



## EXHIBITOR /SPONSOR REGULATIONS

1. **Contract Conditions:** These exhibition regulations shall apply to the exhibitor and/or sponsor ("Exhibitor/Sponsor") identified on the Exhibitor/Sponsor Registration Form ("Registration Form") for the 2007 Diversity /Family Friendly Conference ("Conference") presented by the Evansville-Area Human Resource Association and the Chamber of Commerce of Southwest Indiana.
2. **Exhibition Space:** Exhibition space will be assigned by Committee Chair on first come, first serve basis to exhibitors who complete and return the Registration Form; however, the Committee Chair reserves the right to reassign exhibition booth space if necessary. The Committee Chair also reserves the right to refuse exhibition booth space to any potential exhibitor.
3. **Exhibition Space Rental:** Evansville-Area Human Resource Association must receive payment in full no later than 30 days from date of registration submission or by the deadline for registration, September 14th. Such payment may be mailed to the address set forth on the Registration Form.
4. **Setup /Tear Down:** Exhibitor/Sponsor may set up its exhibit between between 8:45 AM and 10:00 AM on October 4<sup>th</sup>, tear down will begin at 2:30 PM on October 4<sup>th</sup>. All materials/exhibits must be removed by 4:00 PM on the 4<sup>th</sup>.
5. **Booth Staffing:** A representative of Exhibitor/Sponsor must occupy the booth from 10:15 am to 2:15 pm except during the luncheon from 11:30 am - 1:45 pm.
6. **Conference Cancellation:** The EHRA reserves the right to cancel Conference if it is deemed necessary. In the event of any such cancellation, EHRA will refund Exhibitor's/Sponsor's payment in full, and Exhibitor/Sponsor shall waive any and all damages and claims for damages in connection with such cancellation.
7. **Exhibitor/Sponsor Cancellation:** Prior to August 31, 2007, Exhibitor/Sponsor may withdraw from the Conference and receive a full refund less a \$50.00 administrative fee. EHRA will not provide any refund after September 3, 2007.
8. **Fire Prevention/Safety:** All display material in any exhibit must be flame retardant. All electrical wiring must be in good condition, must conform with local fire regulations, and must be able to pass inspection by the fire marshal. In addition, Exhibitor/Sponsor shall take precautions for the safety of other exhibitors and all other persons attending Conference.
9. **Electric:** EHRA and The Centre will attempt to accommodate any electrical needs by exhibitors if noted on the registration form. Exhibitor will be responsible for any charges by The Centre for electrical needs.
10. **Insurance:** Exhibitor/Sponsor acknowledges that the EHRA and The Centre do not maintain insurance covering exhibitor's/sponsor's property. If Exhibitor/Sponsor desires to insure its exhibit materials, goods, and/or equipment against theft, damage by fire, accident, or loss of any kind, it shall do so at its own expense.
11. **Liability:** Exhibitor/Sponsor hereby agrees to indemnify, defend and hold harmless the EHRA and The Centre, and each of its officers, directors, employees and agents from and against any actions, law suits, costs, damages, claims and expenses (including attorney's fees) arising from any damage to property or bodily injury to Exhibitor/Sponsor, his agents, representatives, employees, or any other persons by reason of the Exhibitor's/Sponsor's occupancy or use of the exhibition facilities.
12. **Assignment:** Exhibitor/Sponsor shall not assign or sublet any of its assigned exhibition booth space without express written consent of the Committee Chair.
13. **Enforcement:** Exhibitor/Sponsor agrees to comply with the regulations contained herein, and any rules and regulations set forth by The Centre. EHRA reserves the right to evict Exhibitor/Sponsor in the event of any violation of these regulations. In addition, EHRA reserves the right to prohibit Exhibitor/Sponsor from displaying all, or any part, of an exhibit that is deemed unsuitable for the Conference by the EHRA.
14. **Amendments:** EHRA reserves the right to amend these regulations at any time, as it deems necessary. EHRA shall have the full power to interpret and enforce all of the regulations contained herein.