



UPCEA

Leaders in Professional, Continuing and Online Education

2014 UPCEA Annual Conference March 26-March 28, 2014, Miami, Florida Exhibitor Rules and Regulations

The following exhibitor rules and regulations supplement the Online Application to Contract for Exhibit Space at the 2014 UPCEA Annual Conference at the Miami Hyatt Regency, 400 South East Second Avenue, Miami, Florida. By submitting the Application to Contract for Exhibit Space, the exhibitor agrees to be bound by and adhere to the following terms, rules and regulations and all amendments thereto and decisions of UPCEA and its official show contractor.

1. Dates and Exhibit Hours:

Exhibit Hours

Wednesday, March 26	6:00pm -- 8:00pm [Reception]
Thursday, March 27	10:30am -- 5:00pm
Friday, March 28	8:30am -- 11:00am

Please note the exhibit hours listed above have been scheduled to include dedicated exhibit hours for specific events in the Exhibit Hall and Activities Center, and to allow time and space for client appointments, attendees' convenience, and flexibility for all.

Dedicated Exhibit Hours for Specific Events:

Wednesday, March 26	Networking Reception	6:00pm -- 8:00pm
Thursday, March 27	Refreshment Break	10:30am -- 11:00am
Thursday, March 27	Refreshment Break	3:15pm -- 3:45pm
Thursday, March 27	Book Signing	TBD
Friday, March 28	Refreshment Break	10:30am -- 11:00am
Friday, March 28	Grand Prize Drawing	10:45am

UPCEA reserves the right to make changes to the exhibit hours; however, such changes will be made known as far in advance of the Conference as possible. Exhibitors are required to staff their booth during designated exhibit hall hours.

2. Official Exhibit Contractor:

UPCEA has selected an Official Exhibit Contractor to provide services and furnishings for the Exhibit Hall and Activities Center. The purpose of this contractor is to provide quality service and products to exhibitors at a competitive rate in a safe and timely fashion, thereby assuring a smooth and problem-free event. The following services will be provided by the official exhibit contractor: freight handling in and out; standard rental furnishings; cleaning services; installation and dismantling of exhibits; equipment for installation and dismantling of exhibit; and other ancillary services. **UPCEA strongly prefers the use of the Official Exhibit Contractor for freight handling and installation and dismantling of exhibits.**

3. Service Order Kit:

A Service Order Kit will be sent to exhibiting firms in good standing approximately 8-10 weeks prior to the Conference. The Kit contains important information and order forms for the services offered by the official exhibit contractor, including freight handling, labor, booth furnishings, audio/visual, electrical, internet, etc.

4. Installation and Dismantling of Exhibit Booths:

Exhibitor installation is scheduled from Noon to 4:30pm on Wednesday, March 26, 2014. Exhibitors who do not meet this deadline will not be allowed to continue setting up until 2 hours prior to the next day's exhibit hours. UPCEA reserves the right to assign labor to set up any display that is on the premises but not fully set up by 4:30pm on March 26; the exhibitor shall be responsible for any and all labor and other charges incurred by UPCEA in completing the set up. UPCEA and its official exhibit contractor shall not be responsible for any injuries or damages to persons or property incurred in the exhibit set up. No setting up or moving of materials is permitted during exhibit hours. Dismantling may begin only after 11:00pm on Friday, March 28, 2014 and must be completed no later than 3:00pm. UPCEA reserves the right to assign labor to remove any display that is not dismantled and removed by 3:00pm on March 28; the exhibitor shall be responsible for any and all labor and other charges incurred by UPCEA in the dismantling, removal and storage of such materials. No exhibit shall be packed, removed or dismantled prior to the closing of the Exhibit Hall and Activities Center.

5. Facility Maintenance:

Exhibitor and its agents shall not injure, deface or damage any part of the exhibit building, booths, booth contents, show equipment or décor. When such damage appears, the exhibitor and/or its agent shall be liable to the owner of the property for any such damage. UPCEA and the official exhibit contractor shall have the right at any time to enter the leased area occupied by the exhibitor or otherwise inspect exhibitor's materials.

6. Storage:

Packing crates and/or boxes are not permitted in view in booths during the exhibit period(s). It is the exhibitor's responsibility to mark and identify their boxes and crates. UPCEA, the Hyatt Regency, and the official exhibit contractor assume no responsibility or liability for the condition of contents of crates and boxes. Due to local Fire Code Regulations it may be necessary to store empty crates or boxes outside the building. UPCEA, the Hyatt Regency, and the official exhibit contractor assume no responsibility or liability for theft or damage to them.

7. Assignment of Booth Space:

Reasonable efforts will be made to honor specific booth requests; however, UPCEA does not guarantee specific booth space or location requests. UPCEA reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.

8. Payment:

Payment should be made to UPCEA pursuant to the terms of the Exhibit Application to Contract: credit card payments should be submitted via the UPCEA website under "Annual Conference Exhibiting," and checks should be mailed to *UPCEA, Department 6048, Washington, DC 20042-6048*. UPCEA reserves the right to not accept an exhibit application that might be objectionable, unethical, in breach of the law, or contrary to the best interests of the Conference, and to prohibit and/or remove any exhibits which might detract from the general character of the Conference.

9. Cancellation of Booth Space:

All requests for cancellation of booth space must be made in writing. If an exhibitor cancels, the following deadlines shall apply: a. full refund will be granted where notice of cancellation is received by UPCEA before **January 26, 2014**; b. 50% refund will be granted where notice of cancellation is received by UPCEA on or before **February 19, 2014**; and, c. 0% refund for cancellation requests received after **February 19, 2014**. Once booth space is canceled, UPCEA reserves the right to resell the space.

10. Display Guidelines:

Exhibit space includes an 8' X 10' draped background, 3' high draped side rails, a 7" X 44" booth identification sign, one 8' table, 2 chairs, and a wastebasket. Note: The Exhibit Hall and Activities Center is carpeted. Booth furnishings must be ordered separately, including tables and chairs, through the official exhibit contractor. No walls, partitions, paintings, decorations or any other type of obstruction may be erected that interfere in any way with the view of any other exhibitor or which detract from the general character of the Conference. All storage boxes and/or crates must be stored from sight during show hours and the exhibitor agrees to maintain daily cleanliness of the booth. No audio-visual device or sound system shall be operated in a manner that disturbs or interferes with other exhibitors. Use of an audio-visual device or sound system will be subject to prior approval by UPCEA and/or the official exhibit contractor. Exhibitors shall not assign or sublet any allocated space without prior written consent of UPCEA.

11. Security:

Security will be furnished during the Conference Exhibition. However, the furnishing of security shall not be deemed to impose upon or increase the liability of UPCEA. Security is to prevent unauthorized entry into the exhibit hall. Badges must be worn at all times. UPCEA and the official exhibit contractor reserve the right to inspect any containers removed from the exhibit area. The exhibitor retains sole legal and financial responsibility for its own exhibit personnel or volunteers, exhibit materials, and the conduct of its activities within the Exhibit Hall and Activities Center. UPCEA and the official exhibit contractor strongly recommend that each exhibitor not leave portable, valuable merchandise exposed in the Exhibit Hall and Activities Center, especially during set up and dismantling.

12. Playing of Music:

Exhibitor shall not play music that is inappropriate, or at a level that is disturbing to other exhibitors and attendees.

13. Booth Sales Transactions:

To ensure compliance with applicable federal, state and local laws and regulations, no booth sales transactions will be permitted in the Exhibit Hall and Activities Center during the Conference Exhibition. The exhibitor may accept an order at the booth where the sales transaction is consummated and appropriately invoiced at a later date.

14. Errors and Omissions:

UPCEA and the official exhibit contractor assume no responsibility or liability for any services performed or materials delivered by the official exhibit contractor or other suppliers to the Conference Exhibition, their personnel or their agents.

15. Liability/Insurance:

Notwithstanding the security provided under Section 11 above, the exhibitor understands and agrees that UPCEA, the Hyatt Regency, and the official exhibit contractor, including their respective officers, directors, employees, staff, agents or volunteers, shall not be responsible for the safety of property of the exhibitor from theft, damage by fire, accident, vandalism or other causes, and the exhibitor hereby waives and releases any claims or demands it may have against any of them by reason of any damage to or loss of any property of the exhibitor. The exhibitor further understands and agrees that UPCEA, the Hyatt Regency, and the official exhibit contractor, including their respective officers, directors, employees, agents, staff and volunteers, shall not be liable for injury of any type from any cause to persons conducting or otherwise participating in the Conference Exhibition or to invitees, guests or employees of the exhibitor. The exhibitor understands and agrees that UPCEA, the Hyatt Regency, and the official exhibit contractor, including their respective officers, directors, employees, agents or volunteers, do not carry business interruption or property damage insurance coverage for loss or damage of exhibitor's property (note: unless it is stated in individual contract between exhibitor and official exhibit contractor only). It is strongly recommended that the exhibitor obtain adequate insurance coverage, at its own expense, for property loss or damage and liability for personal injury or death. The exhibitor understands and agrees that UPCEA

and/or the official exhibit contractor, including their respective officers, directors, employees, agents or volunteers, shall not be liable to exhibitor in excess of consideration paid by exhibitor, exclusive of deposit, for breaches of conduct or tortious conduct by UPCEA and/or the official exhibit contractor.

16. Hold Harmless and Indemnification:

Exhibitor agrees to indemnify, hold harmless and defend UPCEA, the Hyatt Regency, and the official exhibit contractor, and their respective officers, directors, employees, agent, staff and volunteers from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever as they arise (including, but not limited to court costs, reasonable attorneys' fees and interest) which UPCEA, the Hyatt Regency, or the official exhibit contractor may incur, suffer, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act, error or omission or breach of these terms, conditions, rules or regulations by the exhibitor, its officers, directors, employees, staff, volunteers, agents or representatives. Exhibitor assumes full responsibility and liability for the actions of its agents, employees, representatives and independent contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless and defend UPCEA, the Hyatt Regency and the official exhibit contractor, as expenses arise, from responsibility or liability resulting directly or indirectly, or jointly, from other causes which arise because of acts, errors or omissions of the exhibitor, its agents, employees, representatives, or independent contractors whether acting within or without the scope of their authority.

17. Enforcement of Regulations:

UPCEA and the official exhibit contractor retain full power and authority to interpret and enforce all rules and regulations of the Conference Exhibition and power to make amendments and/or further rules and regulations that are considered necessary for proper conduct of the Conference Exhibition. Such decisions shall be binding upon all exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for UPCEA and/or the official exhibit contractor to require immediate removal of the exhibit and/or offending exhibitor. Failure to comply may also result in forfeiture of all further rights to exhibit at future Conference exhibitions sponsored by UPCEA, together with all fees paid. UPCEA may lease any space so forfeited to another exhibitor and retain all revenue collected.

18. Cancellation or Postponement of Show:

In the event the Conference Exhibition is postponed due to any occurrence not occasioned by the conduct of UPCEA, the Hyatt Regency, or the official exhibit contractor or exhibitor, whether such occurrence be an Act of God, common enemy, result of war, riot, civil commotion, act of terrorism, public health emergency, labor dispute, government act, or act or conduct of any person or persons not party or privy to this agreement, then performance of the parties under this agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation for the Conference Exhibition, the obligations of the parties under this agreement shall automatically be terminated and

all rental payments made under this agreement shall be refunded to the exhibitor, less a pro rata share of expenses actually incurred by UPCEA and/or the official exhibit contractor in connection with the Conference Exhibition. UPCEA reserves the right, with no liability to the exhibitor for refunds, additional expenses or otherwise, to change the date or place of the Conference Exhibition upon two weeks written notice to the exhibitor, effective from the date of mailing of such notice.

19. Waiver:

Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of their agreement. Any rights of UPCEA shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of UPCEA.

20. Applicable Law and Jurisdiction:

Exhibitor agrees that the laws of the District of Columbia shall control the construction and enforceability of this agreement and hereby consents to the jurisdiction of the District of Columbia and Federal District Court within the District of Columbia with respect to any right of action arising under this agreement.

21. Severability:

In the event any provision of this Agreement is held invalid or unenforceable, then neither remaining provisions of this agreement nor other applications of provisions involved shall be affected thereby.

22. Agreement subject to Terms of Facility Lease:

This agreement between the exhibitor and UPCEA is subject to the terms and conditions of the lease agreement between UPCEA and the exhibition facility, and to the terms of any and all agreements between UPCEA and any other party relating to the Conference Exhibition. The exhibitor shall not undertake any act or fail to fulfill any obligation which shall be in violation of said lease or agreements.