

## SUSTAINABILITY SCIENCE: PRODUCTS & PROJECTS EXHIBITION

December 7, 2001 ♦ Renaissance Washington DC Hotel, 999 Ninth Street, NW

The following Rules and Regulations have been prepared to serve the best interest of the exhibitors, attendees and the National Council for Science and the Environment, herein referred to as "Management." Management will establish all exhibit policies. Mutual cooperation will ensure the success of the NCSE 2001 exposition and conference. Exhibitor accepts these Rules and Regulations, which form a part of the Contract for Exhibit Space, and agrees to adhere to all conditions as outlined.

**Eligibility:** Management reserves the right to accept or decline, in its sole and absolute discretion, a Contract for Exhibit Space and to determine the eligibility of any Exhibitor for inclusion in the Exposition. Contracts for Exhibit Space will be accepted or declined based on availability of exhibit space and the proposed products and/or services of the Exhibitor. Furthermore, Management reserves the right to remove from the Exposition, any exhibit that does not comply with these Rules and Regulations. In such cases, Management will be responsible to the Exhibitor only to the extent of a refund of the exhibit space rental. Acceptance of a Contract for Exhibit Space does not carry Management's endorsement of the products or services of that Exhibitor.

**Assignment of Exhibit Space:** Exhibit space is assigned on a first-come, first-served basis while attempting to assign the preferred location based on the availability of exhibit space; however, preference of exhibit location cannot be guaranteed by Management. Management reserves the right to assign the next best substitute space when the requested space is not available.

**Rental of Exhibit Space:** The following services and equipment are included in the exhibit space rental fee: standard draped back walls and side rails and exhibitor identification sign.

**General Exhibit Space Construction and Display Requirements:** Exhibits must be designed and constructed so they do not obstruct the sight line from the aisle of neighboring Exhibitors, cause aisle blocks, or distract from the overall appearance of the Exposition. All exposed parts of any display must be draped or finished so as not to be objectionable to other Exhibitors or Management. Exhibitor agrees to indemnify and hold harmless Management, its officers, directors and employees from any and all liability and claims arising from any or all damages to property or personal injury caused by Exhibitor or his/her agents, representatives, employees or other persons. Exhibitor also assumes full responsibility and liability for all injury to any and all persons or property that is in any way connected with Exhibitor's property, including equipment, or caused by the Exhibitor, his/her agents, representatives or employees.

**Booth Dimensions and Height Restrictions:** Standard exhibit booth dimensions are 8' high x 8' deep x 10' wide. No special signs, exhibit space construction apparatus or lighting fixtures are permitted in excess of 8'. All exhibits must be confined to the spatial limits of their respective exhibit space(s) as indicated on the floor plan. To assure proper flow of traffic through the exposition, demonstration areas cannot be placed on the aisle line, but rather within the spatial limits of the exhibit space. Management reserves the right to remove from the Exposition, any exhibit that does not comply with the height restriction or any other size limitations of contracted space.

**Property Damage:** No signs, parts of exhibits, supplemental lighting or other exhibit material may be taped, posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or any interior or exterior surface of the exhibition facility or furniture. Exhibitors must surrender spaces occupied by them in the same condition they were at the time they were first occupied. Management reserves the right to charge a reasonable cleaning fee if required. Exhibitors are liable for any damage to floors, walls, columns or other parts of the Exhibit Hall property.

**Fire and Safety:** All materials used in the exhibit area must be flameproof and fire-resistant in compliance with local fire ordinances and fire regulations of exhibition facility. Combustible decorations such as crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. All packing containers, excelsior and wrapping paper are to be removed from the exhibit floor and cannot be stored under tables or behind displays. Volatile and flammable oils and gases, unprotected motion picture film, other explosives and flammable matter or any substance prohibited by local ordinance or insurance authorities will not be permitted in the buildings. Exhibitors must also comply with all safety, health and hazardous materials ordinances regarding installation and operation of products or equipment. All displays, exhibit materials and equipment must be reasonably located and protected by safety guards to prevent accidents. All display material and equipment are subject to inspection by the fire marshal. All aisles must be kept clear at all times, and fire stations and fire extinguisher equipment must not be covered or obstructed.

**Exhibit Hall Conduct:** Exhibitor agrees to abide by all pertinent laws, ordinances, rules, regulations, and codes of duly authorized local, state and federal governing bodies, concerning fire, safety and health, together with the rules and regulations of the operations and/or owners of the exhibition facility. Exhibition space must be fully operational and staffed during published exhibition hours. Exhibitor will use the assigned exhibit space solely for the purpose of exhibit displays and meetings. Exhibitor will not permit the space to be used for any unlawful purpose or in any manner as to injure persons or property in or near the exhibit space hereby assigned. Management reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable, or otherwise detract from, or are out of keeping with the character of the Exposition as a whole.

The materials and conduct of all Exhibitors are subject to the approval of Management, which reserves the right to require modification of any exhibit deemed inappropriate for the Exposition. All Exhibitor representatives should conduct themselves professionally. Exhibitors must treat all attendees equally and with dignity. The use of public address systems, entertainers, presentations or devices not in conformance with the objectives of the Exposition and Conference are not permitted. Noise levels from demonstrations or sound systems must be kept to a minimum and not interfere with other Exhibitors. Management reserves the right to withdraw any previously approved use of audio-visual equipment and to resolve any conflict that may arise involving interference between Exhibitors' presentations.

**Selling Guidelines:** The aisles and other spaces in the Exhibit Halls not leased to Exhibitors shall be under the direct control of Management. All displays, interviews, conferences, distribution of literature, lectures, and the conduct of business of any nature by an Exhibitor, shall be made inside the exhibit space contracted for by the Exhibitor. All electronic or mechanical devices, such as robots, are restricted to the area within the Exhibitor's booth. Standing in aisles or in front of the exhibit space of another Exhibitor, or intercepting or blocking attendees outside of the Exhibitor's own booth is strictly prohibited. Exhibitors and others attending the tradeshow may only distribute literature and materials within their assigned exhibit space. Exhibitors and others may not distribute literature and materials outside their exhibit space, within the Exhibit Hall, nor inside the exhibition facility's common areas. Management has no objection to the distribution of literature and materials outside the Exhibition Facility, including the common areas and exterior walkways adjacent to the exhibition facility, as long as the Exhibitor or other distributor complies with the facility's rules and policies.

**Exhibitor Registration:** No one will be permitted in the Exhibit Hall at any time during installation or dismantling of the Exposition, unless such person is, or is accompanied by, a person able to positively identify himself or herself as an employee or authorized representative of an Exhibitor. In the interest of safety and injury prevention, children under 18 will not be permitted on the exhibit floor during installation and dismantling of exhibits. Admission to the exhibit area will be authorized by badge only. All personnel representing the Exhibitor or its authorized agents must be properly identified with an official Management badge. Only representatives employed by the Exhibitor or authorized representatives who will be working on the installation or dismantling of the exhibit display can register as Exhibitors. False certification of any individual as an Exhibitor's representative, misuse of Exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the violator from the Exposition or banning him or her from future entrance to the exhibit floor or removing the exhibit from the exhibit floor without obligation on the part of Management for refund of any fees. Upon the exercise of this authority by Management, the Exhibitor, its employees and agents, and anyone claiming a right to be on the exhibit floor on behalf of the Exhibitor, waives any rights or claims for damage arising out of the enforcement of this paragraph. Abuse of the Exhibitor registration procedures will be considered a violation of these rules and regulations.

**Installation and Dismantling:** Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period. Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the Exposition without permission first being secured in writing from Management. All materials must be removed from the exhibition facility by the end of the official move-out period. Management reserves the right to assign specific days to Exhibitor for delivery of equipment and/or display items. Failure by an Exhibitor to abide by such delivery schedule shall obligate that Exhibitor to pay all charges incurred for labor as a result of disruption of the delivery schedule. Where union contracts exist with service contractors, Exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved. Exhibitor-appointed contractors and all subcontractors must comply with these Rules and Regulations and the guidelines included in the Exhibitor Service Manual.

**Compliance and Enforcement:** Management shall have full discretion in the interpretation and enforcement of all Rules and Regulations governing Exhibitors. All matters and questions not covered by the Rules and Regulations shall be subject to the final judgment and decision of Management. Third parties acting on behalf of or representing the Exhibitor must adhere to and abide by the Contract for Exhibit Space and the Rules and Regulations. It is the Exhibitor's responsibility to make their agencies and/or contractors aware of all Rules and Regulations, guidelines, deadline dates and to forward all items for which such agency or contract may be responsible. Management may amend these Rules and Regulations at any time upon written notice by Management to Exhibitors as may be affected by them.