



South Carolina Transportation Partnering Conference

December 2-5, 2007

Rules, Terms and Conditions for Trade Show Exhibitors

1. **Exhibit Registration Fee Coverage:** Fees cover a skirted table, two chairs, and routine cleaning of aisle, as well as listing in conference material. Fee for electricity, audiovisual equipment, Internet connection, etc. are not included in package but can be purchased from the Hotel. (See enclosure)
2. **Registration and Admission:** The Conference is designed for persons actively involved in the transportation field, through planning, designing facilities, or bicycling and walking. No one will be allowed inside to staff your exhibit area without a name badge. Booth staff (limit of 2) must be registered with Conference Coordinator(s). Upon request, exhibitors will be furnished with a list of those registered to attend the conference.
3. **Liability of Exhibitor:** Exhibitors are encouraged to insure themselves against all losses and claims. Exhibitors will accept all liability (damage, loss or accident) to persons or property that might arise in connection with transfer, installation, maintenance, display or removal of exhibits. Exhibitor will be held financially responsible for damage to the conference site caused by exhibit or exhibitor representatives. No signs or materials must be fastened to the building walls, floor, ceiling, doors, windows, etc. without written consent of the Marriott Spartanburg Conference Hotel. Exhibitors will be responsible for any resulting damage. Conference Coordinator(s) will not be liable for injury to exhibit or exhibitors, their employees, their representatives, or third persons or for damage to property which may be incident to, arise from or be in any way connected with their use of or occupancy of booth or space. The exhibitor shall indemnify and hold Conference Coordinator(s) harmless against any such claim or damage and shall indemnify Conference Coordinator(s) for all costs and expenses, inclusive of counsel fees, arising for any such claim.
4. **Display Construction and Service:** Materials intended for use within the exhibit space must comply with the rules and regulations set forth in this contract.
5. **Installation and Dismantling of Exhibits:** Installation of exhibits may not begin before the assigned or specified starting time and must be finished by the specified completion time. Exhibits must be dismantled and removed by date and time specified by Conference Coordinator(s).
6. **Cancellation of Booth or Space:** In the event of cancellation of booth or space, written notice must be received by November 5, 2007. A full or partial refund may be issued at the discretion of the Conference Coordinator(s).
7. **Termination or Interruption of Conference:** In the event the Conference exhibit site becomes unfit for occupancy or is substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of God, fire, emergency declared by any government agency by virtue of any ordinance or law of any Municipality, State or Federal government agency or any act beyond the control of the Conference Coordinator(s), this agreement may be terminated by the Conference Coordinator(s). The determination required by this paragraph shall be within the sole, reasonable discretion of the Conference Coordinator(s). In the event of such termination, the exhibitor waives any and all damages and agrees that the Conference Coordinator(s) may equally disburse among exhibitors proceeds derived from exhibitor registration fees. In the event the Conference is interrupted for any reason including, but not limited to, emergencies of type, failure of utilities or other public services, the exhibitor waives any and all claims against the Conference Coordinator(s).
8. **Restrictions:**
 - a. Exhibits must be staffed by persons qualified to discuss details of the exhibit and the development and products/application of the company or organization shown in the exhibit.
 - b. Distribution of literature or samples will be limited to the exhibitor's booth(s) or space(s).
 - c. Exhibitors will not schedule, foster, or conduct outside activities that would take qualified attendees from the exhibit during exhibit hours without prior written approval of the Conference Coordinator(s).
 - d. Drawings, contests, raffles, lotteries and games must be explained in writing and submitted for prior approval by Conference Coordinator by October 8, 2007. Conference Coordinator(s) reserves the right to make final judgment as to whether conduct of such activities is in the best interests of the Conference.
 - e. Any activities that result in excessive obstruction of aisle or passageways or that prevent ready access to nearby exhibitors' booth(s) or space(s) shall be suspended as specified by the Conference Coordinator(s). If movies, videos or demonstrations are shown in the exhibit, exhibits must be arranged so that they are completely within the allotted booth or space, with ample room for all exhibit personnel and visitors without distractions to other exhibitors or attendees. The exhibit must conform to the size of the assigned space and shall not obstruct the view or interfere with the exhibits of others. Conference Coordinator(s) reserve the right to reject a display that might detract from the overall appearance of or which is not in keeping with the general theme of the Conference.
9. **Interpretations and Amendments:** Conference Coordinator(s) reserve the right to interpret these regulations, as they deems proper to ensure the integrity of the Conference.