

**ASTD-Cascadia Chapter
Regional Conference
November 17 – 18, 2005**

Exhibit Rules and Regulations

1. **Conference Sponsorship and Management.** This conference is the property of ASTD-Cascadia Chapter. The Chapter provides exhibitor management and attendance promotion and appoints an official service contractor to provide all show services to exhibitors.
2. **Related Agreements.** The Exhibitor agrees to abide by the Exhibit Space Contract and the Exhibitor Rules and Regulations.
3. **Assignment of Space.** Space assignment will be determined by the Chapter in conjunction with each exhibitor and with available space arrangements in the exhibit area. The Chapter has the final say in space assignment.
4. **Sharing and Subletting.** The Exhibitor agrees not to assign or sublet the whole or any portion of the assigned exhibit space covered by the contract.
5. **Cancellation.** Upon providing written notice, an Exhibitor may cancel from the conference. The written notice must be received in the ASTD Office no later than Friday, October 7, 2005. Refunds of the full amount minus a \$50 handling fee will be given.
6. **Termination of Exhibit.** If the conference fails to take place as scheduled or is relocated for any reasons, this contract may be terminated by the Chapter. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of the Chapter shall be to return to each Exhibitor the full amount of the payment received.
7. **Exhibitor's Representative.** Each Exhibitor must provide the ASTD Office with the name at least one person to be its official representative, with authorization to enter into such service contracts necessary, including providing of payment, for the installation and removal of exhibits and the provision of services, for which the Exhibitor will be response.
8. **Complimentary Conference Registration.** Two (2) complimentary conference registrations are allowed for each single exhibit. This complimentary registration entitles two people from the exhibitor's company to attend all events, including the Thursday evening social, workshops, meals and coffee service, during the course of the conference. All exhibitors will be issued official conference badges and are encouraged to wear them at all times.
9. **Complimentary Program Listing.** Each Exhibitor will be listed in the program along with a diagram of the location of each booth.
10. **Solicitation.** The aisles and all other spaces in the Exhibit Hall and workshop areas shall be under the control of the Chapter. All displays, interviews, conferences, distribution of literature, lectures or any other type of activity shall be conducted inside the space contract for. Exhibitors are restricted to selling their products or services at their allocated spaces. Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting or soliciting within the conference areas.
11. **Liability and Insurance.** The Exhibitor shall at all times protect, indemnify, defend and save and keep the Chapter totally harmless from any and all loss, cost, damage, liability, expense, negligence or willful act or by reason of any accident or other occurrence to anything or anyone, including the Exhibitor, its agent, employees and business invitees, which arises from or out of or by reason of said Exhibitor's installation, removal, maintenance, occupancy and use of the

exhibit space. The Exhibitor, by signing the space contract, expressly releases the Chapter from, and agrees to indemnify same again any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. The hotel shall provide security service on a 24-hour basis for the duration of the conference. Exhibitors may only use the professional exposition management service designated by the Chapter.

12. **Exhibit Labor.** A professional exhibit company hired by the Chapter is responsible for setting up and tearing down all exhibit space with regard to pipe and draping, tables, chairs, signs, rental items related to the exhibit setup. The hotel will deliver to the exhibit hall and to specific booths any materials that were shipped directly to the hotel. The hotel is not responsible for unpacking any of the materials shipped directly to it. Exhibitors may not set up their own pipe and draping but may bring other traditional exhibit stands as long as they fit within the specified booth size. Exhibitors may not use hotel personnel to assist them in setting up their exhibit space. Exhibitors may bring their own materials but must use the freight entrance to the exhibit hall and may not use hotel personnel to delivery their materials.
13. **Fireproofing.** Exhibitors must comply with all Federal, State and local fire and building codes that apply to places of public assembly. All drapes, curtains, table coverings and skirts, carpets, displays, or any other materials used in exhibits must be made of flame retardant materials. Wood and wood byproducts must be treated by a certified fire retardancy applicator using pressure impregnation or a similar impregnation method. All such materials are subject to inspection and flame testing by the Fire Marshall. Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes. All emergency exits, hallways and aisles leading from the Exhibit Hall must be kept clear and unobstructed. Fire lanes must be maintained at all times on the loading

dock. Open flame devices and candles are not permitted in exhibit spaces. Storage of empty cartons in a booth is forbidden. Empty crates, cartons, containers and packing materials must be arranged with the hotel for removal and the return of items during move out. No cooking devices are allowed. Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). Multi-plug adapters must be UL approved and have a current (electricity) overload internal circuit breaker. Cube adapters are prohibited. All spliced wires are illegal. Hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, presser cylinders and tanks, and hazardous chemicals are prohibited inside the Exhibit Hall. No exhibit space may have demonstrations involving compressed inert gases.

14. **Space, Posting and Publicity Restrictions.** Exhibitors are prohibited from using any part of the conference theme or logos. Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter and all kinds of promotional giveaways may be distributed only with the allocated and assigned exhibit space. Nothing shall be posted on, or tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture, show floor, or hotels. Signs, rails, etc., will not be permitted to intrude into or over aisles. No signs / banners may be hung or suspended from the ceiling. Access to public utilities, fire hose cabinets, heating and air conditioning vents, lighting fixtures, skylights and fire sprinkler systems shall not be obstructed at any time.
15. **Character of Exhibits.** The Chapter reserves the right to judge the appropriateness of any exhibit and to decline to permit an Exhibitor to conduct or maintain an exhibit if, in the judgment of the Chapter, said Exhibitor or exhibit or proposed exhibit shall, in any respect, be deemed unsuitable. This reservation relates to persons, conduct, articles of merchandise, printed matter, souvenirs,

catalogs, and any and all other things, without limitation, which might negatively affect the character of the conference or the Chapter. In the event that the Chapter shall determine that the conduct of any Exhibitor or its employees, agents or servants is not in keeping with the character of the conference or the Chapter, the Chapter may, at any time, without notice, terminate the contract for space entered into with said Exhibitor and, with or without process of law, remove Exhibitor, its employees, agent, servants, and all of the property of the Exhibitor from the space contracted for and from the conference. No Exhibitor shall have any right or claim against the Chapter on account of any action so taken. The determination of the Chapter as to the suitability of any Exhibitor, exhibit or proposed exhibit as to whether any exhibit or the conduct of any person is in keeping with the character of the conference shall, in each instance, be final. Sideshow tactics, scantily clad individuals or other undignified promotional methods will not be permitted. The use of live models, performers and similar persons within the exhibit area for product / service demonstrations, explanations, etc., must be approved in advance by the Chapter. Exhibits should be conducted in a manner not to be objectionable or offensive to neighboring booths or to the conference at large.

16. **Pedestals, Tables, Racks, etc.** Pedestals, tables, racks, shelves, risers and similar display equipment must be able to be positioned with the allocated booth space. And cannot exceed 8' in height. If an Exhibitor needs such accoutrements and does not bring them, they will be charged by the professional exhibit company.
17. **Disability Provisions.** The Exhibitor shall have sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act (ADA) and any regulations under that Act. The Exhibitor will ensure the accessibility of its exhibit spaces and agrees to hold harmless and indemnify the Chapter against any claims, damages, loss or exposures, including reasonable

attorney's fees and costs, arising out of or related to any alleged ADA violations.

18. **Projection of Pictures.** Booth space must be able to contain within its outside measurements a reasonably sized audience if projected pictures (motion pictures, video, slides, transparencies, opaque materials, etc.) and demonstrations are shown in the Exhibit Hall. Any activity that results in obstruction of aisles or prevents ready access to nearby Exhibitors' booths is not allowed.
19. **Sound Levels.** Exhibitors operating sound producing equipment must keep the sound at a reasonable volume, that of a normal speaking voice, in order to avoid disturbing other exhibitors. Public address systems, radio broadcasts, and other devices used only to attract attention by sound are prohibited. The Chapter reserves the right to regular and/or restricts sound and electricity of any Exhibitor who violates this rule.
20. **Miscellaneous Regulations.** The Exhibitor shall not foster or conduct outside activities that would take qualified attendees from conference official functions and /or the Exhibits function during scheduled hours. Use of meeting facilities or the hotel by exhibitors or organizations for sales or business meetings during the conference must be approved in advance by the Chapter. Hospitality suites shall not be open during conference hours. No animals or pets are permitted inside the conference as part of any exhibit, activity or performance. The hotel and exhibit areas are non-smoking facilities. Static helium balloon displays are permitted after filing a damage deposit with the hotel. Helium balloons may not be used as giveaways. Helium tank storage inside the hotel and exhibit area is prohibited. Adhesive backed decals or similar items (except nametags) may not be distributed. Painting of signs, exhibitors or other objects is not permitted. Serving or distribution of alcoholic beverages by exhibitors or their representatives within any part of the hotel is forbidden. Children under the age of 18 are not permitted in the Exhibit Hall. Animals are not permitted on the premises except those allowed by

law. Parking on the loading dock basin or on dock ramps is prohibited; violator's vehicles will be towed at owner's expense. The hotel charges a parking fee in their parking garage. Exhibitors receive daily in/out privileges with a valid parking receipt and exhibitor badge.

21. **Photography / Videotaping.**

Photographing or videotaping another exhibitor's display without permission is forbidden. Exhibitors may take photos and videotape their own exhibit. Exhibitors may not photograph or video/audiotape any other portion of the conference.

22. **Music Licensing.** The Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between the Chapter and ASCAP or BMI for meetings, conventions, trade shows and exhibitions. The Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present The Chapter with a copy of such license or grant no less than 30 days prior to the start of the conference.

23. **General.** The Chapter reserves the right to determine the eligibility of any Exhibitor. The Chapter reserves sole control over admission policies. These Rules and Regulations are established for the mutual protection of the Chapter and the Exhibitor. The Chapter reserves the right to make such changes in the time scheduled or in the general plan of the conference and exhibit areas as may be deemed by the Chapter to be in the best interests of exhibitors and the conference generally. All matters and questions not covered by these Rules and Regulations are subject to the decision of the Chapter.

24. **Responsibility.** It is the responsibility of the exhibiting firm to be fully familiar with these Rules and Regulations and to see that each member of the firm attending the conference, whether as exhibit personnel or registrant, as well as any agent or appointee of the Exhibitor, are familiar with these Rules and Regulations.

25. **Standard Arbitration Clause.** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Arbitration will be held in Portland, Oregon. This contract shall be deemed entered into in Oregon and shall be interpreted according to the laws of the State of Oregon.

Conference Facility Information

DoubleTree Hotel – Lloyd Center
1000 NE Multnomah
Portland, OR 97232
503-281-6111

If you have questions about any portion of this contract, including costs and exhibit hall set up, please contact Kathleen Bergquist (information below), Business Manager, ASTD-Cascadia Chapter.

Accommodations

Hotel rooms are available at the conference rate of \$79 single / \$89 double on Thursday, November 17 and Friday, November 18, 2005. Please advise the reservations clerk of the conference code to receive this reduced rate. The conference code is "ASTD NW Regional Conference". Exhibitors are responsible for the payment of all room charges.

The toll-free number for room reservations is 800-996-0510.

ASTD-Cascadia Chapter Contact Information

14780 SW Osprey Drive, Suite 240
Beaverton, OR 97007-8424
503-579-1552
503-579-0468 (fax)
astd@astdcascadia.org

Direct all questions to the Chapter Business Manager, Kathleen Bergquist.

Normal business hours for the chapter are 1 – 3 pm, Monday through Thursday. Kathleen can be available at other hours for conference business. The easiest method of contact is email.