

BOOTHS INCLUDE

- 8' back wall draping
- 3' sidewall draping
- Exhibit sign (7" x 44")
- One draped table
(8'x8' and 10'x8' booths receive
a 6' table; 8'x6' receive a 4' table)
- Two folding chairs
- One wastebasket

All extra equipment must be ordered in advance.

Booth carpeting is an additional charge of \$80.00. Additional tables are \$30.00 each. Additional chairs are \$12.00 each. For an extra equipment order form, call 203-925-4981. Extra equipment requested on set-up day is available on a first come, first served basis through the Exhibition Company at higher rental fees.

ELECTRICAL HOOKUPS MUST BE REQUESTED IN ADVANCE.

One 110-volt electrical outlet will be additional charge of \$95.00 each – exhibitor must bring 3-prong extension cord (no household extension cords). Electrical hook-ups requested on set-up / show day are \$110.00 each and must be paid for at the time of order.

INTERNET ACCESS

The Pitt Center at Sacred Heart University is wireless compatible. It is our understanding all that is required is a wireless card in your laptop or PC. Anthony Agosto from Shelton Computer Services will be available to assist with any internet questions on set-up day.

EXHIBITOR RESPONSIBILITY

(a) Exhibit booths must be staffed at all times by qualified regular employees or authorized representatives of the Exhibitor. (b) Exhibitor shall limit their booth/activities within the confines of the contracted space – 6'x8', 8'x8' or 10'x8'. Displays extending into aisles are not permitted. (c) Displays that block other exhibits will not be permitted. (d) EXHIBITOR CAN NOT BREAK DOWN BEFORE 5:00 PM ON MAY 26, 2010. For liability reasons, your booth must remain set-up and your representative(s) must be present at 5:00 pm. Failure to do so will result in a \$200 charge and loss of booth preference in next year's show. The Breakdown Liability Fee of \$200 is required with your registration. **This is not a booth deposit.** This check will be returned by mail on Friday, June 4, 2010 if the exhibitor rules are met. (e) Full payment must be received within 30 days of application. All cancellation requests must be made in writing and received by 5:00 pm on April 16, 2010, or you will be charged the full registration fee. A refund of 50% and return of breakdown liability check will be given to a business canceling on or before April 16, 2010. **No refunds after April 16, 2010.** If an Exhibitor does not pay and/or does not claim its assigned space, the exhibition committee may seek to recover balance due from Exhibitor together with costs of collection. (f) Any change to your original application (i.e., carpeting, electric, etc.) must be done in writing no less than ten (10) business days prior to event. (g) Exhibitor is responsible for the shipment, delivery and pick-up of all exhibit equipment and materials to the William Pitt Center. The Exposition Committee is not responsible for any incidents of loss, theft, damage or otherwise of exhibit equipment and materials before, during and after the event. (h) Exhibitor must remove all materials from the premises by 7:00 pm on May 26, 2010. In the event that exhibits or exhibit materials are not removed by such date and time, the exhibition committee may discard any portion of the aforementioned materials at the owners risk and expense.

SECURITY & INSURANCE

The exhibitor is solely responsible for its own exhibit material and should insure the exhibit against loss or damage. Exhibitor must maintain adequate insurance including all insurance required by law for this event. **Exhibitor will provide a Certificate of Insurance showing coverage of \$1,000,000 combined bodily injury and property damage.** Failure to provide this certificate shall not release exhibitor from any obligations regarding this event. The exhibitor shall include the event sponsors, the event location, and their respective directors, officers, employees, and assigns as additional named insured on all policies named above for the duration of the event.

LIMITS OF LIABILITY

(a) Exhibitor hereby indemnifies, defends, and holds harmless the Exposition Committee, the event location and their successors, assigns, and agents from and against all liability, claims, suits, demands, judgement costs, and expenses arising from any injury to any person(s) or damage to or loss of any property relating to: (1) use of event location by exhibitor or its agents, contractors, or employees (2) any work or thing done or any condition created by on or behalf of the exhibitor and (3) any act, omission, negligence or default of the exhibitor to its agents, contractors, or employees nor shall the Exposition Committee be held liable in the event that the Exposition is cancelled, postponed, or relocated on the account of fire, strikes, government regulations, casualties, Acts of God, or other causes beyond the control of the Exposition Committee. (b) All Exhibitors are liable for any damage caused by affixing displays to building floors, walls, or to standard booth equipment, or for fire, or damages caused by Exhibitors in any other manner.