after the show is over. The contractor will supply tags to be attached to each piece stored. Small boxes should be nested in larger ones to reduce the number of pieces to be stored. No boards will be accepted for storage unless they are securely tied in bundles and tagged. Fire regulations require that wrapping materials such as paper, excelsior, etc. must be completely enclosed within the packing boxes. Materials violating these regulations will be considered refuse and will be discarded at exhibitor's cost and without liability to Show Management or COMPTTEL.

**12. FIRE REGULATIONS** - Carpets, drapes, curtains, scenery and all other materials used for artistic enhancement in displays must be flame-proofed by a method and compound to conform with applicable fire laws. The use of paper material having an acetate cellulose or nitrate cellulose content or incapable of being flame-proofed is not permitted. Samples of merchandise displayed for sale are exempt from the above rules.

**13. SAFETY GUARDS AND PROTECTION** - Exhibitor shall comply with all applicable fire, health and safety regulations. Exhibitor shall set up his exhibit and display his products and services in a manner which will not expose the public to injury. Any piece of machinery on display that has movable parts must have adequate safeguards to protect the public from injury throughout the exhibit period.

**14. CHILDREN** - The COMPTTEL PLUS Fall 2014 Convention & EXPO is a business event and, therefore, individuals under the age of 18 (including infants and children in strollers) are not permitted on the exhibit floor during show hours, nor during move-in and move-out because of high liability.

**15. CANCELLATION OF EXHIBITION** - It is mutually agreed that in the event of cancellation of the Exposition due to fire, strikes, governmental regulations or unforeseen emergencies which would prevent its scheduled opening or continuance then and thereupon this agreement is terminated and Show Management shall determine an equitable basis for the refund of such a portion of the exhibit fees as is possible after consideration of expenditure and commitments already made.

**16. LIABILITY AND SECURITY** - Neither COMPTTEL, its officers, directors, agents and members, the management of the exhibit, nor the owners of the exhibit facility, their agents, servants, contractors, or employees, are or shall be liable for injuries to any persons or for damage to property owned or controlled by the exhibitor. Exhibitors shall indemnify and hold harmless COMPTTEL, Show Management, its officers, directors, agents and members, and the facility from and against any and all liability of whatever kind or nature arising out of or resulting from exhibitor's participation in the Trade Show. General overall guard service will be provided during the exhibition period, but neither COMPTTEL or Show Management will be responsible for any loss or damage. Each exhibitor must make provisions for the safeguarding of goods, materials, equipment, and displays at all times. Each exhibitor should secure insurance at his own cost and expense. Nothing should be posted on, tacked, nailed or screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Whatever is necessary to properly protect the building, equipment or furniture will be at the expense of the exhibitors. Exhibitors are liable for any damage they cause to the exhibit hall property. No lighter-than-air balloons are allowed.

**17. BADGES AND EXHIBIT PERSONNEL** - Each exhibitor shall receive three (3) nontransferable identification badges per 10' X 10' booth. All representatives who work in the booth for exhibitor must be employees of the exhibitor. Badges deformed or mutilated in any way, shape or form will not be acceptable. No transfer of badges is allowed. Individuals who do not have badges will not be admitted into the exhibit area. Badges are not to be defaced by inserting business cards. False certification of any individual as an exhibitor's representative, misuse of exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be a cause for expelling the exhibitor's representatives from the exhibition hall, or removing exhibitor's exhibit from the floor, or both, without Show Management being obligated to provide exhibitor a refund. Exhibitor shall use reasonable efforts to cause each person employed by exhibitor in connection with the exhibit to at all times maintain a neat, clean appearance and behave in a polite and professional manner. Cancellation of exhibit space prohibits the usage of exhibit booth badges previously granted to exhibit staff. Booth representatives, including models or demonstrators, must be properly registered and wear badges and be properly and modestly clothed.

**18. REGISTRATION OF ATTENDEES** - COMPTTEL and Show Management shall have sole control over admission policies at all times. All persons visiting the convention session rooms and the exhibit area as well as exhibitor personnel shall be required to register and wear an appropriate badge while in attendance.

**19. DIRECT SALES** - Cash and carry sales are prohibited. Samples or souvenirs may not be sold.

**20. SPECIAL VISUAL AND SOUND EFFECTS** - Audio-visual and other sound effects will be permitted only where and when they do not interfere with the activities of neighboring exhibitors. Demonstration of operational equipment also may not create objectionable noise levels. Public address or amplifying devices, which project beyond exhibitor's space are prohibited.

**21. IRREGULAR ACTIVITIES** - No noisemakers of any kind will be permitted. Sideshow tactics or other undignified displays are prohibited. Show Management at its sole discretion shall have the right to prohibit the distribution of samples or handouts that it deems inappropriate or objectionable. Press conferences by exhibitors on the exhibit floor during exhibit hours are prohibited. Distribution of refreshments or food will not be permitted without prior written approval by the official catering service.

**22. SOCIAL FUNCTIONS** - Exhibitors may conduct social functions in public areas of hotels provided such functions are held at such times and places as not to interfere or conflict with COMPTTEL's scheduled activities, and provided further that exhibitor receives the written approval of COMPTTEL prior to conducting such functions. All functions must be scheduled through COMPTTEL.

**23. AMERICANS WITH DISABILITIES ACT** - Exhibitor agrees to comply with all applicable provisions of the Americans With Disabilities Act (ADA) and shall indemnify COMPTTEL, its officers, directors, members and agents from and against any loss, damage, claim, liability and expense (including reasonable attorneys' fees) resulting from or arising out of exhibitor's failure to comply with the provisions of ADA.

**24. MUSIC** - Exhibitors shall not play any music during the Trade Show and shall indemnify COMPTTEL, its officers, directors, members and agents from and against any loss, damage, claim, liability and expense (including reasonable attorneys' fees) resulting from or arising out of exhibitor's playing of music during the Trade Show.

**25. TAXES** - Exhibitor shall comply with all applicable federal, state and local tax requirements.

**26. EXHIBITOR INFORMATION** - COMPTTEL may use the information supplied by an exhibitor on exhibitor's Application/Contract as part of COMPTTEL's marketing, advertising and other informational materials.

**BREACH** - In the event the Exhibitor shall fail in any respect to comply with the terms of the Application/Contract or these Rules and Regulations, the Association shall have the right, without notice to the Exhibitor, to sell or offer for sale the space hereby leased and the Exhibitor shall be liable for any deficiency, loss or damage suffered by the Association, by reason thereof, which loss, deficiency or damage, the Exhibitor agrees to pay the Association upon demand. Show Management, shall have sole authority to interpret and enforce all rules and regulations contained herein to make amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the conventions and exposition. Any company violating any of the rules and regulations will forfeit its right to exhibit in subsequent years.

**ELIGIBILITY** - COMPTTEL and Show Management reserves the right to determine the eligibility of any company or product for inclusion in the Exhibition. All decisions of COMPTTEL and Show Management are final. Exhibitor agrees to comply with all subsequent rules and regulations adopted by Show Management. In addition to other remedies available to Show Management if exhibitor violates these Rules and Regulations, Show Management may, at its option, require exhibitor to forfeit his right to occupy exhibit space, vacate exhibit space or forfeit all monies paid to COMPTTEL and Show Management.