2008 NACOL Virtual School Symposium
October 26-28

Renaissance Glendale Hotel and Spa
Glendale, Arizona
www.nacol.org

Exhibit Rules and Regulations

Rules and Regulations
These rules and regulations constitute a bona fide part of the exhibit space contract. They are designed to ensure safety and fairness, to eliminate problems and control your costs. Should questions arise, Show Management reserves the right to render all decisions and interpretations, and to establish further regulations as may be deemed necessary to the general success and well being of the exposition. Show Management's decisions and interpretations shall be accepted as final in all cases. It is the responsibility of the exhibiting firm to be fully familiar with these Exhibit Rules and Regulations and to see that all company representatives attending the Exposition are also familiar with them to avoid any difficulties during your installation and dismantle.

Character of the Exhibit
In keeping with NACOL's determination to provide the best atmosphere for conducting business, each Exhibitor agrees as follows:

Products: Exhibit only products of their own manufacture or supply, limited to high-technology electronic goods, products and services designed primarily for use in the education market. Products and services must be displayed in a tasteful manner so as to describe and depict their advantages.

Food: any food or beverage must be ordered from the official caterer, and distribution requires prior approval of NACOL Show Management. Absolutely no liquor or other alcoholic beverages may be distributed or served in the Exhibit Hall by Exhibitors without prior approval of Show Management.

1. Contract for Space: Applicants for exhibit space are required to register online for Exhibitor booth space at www.regonline.com/63336_183929J Any Exhibitor failing to occupy space is not relieved of the obligation of paying the full rental. Contracts for space will be accepted at NACOL offices until **Friday, October 17, 2008**. Contracts will be accepted only onsite after that date, as space availability permits for an additional fee.

2. Space Assignment: Initial booth space assignments will be made with a first, second, or third preference based on first-come-first-served basis. All contracts received thereafter will be assigned space based on date of receipt of contract and/or special needs. In all cases, efforts will be made to assign space in as close compliance as possible with applicants' choices. NACOL reserves the right to alter the exhibit floor plan or change space assignments in case of an emergency and/or in the interest of any Exhibitor.

3. **Booth Cost**: All booth space rentals include 8' table, wastebasket, 2 chairs, pipe and drape, and standard 7" x 44" identification sign. Additional display accessories along with electrical and internet requests will need to be ordered through the decorator for additional fees.

Exhibit Space	Early Bird Discount Rates (Effective until July 31, 2007)	Regular Rates (Starting on August 1, 2007)
Standard 10x10 Exhibit Booth – Non-Member	$1350.00	$1600.00
Standard 10x10 Exhibit Booth - NACOL Member	$1050.00	$1300.00

** Booth fees are included in Diamond Sponsorship*.

4. Payment Policy: All Applications/Contracts must be submitted with payment in full. Booth assignments are not guaranteed until payment in full is received. Booths are assigned in priority order based upon registration date and time and receipt of full payment. Payments to be made to NACOL. Send all payments to VSS 2008 Conference, c/o Executive Events, 6610 Gunpark Dr., Suite 200, Boulder, CO 80301. If payment is not received by September 26, 2008, NACOL shall have the right to cancel the booth reservation. NOTE: A $25 service fee will be assessed for each returned check.

5. Cancellation Policy: All cancellations must be submitted in writing to NACOL, VSS Exhibit Operations. If notice of cancellation is made before **October 3, 2008**, a 50% refund will be issued. **NO REFUNDS** will be issued on booth space that is cancelled after October 3, 2008. Any reduction in booth space will be treated the same as a booth cancellation and will be refunded accordingly. Booth cancellations should be submitted to VSS 2008 Conference, c/o Executive Events, 6610 Gunpark Dr., Suite 200, Boulder, CO 80301.

6. Subletting Space: No Exhibitor may assign, sublet or apportion his or her space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent or any exhibiting firm to solicit business in his or her space. If special circumstances warrant an exception, permission must be obtained in writing from NACOL Show Management, which reserves the right to render final judgment. Program book listings are limited to one entry per contracted exhibiting company.

7. Arrangements of Exhibits: NACOL will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary.

8. Display Construction and Limitations: NACOL will provide side drapes three feet (3') high and back wall drapes eight feet (8') high for all straight-line exhibits. Standard 7"x44" identification signs with the Exhibitor's firm name and booth number will be provided. Aisles will be carpeted. Renaissance Phoenix Glendale (the "service contractor"), at the expense of the Exhibitor, must drape unfinished or unsightly ends of exhibits.

9. Exhibit Hours, Installation, and Dismantling: The hours during which the exposition will be open are:

Installation Hours:	Sunday, October 26	1:00 p.m. - 5:00 p.m.
Exhibit Hall Hours:	Monday, October 27	10:15 a.m. – 6:15 p.m.*
	Tuesday, October 28	8:45 a.m. – 1:30 p.m.*
	**A breakfast buffet is served on the show floor from 7:00 a.m. – 8:00 a.m. on both Monday and Tuesday mornings. It is recommended that exhibits be open during this time.*	
Dismantling Hours:	Tuesday, October 28	1:30 PM - 6:00 p.m.

- No materials will be accepted in the exhibit hall before Sunday, October 26, 2008. All exhibits must be completely set-up by 5:00 PM Sunday, October 26, 2008.
- Any space not claimed and occupied or for which no special arrangements have been made, prior to 5:00 PM, Sunday, October 26, may be resold or reassigned by NACOL without any obligation on the part of NACOL for any refund whatsoever. Special arrangements may be made for early or late set-up with prior approval from Show Management. Contact Tracy Breithaupt at VSS@nacol.org.
- Unattended freight in unclaimed space will be removed from the exhibit floor and stored at the Exhibitor's sole risk and expense.

- No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during the exposition hours.
- Displays must remain intact and manned until 1:30 p.m., Tuesday, October 28. Exhibitors agree by signing the Exhibit Rules and Regulations Contract that they (or their staff) will remain on the exhibit hall floor until the official close of the trade show, as published in their Exhibitor manual. **Any infraction of this rule will jeopardize the Exhibitor's participation in future NACOL shows and the loss of priority points earned for that year.**
- All exhibits must be dismantled, packed and ready for removal by 6:00 p.m., Tuesday, October 28. Exhibits of materials remaining in the building after 6:00 p.m., Tuesday, October 28, will be returned to the Exhibitor at the Exhibitor's sole risk and expense.

10. Exhibitor's Admission Credentials: Exhibitors shall furnish NACOL with an advance list of their representatives. Representatives must register upon arrival and at all times wear identification badges, containing the name of the firm that contracted space. Each exhibiting company is entitled to one (1) badge, at no charge, per 8'x10' booth rented. Additional two (2) badges will be available at $75 each. The badges are not transferable. NACOL reserves the right to withdraw the use of the badge used to gain admission to the exhibition by any person other than the one for whom it was issued. Exhibitors will be admitted to the exhibit hall one-hour before the opening of the hall each show day. Any special arrangements must be made with Show Management. **NOTE:** Children under the age of 18 are prohibited from the exhibit hall during installation and dismantle.

11. Display Operations:

A. **Sale or Distribution of Merchandise:** Cash sales are **NOT PERMITTED** on the show floor. Exhibitors may show, discuss, explain and demonstrate items or services, but may not make cash sales that result in the exchange of merchandise and/or money in the exhibit hall. Attendees may fill out an order form **(credit cards may not be processed on site)** and have the products shipped; <u>they may not take the ordered item off the show floor</u>, it must be delivered to their home or office.

B. **Prize-Drawings and Promotions:** Prize-drawings and giveaways will be allowed. Raffles or lotteries are prohibited. Interviews, demonstrations, distribution of literature, etc., are permitted only within the Exhibitor's space. No activity, demonstrations, sampling, giveaways, solicitation, etc. will be permitted in the aisles. Samples or souvenirs may not be sold, and if distributed, must directly relate to products or services displayed in the Exhibitor's booth.

C. **Product and Literature Distribution:** All demonstrations or other activities must be confined to the limits of the Exhibitor's booth space and <u>not permitted in the aisles or within the buildings public areas</u>. Distribution of trade publications, invitations, circulars, business cards, stickers, novelties, etc. may be made only within the space assigned to the Exhibitor distributing such materials.

D. Any person, firm or organization not having contracted with NACOL for the occupancy of booth space will not be permitted to display or demonstrate its products/services, or distribute promotional materials in the exhibit hall, public areas of the center or in hospitality suites. Any infringement of this rule will result in the prompt removal of the offending persons from the hall.

12. General Regulations: No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed or otherwise affixed to any pillars, walls, doors, or other parts of the building. <u>No helium balloons will be allowed</u>. Exhibitors shall be responsible for damage to property. Exhibitors are required to comply with State and Local Fire Codes. Electrical wiring must conform to National Electrical Codes and pass inspection by building staff electricians. Cloth and all other decorating materials must pass fire codes. No flammable liquids will be allowed inside the facility without approval of the Fire Marshal. Cooking and food/beverage distribution must have prior approval. OSHA regulations regarding disposal of hazardous materials will apply. Children under the age of 18 are not allowed on the floor during installation and dismantling. NACOL will not allow smoking inside the facility.

13. Carpet: All Exhibitor booths will be carpeted.

14. Auxiliary Services: Decorating, drapery, furniture rental, drayage, sign painting and labor will be handled by CSI. The Exhibitor shall provide only the material and equipment that is owned and is to be used in the exhibit space. All other items used in the booth are to be provided through arrangements with CSI. Payment for services provided to the Exhibitor by the contractor is the responsibility of the Exhibitor. All services not ordered in advance

must be procured through CSI at their onsite service desk. Forms for ordering auxiliary services are contained in the Exhibitor's Manual.

15. Unions Requirements and Labor: Arizona is a "right-to-work" state. To arrange for display labor or material handling, complete the order forms found in the Exhibitor's Manual.

A. **Display and Exhibit Work - Installation, Dismantling and Decorating:** Fulltime employees of an exhibiting firm may install and dismantle their own and respective company displays. Any outside or additional labor required for installation and dismantle or decorating is to be performed by Renaissance Glendale Hotel or by exhibitor appointed contractors under the guidelines established by the International Association for Exposition Management.

B. **Materials Delivered to or Picked up From Show/Job Site:** All materials received, other than those in exhibitor owned vehicles as described below, will be handled by Renaissance Glendale Hotel. Please refer to the shipping instructions and material handling information in the Exhibitor's Manual.

C. **Exhibitor Owned Vehicles:** Exhibitors, show organizers and other clients may handle their own materials, which can be carried by hand by one person. Exhibitors may not bring or use carts, pallet jacks or other material handling equipment that would interfere with the operations of Renaissance Glendale Hotel. The above will be strictly followed.

D. All materials, other than exhibitor-handled materials as described above, are chargeable as material handling and will be handled through Renaissance Glendale Hotel. There are no storage facilities available for materials handled by exhibitors.

E. Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of Renaissance Glendale Hotel. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

F. Any questions should be addressed to Renaissance Glendale Hotel or Show Management.

16. Shipping: Exhibitors may handle their own hand-carried materials in and out of the Renaissance Glendale Hotel. Any material requiring the use of equipment for delivery, i.e., dollies, forklifts, will be handled by Renaissance Glendale Hotel. Exhibitors needing to ship their materials to the show site must do so through CSI. All materials must be received at CSI warehouse no later than Thursday, October 23, 2008; shipments arriving after October 23 will incur late shipment charges. More information on shipping is available in the Exhibitor's Manual.

17. Storage: Exhibitors must make arrangements with CSI for storage of crates and other packing materials. Combustible materials such as brochures, literature, giveaways, etc., within exhibit booths are limited to a one-day supply. NOTHING may be stored behind booths. All packing containers, wrapping material, carrying cases, etc., must be stored off the exhibit floor.

18. Security: Twenty-four hour security will be provided by NACOL throughout the entire Exhibit, including set-up and takedown days. Any theft is to be reported to security at once. Exhibitor must provide adequate insurance in his or her own insurance policies for theft. Individual booth security is available at an additional fee to Exhibitors.

19. Non-Liability: It is expressed, understood, and agreed by each and every contracting Exhibitor, his agents, and his guest that neither NACOL, its employees, its contractors, nor the operator of the local convention center premises, its agents, or its employees shall be liable for loss of damage to the goods or properties of Exhibitors. At all times such goods and properties remain in the sole possession and custody of each Exhibitor.

Upon signing of the Exhibit Rules and Regulations, Exhibitor releases and agrees to indemnify and defend NACOL, its managers, officers, members, sponsors, employees, agents and convention center premises, agents or employees and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including Exhibitor and its agents or employees, on or about the Exhibitor's display space or arising out of Exhibitor's participation in the exposition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities and in part due to the negligence of the Exhibitor.

20. Insurance: The Exhibitor agrees to obtain the following insurance coverage during the dates of the NACOL exposition, including installation and dismantle days, and be prepared to furnish a certificate of insurance to NACOL if requested: (a) comprehensive general liability insurance coverage including protective and contractual liability overage of $250,000/$500,000 for bodily injury and $50,000 property damage; (b) employers liability insurance with minimum limits of $100,000 per accident; (c) worker's compensation/occupational disease coverage in full compliance with federal and state laws; (d) comprehensive general automobile liability insurance covering owned, non-owned, and hired vehicles, including loading/unloading hazards with bodily injury limits of $250,000/$500,000 and property damage limits of $100,000.

21. Conference Postponement and/or Cancellation: NACOL, in its discretion, shall have the right to postpone or cancel the conference and exhibit and shall be liable in no way to the Exhibitor for losses resulting from such delay or cancellation. The Association will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the exposition, or for any cause beyond its control.

22. NACOL reserves the right to make such additional conditions, rules and regulations as Show Management deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the conference, this reservation being all-inclusive as to persons, things, printed matter, products and conduct.

I have read and understand/agree to the rules and regulations listed above.

Company _____

Exhibitor Signature: _____ Date: _____

Fax signed copy (of signature page only) to: Tracy Breithaupt at 303.530.2691