

BUSINESS PARTNERS REGULATIONS

1) **CONTRACT CONDITIONS:**

These exhibition regulations shall apply to the Business Partners ("Business Partners") identified on the Business Partners Registration Form ("Registration Form") for the 2008 Diversity/Family Friendly Conference ("Conference") presented by the Evansville-Area Human Resource Association, the Chamber of Commerce of Southwest Indiana, Indiana Minority Supplier Development Council (IMSDC), and Evansville Courier & Press.

2) **EXHIBITION SPACE:**

Exhibition space will be 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, August 29th. Such payment may be mailed to the address set forth on the Registration Form or for your convenience you may also register on line at:

<http://www.ehradiversity.com/>

4) **SETUP/TEAR DOWN:**

Business Partners may:

- a) Set-up between 8:00 AM - 9:00 AM on September 24th.
- b) Tear down will begin at 2:15 PM on September 24th.
- c) All materials/exhibits must be removed by 4:00 PM on the September 24th.

5) **BOOTH STAFFING:**

A representative of Business Partners must occupy the booth from 9:45 AM to 2:15 PM; except during the luncheon from 12:00 PM - 1:15 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 Business Partners payment in full, and Business Partners shall waive any and all damages and claims for damages in connection with such cancellation.

7) **BUSINESS PARTNERS/SPONSOR CANCELLATION:**

EHRA will not provide any refund after *September 3, 2008*.

8) **FIRE PREVENTION/SAFETY:**

All display material in any exhibit must be flame retardant. All electrical wiring must be in good condition, must conform to local fire regulations, and must be able to pass inspection by the fire marshal. In addition, Business Partners 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. Business Partners will be responsible for any charges by The Centre for electrical needs.

10) **INSURANCE:**

Business Partners acknowledges that the EHRA and The Centre do not maintain insurance covering exhibitor's/sponsor's property. If Business Partners 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:**

Business Partners 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 Business Partners, his agents, representatives, employees, or any other persons by reason of the Business Partners occupancy or use of the exhibition facilities.

12) **ASSIGNMENT:**

Business Partners shall not assign or sublet any of its assigned exhibition booth space without express written consent of the Committee Chair.

13) **ENFORCEMENT:**

Business Partners agrees to comply with the regulations contained herein, and any rules and regulations set forth by The Centre. EHRA reserves the right to evict Business Partners in the event of any violation of these regulations. In addition, EHRA reserves the right to prohibit Business Partners 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.