

# RCRI 2009 National Conference

## EXHIBITION REGULATIONS

**Agreement:** As a condition of exhibiting at the 2009 National Conference (the Conference), Exhibitor hereby expressly acknowledges and agrees to comply with the terms and conditions set forth in these Exhibition Regulations. The Resource Center for Religious Institutes (RCRI) reserves the right to amend these Regulations or to make additions hereto. RCRI further reserves the right to make specific exceptions to, or changes in, these Regulations without establishing a precedent or applying those exceptions or changes beyond the specific cases involved. RCRI reserves the right, at its discretion and without necessity of refund, to terminate and revoke Exhibitor's use of exhibit space at the Conference if Exhibitor, after notice, fails immediately to cure any violation of these Regulations. The interpretation of these Regulations and all matters not covered by these Regulations are subject to the sole discretion of RCRI.

**General Terms and Conditions:** The forwarding of the Application and Exhibition Regulations to Exhibitor by RCRI does not constitute an offer to Exhibitor to enter into an agreement of any kind, oral or written, with RCRI. Exhibitor expressly acknowledges that RCRI reserves the right to accept or reject an exhibit Application, in its sole discretion with or without cause, and that no formal agreement shall exist between Exhibitor and RCRI until this Agreement is fully executed by both parties.

### Payment and Cancellation:

#### **Price of Exhibit Space**

Not-for Profit Organization			For-Profit Organization		
	By 8/28/09	After 8/28/09		By 8/28/09	After 8/28/09
Service Directory Participant	\$ 1,210.00	\$ 1,260.00	Service Directory Participant	\$ 1,370.00	\$ 1,420.00
Additional Staff Registration	\$ 425.00	\$ 475.00	Additional Staff Registration	\$ 450.00	\$ 500.00
Non-Service Directory	\$ 1,420.00	\$ 1,470.00	Non-Service Directory	\$ 1,580.00	\$ 1,630.00
Additional Staff Registration	\$ 525.00	\$ 575.00	Additional Staff Registration	\$ 550.00	\$ 600.00

RCRI reserves the right to make the final determination whether the Exhibitor is For-Profit or Not-For-Profit and whether the Exhibitor is a Service Directory participant. Payment in full must accompany the Application. Exhibitor or Additional Staff canceling on or before September 11, 2009, will receive a full refund, less a \$50.00 processing fee. Exhibitor or Additional Staff canceling between September 11, 2009, and September 30, 2009, will be refunded 50% of its payment. Exhibitor or Staff canceling after September 30, 2009 shall not receive a refund. RCRI reserves the right, in its sole discretion, to refuse or revoke acceptance of any application. In such event, all fees shall be refunded to the Exhibitor. The price of exhibit space includes one exhibit space, two complimentary conference registrations, and a listing in the conference materials. Additional services and items will be made available for purchase or lease.

All exhibit spaces come with a standard 6' fully draped table, two chairs, pipe and drape behind and between the space, and one I.D. sign. A conference registration entitles each individual exhibitor to attend workshops, meal functions, and other activities that are open to non-exhibiting conference attendees. Additional fees may apply to attend some activities.

**Space Assignments:** RCRI will assign Exhibit space on a first received, first assigned basis. RCRI shall use its best efforts to locate the space in one of the locations designated by Exhibitor in the Application, and to provide physical proximity to or separation from stands of other specified Exhibitors, as requested on the Application. Notwithstanding the above, RCRI reserves the right to assign exhibit space at any time that may, in its sole discretion, deem necessary. RCRI also reserves the right to alter the location of stands shown on the official floor plan, as it deems advisable.

**Protection of Premises:** Exhibitor hereby acknowledges and agrees to adhere to and be bound by (a) all applicable fire, utility, and building codes; and (b) all applicable rules, regulations and policies of the Hilton Atlanta (Hotel). No attachments of any kind may be made to the columns, walls, floors, or other parts of the building or furniture or stand without the prior written permission of RCRI the Hotel. All decorative materials used by Exhibitor must be flame retardant. Exhibitor shall leave the exhibit space in the same condition as it was when Exhibitor entered upon the premises and shall not cause or permit others to cause any damage or disruption to the space or the facility.

**Stand Construction:** The exhibit hall is carpeted. Stands must not obstruct the view or interfere with the displays of neighboring stands. All exposed areas of the stand must be finished surfaces, including the back and sides. Any part of the stand needing a finished surface two hours before show opening will be draped at the expense of the Exhibitor. RCRI will decide whether such drape is needed. RCRI retains sole discretion and authority in the placement, arrangement, and appearance of all displays.

**Maintenance:** RCRI will provide for sweeping and cleaning of the aisles of the exhibit area once daily. However, Exhibitor must, at its own expense, keep its space cleaned and in good order at all times. Any coverings of exhibits must be removed before opening hours of each show day.

**Storage of Packing Crates and Boxes:** Exhibitor will not be permitted to store packing crates and/or boxes within its exhibit space during show hours. If the size of the packing crates and/or boxes permits, they may be stored under fully draped tables within Exhibitor's space. If items cannot be stored as described, these items must be properly marked and will be stored and returned to the stand by service contractors at the expense of the Exhibitor. It is the Exhibitor's sole responsibility to mark and identify its crates as soon as they are empty or otherwise ready for removal to facilitate final preparation of the event for opening. Crates not properly marked or identified may be lost or destroyed. Storage and/or safekeeping of Exhibitor's crates and boxes is not the responsibility of RCRI, the Hotel, or any representative thereof.

**Exhibit Hall Hours:** RCRI reserves the right to set and limit the hours of the exposition, which shall be printed in the conference materials.

**Installation/Removal of the Displays:** Exhibitor may begin setup of exhibits for the Conference on Tuesday, October 20, 2009, at 12:00 PM. Exhibits must be completely set up by October 20 at 3:00 PM. If Exhibitor fails to completely setup its exhibit by at 3:00 PM, Exhibitor will be granted access to

the exhibit area to complete setup at the sole discretion of RCRI. Dismantling of exhibits may not commence prior to Thursday, October 22, 2009, at 11:00 AM. All materials and equipment used in connection with the exhibit must be completely packed and ready for removal or shipment by October 22 at 4:00 PM, unless RCRI and the Center grants permission for longer storage or special handling.

**Exhibit Regulations:** Exhibitor shall use its exhibit space for the sole purpose of describing and demonstrating its products and services. An employee or representative of the exhibiting organization must staff each display area assigned to Exhibitor at all times during exhibit hours. Exhibits and/or Exhibitors which, in the sole judgment of RCRI, produce excessive noise or otherwise are in poor taste shall not be permitted. All aisle space is under the exclusive control of RCRI and shall not be used for purposes of exhibits or demonstrations. Exhibitor shall distribute literature regarding its products and services only from within its assigned display area(s). Materials with gummed or pressure sensitive surfaces may not be distributed on the hotel premises. No exhibits, advertising, or other promotional materials are permitted beyond the perimeter of the stand. RCRI reserves the absolute right to remove, relocate, or restrict any objectionable exhibits, persons, advertisements, or any features, which detract from the decorum of the Conference. If Exhibitor's display is restricted in any way or removed from the conference facility for any reason by RCRI or the Center pursuant to this Section, all payments by Exhibitor in connection with the exhibit shall be forfeited to RCRI.

**Authorized Representatives:** Exhibit stand personnel shall be restricted to owners, full-time employees of exhibiting companies, or other authorized representatives approved by RCRI, who are actually staffing the exhibit stand during the published move-in, show hours, and/or move-out hours. Exhibitors must purchase conference registrations, according to the price structure listed herein, for all person(s) attending the exhibition. Each exhibit space purchased is entitled to two complimentary conference registrations. Each exhibiting organization shall provide RCRI in advance with the name(s) and title(s) of the person(s) who will be in attendance at the exposition and will be designated responsible for installation, operation, and removal of the exhibit. These representatives shall be authorized to enter into such service contracts as necessary, for which Exhibitor shall be responsible. Exhibitor personnel shall wear proper badge identification, as provided by RCRI, prominently displayed, and have organization identification available for viewing by RCRI or representatives of the Official Contractor, or Security, at all times.

**Security:** During the hours which no access will be granted to the exhibit area, RCRI will provide security guard service in the exhibit area. RCRI will not be responsible for the loss of any of Exhibitor's property or materials by or for any cause. The use of security when the exhibition hall is closed does not imply acceptance of liability for any loss of Exhibitor's property. Exhibitor must make provisions for safeguarding its goods, materials, equipment, and display at all times, and Exhibitor is urged to carry its own insurance through its own sources at its own expense. All packages, cases, etc., are subject to examination at any time.

**Assignment and Sublease:** Exhibitor may not assign, sublet, or share the whole or any part of the space allotted without prior written consent of RCRI. Exhibitor may not display goods or describe services other than those manufactured, handled, or supplied by that Exhibitor in the regular course of business. Only the signage of the organization whose name appears on the Application may be placed on the stand or appear on any printed list of Exhibitors. Only organizations assigned space in the exhibition hall will be permitted to solicit business in any manner within the exhibit hall.

**Failure to Open Exhibition:** In the event that the premises of the Hotel are destroyed or damaged, or the Conference fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike or work stoppage, lockout, injunction, act of war, act of terrorism, act of God, emergency declared by any governmental agency, curtailment of transportation facilities or any other situation making it inadvisable, illegal, unreasonable, or impossible to provide the facilities or to hold the Conference, this contract may be terminated by RCRI. In the event of such termination, Exhibitor waives any and all claims for damages and agrees that the sole liability of RCRI shall be to return Exhibitor's space fee, less Exhibitor's pro rata share of all costs and expenses incurred and committed by RCRI.

**No Endorsement:** This Agreement confers only a limited license by RCRI to Exhibitor to use one or more exhibit space(s) to be assigned by RCRI for exhibition purposes at the Conference. It does not, and shall not be construed, interpreted, or described in any way, to constitute an approval, endorsement, or recommendation of Exhibitor or its products or services, or in any manner create an agency relationship between RCRI and Exhibitor.

**Licenses, Permits, and Insurance:** RCRI's sole responsibility and obligation under this Agreement is to permit Exhibitor to use the assigned exhibit space for the purposes and under the terms and conditions described herein. The exhibit, and its installation, maintenance, and breakdown shall be solely the responsibility of Exhibitor. Exhibitor warrants that it shall, at its own expense, obtain any and all necessary or appropriate licenses, permits, and insurance required for the installation, maintenance, and breakdown of its exhibit(s) and for any Exhibitor's employees or agents associated with the exhibit(s), and that it shall pay all taxes, fees, and costs incident thereto.

**Indemnification:** Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers, which result from any act or omission of Exhibitor. Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless RCRI and the Hotel and their respective officers, directors, members, employees, and agents, against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of RCRI or the Hotel.

In addition, Exhibitor acknowledges that neither RCRI nor the Hotel, maintains insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

**Exhibitor-Sponsored Meetings and Social Events:** In the interest of the success of the Conference, Exhibitor agrees not to extend invitations, call meetings, or otherwise invite or encourage the absence of attendees from the Conference area during the official hours of the Conference. Hospitality events shall not conflict with Conference sessions or functions relating to the Conference.

**Miscellaneous:**

- a. This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland. All disputes arising out of this Agreement shall be resolved by the courts of the State of Maryland.
- b. If any provision of this Agreement shall be held invalid and unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.
- c. This Agreement may be executed in counterparts, each of which shall be an original, and all of which together shall constitute one and the same instrument.
- d. This Agreement represents the complete understanding between Exhibitor and RCRI, and no amendments, deletions, or additions hereto shall be binding without written approval from both parties, unless otherwise specifically provided herein.