

Atlanta 2010



**HTCIA**  
International Conference

SEPTEMBER 20–22, 2010

HYATT REGENCY HOTEL

ATLANTA, GA

# Exhibitor Rules, Regulations & Information

## **Exhibitor Services and Official Decorator**

GES Exposition Services

(800) 475-2098

(702) 515-5970 (for international exhibitors)

A separate service kit will be sent by email from GES to each contracted exhibitor. This kit will include information about furniture, labor, cleaning, drayage (shipping) electrical, and other services.

## **Service Desk**

The GES Exhibitor Service Desk will be open during regular installation and dismantling hours and throughout the event. Requirements for on-site exhibitor services such as decorating, electrical, materials handling, labor, shipping, floral and audio-visual may be ordered or adjusted at the GES Exhibitor Service Desk.

## **Rules**

These rules, regulations and restrictions govern all exhibitors and exhibits for HTCIA and are part of the agreement for space.

## **Booth Size and Prices**

All booths are 10' x 10'.

Each booth includes an 8' high back wall, 3' high sidewall dividers, a one or two line company identification sign, and carpet.

## **Exhibit Space**

HTCIA will attempt to accommodate exhibitor's first choice. Booth location assignment(s) will be based upon receipt of completed Exhibit Space Contract and full payment. Booth space will be assigned on a first-come, first-served basis.

## **Payment Information**

Total booth fees must accompany the Exhibit Space Contract and be received no later than Thursday, July 1, 2010. No exceptions.

## **Use of Space**

Exhibitors shall arrange their exhibits so they do not obstruct other exhibits. Aisles must be kept clear. To this end, exhibits should be so arranged that exhibitor representatives will be inside the space assigned. Display material or equipment at the sides of the booth should not exceed the height of the sidewalls. All material used for decoration shall be a flame retardant type. Fire exits and safety equipment within the exhibit hall must be left accessible and in view at all times. Display material or equipment

of significant size must be approved in writing by the HTCIA Conference Planner. Exhibitors' product demonstration may in no way interfere with demonstrations at adjacent tables.

## **Noise, Music, Video**

Public address, sound producing and amplifying devices that project sound (e.g. music, singing) beyond the exhibitors' space are prohibited. Use of music, video or other such element that may include copyrighted materials must be appropriately licensed by exhibitor. Exhibitor shall be solely responsible for said usage, and shall indemnify and defend HTCIA organizers for any loss or claims filed as a result of use of noise, music or video by exhibitor at the show.

## **Liability**

It is agreed that HTCIA, the Hyatt Regency Hotel and GES Exposition Services shall not be liable to an exhibitor, its officers, employees, agents or volunteers, for any damage to, or for the loss or destruction of, an exhibit or the property of an exhibitor, or for personal or bodily injuries to an exhibitor, its officers, employees, agents or volunteers, resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. Exhibitors shall maintain insurance at exhibitor's own expense to cover against said losses. Exhibitor must exercise reasonable diligence in protecting and/or securing its exhibits, displays and other property. In no event will HTCIA be held responsible for the property of an exhibitor, its officers, employees, agents or volunteers.

## **Security**

HTCIA shall provide a reasonable level of security service throughout the hours of installation, exhibit hours and dismantling, and shall exercise reasonable care for the protection of the exhibitor's materials and displays. Beyond this, neither HTCIA, the show facility, nor any officer, director or staff member thereof will be responsible for the safety of the property or the exhibitor from any cause. If desired, exhibitor should obtain, at its own expense, appropriate insurance to cover against said losses.

## **Failure to Occupy**

All booths in HTCIA are to be staffed at all times during trade show hours. No displays may be dismantled before the official closing of the exhibits on Wednesday, September 22, at 12:00 noon.

## **CONFERENCE CONTACT**

CAROL HUTCHINGS

916-408-1751

CAROL@HTCIA.ORG

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### **Restrictions**

HTCIA reserves the right, in its sole and absolute discretion, to prohibit any display or exhibit that it judges to be not suitable or in accordance with the acceptable professional ethics of HTCIA. Anything potentially lewd, discriminatory, or that may be deemed sexual harassment is prohibited.

### **Cancellation or Termination of Exhibits**

In the event an exhibitor finds it necessary to cancel participation in the 2010 HTCIA Trade Show, refunds will be made as follows: if cancellation is made prior to July 1, a full refund minus a \$100 processing fee will be issued. After July 1, no refund will be issued.

If for any reason beyond its reasonable control including fire, strike, earthquake, damage, construction or renovation to the display site, government regulation, public catastrophe, act of God, or any similar reason, HTCIA shall determine that the Conference and Training Expo or any part may not be held and HTCIA shall determine and refund to the exhibitor its proportionate share of the balance of the aggregate display fees received which remains after deducting all expenses incurred by HTCIA.

### **Exhibit Decorator**

GES Exposition Services is the official decorator for this event. Upon receiving your Exhibit Space Contract and full payment, you will receive a service kit to assist you in placing orders for furniture and equipment for your booth, as well as provide shipping information. All vendors are required to use GES Exposition Services for this event. Direct shipments of booth material should be made to GES per service kit instructions. **The Hyatt Regency Hotel will not accept any booth materials shipped directly to them.**

### **Shipping and Storage**

Information on shipping and storage will be outlined in the exhibitor's service kit. All exhibit materials must be shipped to the drayage company designated by GES. Any exhibits shipped directly to the Hyatt Regency Hotel will be refused. Exhibitors agree to ship at their own risk and expense.

### **Food and Beverage**

Exhibitors may not dispense food or beverage from their booth(s).

### **Hospitality**

Exhibitors agree not to conduct hospitality rooms or off-site training during HTCIA expo hours, but are encouraged to do so at the conclusion of daily scheduled HTCIA events at their own expense.

### **Violations**

Violations of these rules and regulations may result in ejection of exhibitor from the expo without refund or compensation for damages or expenses incurred in exhibiting at the expo, and/or disqualification from future HTCIA Conferences and Training Expo events.

### **Indemnification**

The Exhibitor agrees to indemnify, defend and hold harmless HTCIA, its officers, employees, agents and volunteers, from and against any and all damages to property or injuries to or death of any person or persons, including attorneys' fees; and shall defend, indemnify, save and hold harmless HTCIA, its officers, employees, agents and volunteers, from any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, all civil claims, workers' compensation claims, and all other claims resulting from or arising out of the intentional or negligent acts, errors or omissions of the Exhibitor, its officers, employees, agents, in any way related to Exhibitors duties and obligations under this Agreement and/or its use of a booth at HTCIA.

### **Participation**

HTCIA, in its sole and absolute discretion, may refuse to permit exhibition of any products, services, and/or materials which are deemed by the HTCIA organizers to be substantially inappropriate, in poor taste, or otherwise objectionable to expo attendees.

### **Subletting or Assignment**

Subletting or assignment of booth space is strictly prohibited.

### **Force Majeure and Substitute Facilities**

In the event that the exhibit facility is damaged or destroyed prior to the event, HTCIA may, at its option, obtain a comparable facility, to hold the event. However, HTCIA shall not be liable if space is not available due to fire, earthquake, storm, riot, civil insurrection or related force beyond the control of HTCIA.

### **Agreement to Terms, Conditions and Rules**

Exhibitors agree to observe and abide by the foregoing terms and conditions and by such additional terms, conditions and rules made by HTCIA from time to time for the efficient and safe operation of the Conference and Training Expo.