

## **“The Dynamic Child IV” Conference Exhibitor Terms and Conditions**

**Exhibit Space Agreement:** The exhibit space agreement and these rules and regulations adopted by Hoofbeats & Heartbeats Association, Inc. (HBHB) shall constitute the agreement between HBHB and The Dynamic Child IV Conference exhibitor and is hereinafter referred to as the application and/or agreement. Submission of an exhibit space application and/or payment for exhibit space does not guarantee that the exhibit space will be assigned.

**Exhibitor Representative:** The signer of the exhibit space application shall be the official representative of the exhibiting company and shall have the authority to act on behalf of the exhibitor in all matters relating to The Dynamic Child IV conference. If communication is to be made with a company representative other than the signer, it must be so indicated on the application.

**Application and Fees:** Application for exhibit space shall be subject to the approval of HBHB. HBHB reserves the right to reject applications for space with or without cause if it is in the best judgment of The Dynamic Child IV exhibition. Payment in full must accompany the application to reserve space. All payments in full are final.

**Cancellations:** Cancellation requests must be sent in writing to the attention of Jane Grillo. If cancellation notice is received no later than February 9, 2011 and a substitute can be found, the cost of the exhibit space will be refunded, upon approval.

**Space Assignment:** Exhibit space will be assigned first-come, first-served, based on the date of receipt of application, required payment, and space availability. HBHB reserves the right to arrange exhibit spaces in order to accommodate the best interests of the conference. Changes may occur at any time to accommodate conference needs.

**Space Provisions and Regulations:** All exhibits must be free standing and fit on the 8' skirted table provided or an equivalent space. For free standing signage or a display piece too large for tabletop placement, submit with the application a brief written notification that adjacent floor space is requested. Include brief description and dimensions of signage or display piece. Adjacent floor space requests will be considered when making exhibit table space assignments but cannot be guaranteed. If the adjacent floor space required is greater than 3' x 3' and/or exhibitor would like additional space guaranteed, they are advised to consider renting an additional 8' table space. Larger free standing displays must not have a depth greater than ~3' so they do not project into the aisle and impede traffic flow. Access to electrical outlets may also be limited. HBHB will try to meet exhibitors' requests. HBHB reserves the right to arrange exhibit spaces in order to accommodate the best interests of the conference.

Exhibitors shall confine their activities to their assigned exhibit space. No bolts, screws, hooks, or nails shall be driven into, or otherwise attached to the walls, pillars, or floor of the facility. In addition, no decals or adhesive materials shall be applied or affixed to the walls, pillars, or floor of the facility. Exhibitors shall not post any sign of any description except within the confines of the exhibit space assigned. Exhibits should be staffed and operational during the conference.

**Subletting Space:** No exhibitor shall assign, sublet, or apportion the whole or any part of the space assigned, or have representatives, products, or materials from companies other than its own in the said exhibit without written consent of HBHB.

**Admission Regulations:** **Doors will open to exhibitors at 6:30 a.m. Saturday, February 19, 2011 for set-up.** Exhibitors must check in at the auditorium entrance upon arrival. Conference exhibitor badges will be provided at check-in and must be worn at all times, including during set-up and tear-down.

**Set-up of Displays:** **All exhibits must be completely set-up for viewing by 7:45 a.m. the morning of the conference.** Noisy or unsightly work in any exhibitor's display area after the opening of viewing time is prohibited. Kaneland High School cannot receive or store merchandise; shipments of display and exhibit materials to the school prior to the event are prohibited. If materials must be sent ahead, please contact Jane Grillo, 630-584-5883, to make arrangements. HBHB, or any other sponsors of the conference, shall not be responsible for any damages that may occur during the exhibit set-up and display time. Any space not claimed and occupied for which no special arrangements have been made, may be resold or reassigned by HBHB without obligation on the part of HBHB for any refund.

**Removal of Displays:** The exhibitor shall not dismantle its display or begin tear-down before the stated close of the exhibits. **Exhibits are to remain open until 1:30, after speaker presentations resume.** Please exit through the cafeteria doors. **Sponsors' exhibits will remain open until 4:45 p.m. or after attendees have left the facility.**

Exhibitors agree that premature tear-down detracts from the overall importance of the conference. HBHB, or any other sponsors of the conference, shall not be responsible for any damages that may occur during tear-down. It is the sole responsibility of the exhibitor to have all material packed and cleared from the facility no later than 6:00 p.m. HBHB reserves the right with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirements, or to order such to be done at the sole expense of the exhibitor.

**Operation and Conduct:** Exhibitors are not allowed to obstruct the view or adversely affect displays of other exhibitors. Representatives must confine their activities to the exhibit space occupied by the exhibitor. Exhibit representatives may not enter the exhibit space of another exhibitor without the permission of that exhibitor and at no time may they enter an exhibit space which is not staffed except their own. Exhibitors are responsible for all damages to property caused by themselves or their personnel. Should such damage occur, the exhibitor is liable to the owner of the property. Exhibitors shall not, without written consent of HBHB, distribute or permit the distribution of any advertising material, literature, souvenir items, or promotional materials in or about the facility except from its own allotted space. HBHB reserves the right to restrict displays which would constitute a violation of this agreement, because of noise, methods of operation, materials, or if for any reason, become objectionable, and to prohibit or remove any displays, which in the opinion of HBHB detract from the general character or appearance of the conference. The serving or distribution of alcoholic beverages by exhibitors in any part of the facility is forbidden. Photography and videotaping are prohibited without the written permission of HBHB. HBHB and its cosponsors are the final authorities on all matters relating to operation and conduct.

**Fire Regulations:** Exhibitors must conform to all standard fire codes of the host city, Maple Park, IL. Exhibitors shall not allow the display to block the view of, or impede access to, fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment. All wiring, electrical equipment, and booth decorations must comply with said regulations.

**Audio Visual & Sound Producing Apparatus:** Video equipment, movie or slide projectors, tape recorders, or other sound equipment must be self-contained and fireproof. The sound must be kept at a volume not to exceed that of normal conversation or 70 decibels. Such equipment must not interfere with neighboring exhibitors. The film must be devoted exclusively to the business of the exhibitor. HBHB will not be responsible for obtaining any audio/visual equipment. No exhibitor shall show any goods or apparatus in operation if the same are noisy or objectionable to surround exhibitors or conference staff.

**Verbal Agreements:** HBHB, unless confirmed in writing, will not be bound by any verbal agreements, representations, or statements between HBHB and exhibitors or any supplier.

**Liability and Insurance:** Every reasonable precaution will be taken by HBHB to protect property during set-up, display time and tear-down. However, neither HBHB, its cosponsors, building or grounds officials, nor any officers, staff members, or directors of any of the same, are responsible for the safety of the property of the exhibitors from theft or damages by fire, accident, vandalism, or other causes. All property of the exhibitor will remain under his/her custody and control in transit to, from and within the confines of the facility, subject to the rules and regulations of the conference. Exhibitors are advised to carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others.

**Responsibility of Performance:** This agreement will terminate without liability to HBHB and its cosponsors, if substantial performance of any party's obligation is prevented by an unforeseeable cause reasonably beyond that party's control. Such causes include, but are not limited to: acts of God; regulations or orders of government authorities; fire, flood, or explosion; earthquake, tsunami, landslide or volcanic eruption; war or disaster.

**Agreement:** By signing the exhibitor application incorporating these terms by reference, the exhibitor agrees to abide by these rules and regulations, and by decisions of HBHB. This agreement will become binding on both the exhibitor and HBHB upon its acceptance by HBHB. These terms and conditions have been developed to allow each exhibitor equality regardless of size. Each exhibiting company should be given an equal opportunity, within reason, to present its products in the most effective manner to those attending the conference.

**Additional Details:** The name and website of exhibitors registered by January 26, 2011 will appear on the Exhibitor Roster of the Official Conference Program. Those wanting to place an advertisement in the conference program must indicate so on the application and include the appropriate fee with their payment in full. Acceptable formats for ad files are pdf, jpg, tiff, or eps and should be emailed to [media@hbhb.org](mailto:media@hbhb.org) by the registration deadline of **January 26, 2011.**