

# Life Services Network 2009 Annual Conference and Exhibition Exhibit Terms and Conditions

## A. SPACE RENTAL

1. Standard Booth Reservations: This contract for use of space which provides an eight-foot high fire retardant back wall drapery and three-foot high side rails with drapery, a standard booth sign carrying the exhibitor's name, a booth number, security guard service and aisle cleaning.
2. Floor Plan: All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. LSN reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.
3. Cancellation of Show: LSN, its agents and employees will not be liable for failure to hold the Exposition as scheduled. Payments for exhibit space will be returned in that event except that any actual expenses incurred in connection with the exposition will be deducted if the exposition is called off 90 days or fewer prior to the opening date because of fire, or any acts of God, or public enemy, or strike, or epidemic, or any law, or regulation, or public authority, or any other cause, which makes it impossible or impracticable to hold the exposition.

**4. Furnishings: Furniture, and/or additional draping, accessories, signs, electrical outlets, etc., are the sole responsibility of the exhibitor and should be ordered in advance from the official service contractor on the forms that will be provided. Table coverings as well as all equipment must be of nonflammable material. Carpet is required.**

5. Height Regulations: Height Limit of the exhibit booth is 16 ft.

6. Hanging Banners: Exhibitor must have a free standing booth of minimum size 20 x 20; the bottom of the banner can not be higher than 18" above top of the exhibit booth; The banner can not be deeper than 24"; The banner can not extend into the aisle.

## B. CANCELLATION OF DEMONSTRATION CONTRACT

1. Cancellation: No cancellation shall be acknowledged until written notice has been received by LSN.
2. It is understood that my deposit is non-refundable and that the balance of the total booth rental is due no later than February 1, 2009.
3. Failure to Pay: Failure to remit the balance of space rental by February 1, 2009 constitutes cancellation of contract and the reserved space will be subject to resale without refund of deposit.

## C. CONSTRUCTION, INSTALLATION AND USE OF EXHIBITS AND EXHIBIT FACILITIES

1. Acceptability of Demonstration Space: All exhibits shall be to serve the interests of the members of LSN and its affiliates and shall be operated in a way that will not detract from other exhibits, the exposition, or the annual meeting as a whole. LSN reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the association.

2. Restriction on Selling: The LSN exposition is for educational and informational purposes only. Sales may not be made nor orders consummated at any of the exposition facilities.

3. Music: The playing or use of any form of music is strictly forbidden in the Exposition Hall(s). I agree to comply with the restrictions set by Exhibit Management on sound volume.

4. Restrictions on Use of Space: Exhibit booths must be maintained by at least one company representative at all times during show hours. No exhibitor shall sublet, assign, or share any part of the space allocated to him without the written consent of LSN. Solicitation or demonstrations must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public spaces or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of hotels. Operation of sound devices is allowed if the exhibitor complies with restrictions on loud volume.

5. Construction of Demonstrations/Exhibits:

Exhibits shall be constructed and arranged in the area not more than three feet forward of the back wall of the booth and in this area up to a height not to exceed eight feet from the exhibit floor. All parts of the exhibit in any portion of the booth beyond three feet from the booth back wall shall be placed not to exceed the height of the dividing side rails (36"). Advertising, logos, signs and exhibit structure shall not exceed the eight-foot height limit.

6. Appearance of Exhibits: Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. LSN reserves the right to have such finishing done and to bill the exhibitor for charges incurred.

7. Installation and Dismantlement of Exhibits: All installation and dismantlement of exhibits must be carried out during the time indicated in the accompanying exhibit information. No exhibits may be erected after the exhibition opens or be dismantled before the official closing time. It is the responsibility of the exhibitor to see that all his or her materials are delivered to the exhibit hall by the specified deadline. Should the exhibitor fail to remove his or her exhibit, this removal will be arranged by LSN at the expense of the exhibitor. All empty crates, upon erection of the display, shall be labeled as such and properly identified with company name and booth number for removal by the official drayer from the exhibit floor. All empty crates and cartons must be properly identified to facilitate their delivery by the drayer at the close of the show.

8. Failure to Occupy Space: Space not occupied by the close of the exhibit installation period as specified in the accompanying material will be forfeited by the exhibitor and this space may be resold, reassigned, or used by LSN. If the exhibit is on hand, LSN reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and to instruct that the exhibitor be billed for all charges thus incurred.

9. Drayage: Advance shipments of exhibit material must be made to the official drayage company as indicated in additional information. The exhibit facility cannot accept direct shipments. Should any shipments be made directly to the facility, they will be removed by the authorized drayage company and stored until the facility is ready to accept material for the exhibition and all costs involved will be charged to the exhibitor concerned.

10. Labor: Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local regulations. Information regarding specific regulations which are applicable may be obtained from the official service contractor. Display men, painters, carpenters, electricians, and other skilled labor can be arranged through the official service contractor at established rates. If a contractor other than the official service contractor is used to set up, erect, or dismantle the exhibit, LSN must be notified and be in receipt of a General Insurance Certificate at least thirty (30) days prior to the official move in date, or the contractor will not be permitted to service the exhibit.

11. Fire and Safety Regulations:

(A.) Fire regulations require all display material used for decoration to be flameproof. Any/all electrical equipment, including signs and lights, shall be in good operable condition and be able to pass the inspection of the local Fire Underwriters Inspection Bureau. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exposition. No combustible material shall be stored in or around exhibitor booths.

(B) The use of flammable materials necessary to the purpose of the exhibit where no other alternative can be used must first be brought to the attention of LSN, in writing, no fewer than 90 days before the exposition's opening, for approval.

## D. SECURITY/LIABILITIES/INSURANCE

1. Security: LSN will provide security guards during the closed hours of the exposition, but the furnishing of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor. After show hours, only those exhibitors properly identified and with the permission of LSN may enter the exhibit hall.

2. Liability: Neither will LSN, nor the official service contractor, nor the exhibit facility, their members, representatives and/or employees be responsible for injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by this application/contract.

3. Damage to Exhibit Facilities: The exhibitor must surrender space occupied by the exhibitor in the same condition it was in at commencement of occupation. The exhibitor or the exhibitor's agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, nor the booths or the equipment or furniture of the booths. When such damage appears, the exhibitor shall be liable to the owners of the property damaged. Additionally, the exhibitor agrees to protect, save and hold harmless LSN, its agents and the convention facility of and from all loss, liability and/or damage whatsoever caused to the facility housing the exposition, or any part thereof, directly or indirectly.

4. Damage to inadequately packed property is the exhibitor's own responsibility.

5. Insurance: Exhibitors agree to maintain such insurance as will fully protect LSN from any and all claims of any nature whatsoever, including claims under the Worker's Compensation Act, and for personal injury, including death which may arise in connection with the installation, operation, or dismantlement of the exhibitor's display. Exhibitors are advised to add to their existing insurance a portal-to-portal rider at a normal cost, protecting them against the loss-damage to their material by fire, theft, accident, etc.

## E. AMENDMENTS TO REGULATIONS

Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of LSN. The aforementioned items covered by this contract may be amended at any time by LSN in the interest of the exposition, and notice thereof shall be binding on exhibitors equally with the foregoing rules set forth in this contract.