TRADE SHOW RULES AND REGULATIONS

Composting in the Southeast Conference and Exposition
Recycle Organics '02

October 6-9, 2002
Location: Westin Innisbrook Resort
Palm Harbor, Florida

These rules and regulations govern exhibit displays and presentations in conjunction with Composting in the Southeast Conference and Exposition to be held in Palm Harbor, Florida on October 6-9, 2002. The exhibitor must follow the rules and regulations set forth by the Office of Conferences and Institutes, herein referred to as OCI, or this agreement will be terminated.

CONFERENCE REGISTRATION
Each EXHIBIT SPACE RESERVATION includes ONE complimentary conference registration for the primary booth representative. Additional representatives may attend by paying the full conference registration fee.

GENERAL CONDUCT
The general rule on the exhibit floor: Be a Good Neighbor. No exhibit should be set up so its arrangement or manner of presentation will obstruct or interfere with the general view or rights of any other display. No exhibit shall extend beyond the official floor plan dimensions or into an aisle. Verbal announcements, phonograph or tape recordings, radios, closed circuit or videotape TV, sound-slide presentations, motion pictures, or other attention-getting devices are prohibited if objectionable to adjacent Exhibitors. Approval from OCI and adjacent Exhibitors should be obtained in advance in order to avoid disappointment.

LIABILITY
The Exhibitor agrees to protect, save and hold OCI harmless for any damages or charges imposed for violations of any law ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor as well as to strictly comply with the applicable terms and conditions contained in the agreement between Westin Innisbrook Resort and OCI regarding the exhibition premises; Please refer to the Exhibit Services, Inc. LIMITS OF LIABILITY when you receive the exhibitor service manual.

Exhibitors shall at all times protect, indemnify, save and hold harmless OCI against and from any and all losses, costs (including attorney fees), damages, liability, or expense arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the Exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said Exhibitor’s occupancy and the use of the Exhibition premises or part thereof.

OCI cannot assume responsibility for the safety of the property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident or other causes, but will use all reasonable care to protect them against such loss. In all cases, occupants should insure their booth materials at their own expense.

It is especially recommended that all booth occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set up or dismantled, to protect against loss.

APPLICATION FOR SPACE
All completed applications for booth space must be forwarded to OCI by 5:00 pm on September 6, 2002. Booth assignments are on a first-come, first-served basis and are determined by the day the application(s) and payment(s) are received. September 6, 2002 is the deadline for applications and fees or until all exhibit booths are sold.

BOOTH “BLOCKS”
If several company chains, representative firms or other organizations would like a block of booths, a letter must be attached in each application authorizing OCI to locate their booth(s) in a block with said organizations. Otherwise, booths will be assigned by first-come, first-served. Applications and full payments must be submitted in one envelope.

PAYMENT OF BOOTH FEES
Full payment must accompany your application for booth space. Space will not be held without payment in full. Purchase orders are not accepted.

HOSPITALITY ACTIVITIES
OCI requires Supplier hospitality activities be programmed so as not to compete with any event scheduled by OCI. If in doubt regarding content or scheduling of a hospitality activity, contact Dianne Powers, Conference Coordinator, at 352-392-5930.

WAITING LIST
Orders received after all booths are sold will be placed on a waiting list. Exhibit space made available due to booth cancellations will be filled in the order (date & time) that the “Wait List” applications were received.

NO-SHOWS
If the Exhibitor fails to install a product or display in assigned space, or fails to staff the space, or fails to pay the rent, or fails to comply with any other provision of this agreement, OCI shall have the right, without notice to the Exhibitor, to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions it may deem proper.

(Continued on REVERSE Side)
TRADE SHOW RULES AND REGULATIONS
(continued)

INSTALLATION OF EXHIBITS
Exhibitors may set-up between the hours of 1:00 pm – 4:30 pm on Sunday, October 6. Booths must be ready by 5:00 pm, 60 minutes prior to opening. Visitation and Early Bird Social begin at 6 pm.

DISMANTLING OF EXHIBITS
Exhibit booth dismantling takes place from 3:30 pm – 9:30 pm on Tuesday, October 8, 2002. Early teardown is prohibited.

EXHIBIT SERVICES COMPANY
Exhibit Services, Inc. is the official trade show exhibit services company. Exhibit Services, Inc. will assist with all shipping, freight, pre-conference storage and booth decoration requirements. Confirmed exhibitors will receive an Exhibitor Service Manual (ESM) roughly 45 days prior to the conference. The ESM will provide you with order forms to request shipping, freight storage, electrical hookups, decorations and other services as needed. All requests should be issued directly to Exhibit Services, Inc.

EXHIBITOR SERVICE MANUALS
Exhibitor service manuals containing detailed instructions and order forms for exhibit equipment and decoration will be mailed to exhibitors by Exhibit Services, Inc. 45 days prior to the conference. (SEE ABOVE).

DISPLAY HOURS
The trade show floor will be open to participants from 7:30 am – 5:00 pm on Monday, October 7 and on Tuesday, October 8 from 7:30 am – 3:30 pm. An Early Bird Social will be held on the trade show floor on Sunday, October 6 from 6:00 pm – 7:30 pm. All refreshment breaks and the two boxed lunches will also be provided on the trade show floor for maximum exposure.

EXPOSITION DATA
Each 8’ x 10’ booth includes a skirted 6’ table, carpet, pipe and drape, two chairs, a wastebasket and a 7” x 44” identification sign showing company name. Additional equipment and decorations may be acquired at additional cost through Exhibit Services, Inc., the official exhibit services company. All necessary order forms will be provided in the Exhibitor Service Manual.

FLOOR PLAN
The Floor plan contains all booth dimensions, which are believed to be accurate to OCI’s best knowledge. OCI assumes no responsibility for such measurements. Plans are subject to Fire Marshall approval.

RULES
OCI reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by OCI. OCI reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision the exhibitors will be advised of any such changes.

CANCELLATION
In the unfortunate event that your company must cancel its participation, a 50% refund will be returned if written notice is received by September 27, 2002. There will be no refunds after September 27, 2002. There are no exceptions to this rule.

FORCE MAJEURE
OCI shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of OCI.

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Questions?

EXHIBIT SERVICES COMPANY
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