



## Exhibit Rules and Regulations

### Eligibility to Exhibit

The 2017 Spring CAEPCon exhibits are an integral part of the conference. Products and services to be exhibited must be directly related to the conduct of accreditation. CAEP reserves the right to accept or reject at its sole discretion any application to exhibit and to determine the eligibility of any proposed exhibit.

### Agreement to Terms, Conditions, and Rules

The exhibitor agrees to observe and abide by the Terms, Conditions and Rules set forth hereafter and by such additional Terms, Conditions and Rules made by the Council for the Accreditation of Educator Preparation (CAEP) for the efficient or safe operation of the 2017 Spring CAEPCon exhibits (Show), including, but not limited to, those contained in the printed and online Exhibitor Service Kit (ESK), and any correspondence from CAEP or its agent(s). The exhibiting company will be held responsible for the activities of its employees and any agents appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the rules and regulations among its staff and affiliates. Each exhibitor shall be responsible for compliance with the "Americans with Disabilities Act" with regard to their booth space. If an exhibitor does not abide by the Rules and Regulations established by CAEP Meeting Management, the Exhibitor shall forfeit the amount paid for exhibit space and will be excluded from participation on the exhibit floor.

### Indemnification

The Exhibitor agrees to indemnify, defend and hold harmless CAEP, its officers, directors, agents, employees, and members, and the Hyatt Regency St. Louis at the Arch Hotel (both referred to as "INDEMNIFIED PARTIES") from and against any and all claims, demands, suits, liability, damages, loss, costs, attorneys' fees and expenses of whatever kind or nature, which result from, arise out of, or are connected with any acts, or failures to act, or negligence of the Exhibitor, or any of its officers, agents, employees, invitees or other representatives, including, but not limited to, claims of damage or loss resulting from the breach of these Terms, Conditions and Rules, or damage of any kind or nature arising out of or in connection with the exhibitor's use and /or occupancy of exhibit space, and claims of damage or loss to any third party resulting from any infringement of a copyright or patent or the unauthorized use of a registered trademark. The exhibitor further agrees that INDEMNIFIED PARTIES shall not be held liable for, and are released from liability for, any damage, loss, theft, harm or injury to the person or property of the exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause. The exhibitor is responsible and accountable for the actions of its staff and any appointed contractor or vendor.

### Exhibitor Conduct

The exhibitor and its representatives shall not congregate or solicit trade in the aisles of the exhibit hall, other exhibitor's exhibit space or in any other areas of the conference building. The exhibitor shall not engage in any action or campaign that will distract attendees from attendance at the conference. The exhibitor shall not enter into another exhibitor's exhibit space without invitation or when unattended. Neither the exhibitor nor any of its representatives shall conduct itself in a manner offensive to standards of decency or good taste. Representatives, models, employees, contractors, and agents of exhibitors must be attired in an appropriate business or business casual fashion to maintain the professional atmosphere of the Conference. CAEP reserves the right to retract or evict exhibitors for poor conduct, as stated above. Any dispute between exhibitors, or any issue with respect to interpretation of these Terms, Conditions and Rules for Exhibitor Conduct or any subsequent CAEP rules or policies established governing exhibiting at the Show, shall be brought promptly to the attention of CAEP's Director, Meetings and Events, or authorized CAEP official, whose decision regarding the dispute shall be final and binding on all parties.

### Interpretation and Amendment of Rules

CAEP, in determining whether to accept a Sponsor/ Exhibit Application and Contract for exhibit space in any subsequent year, may consider breaches or infractions of these terms, rules and regulations by an exhibitor in any year. In addition, infractions of the spirit of the rules by exhibitors or potential exhibitors at any time may be considered in determining whether to accept an application from such person or company seeking to exhibit at a future CAEP conference. CAEP Meeting Management shall have full power to interpret or amend these rules and its decision is final. The exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by Meeting Management. Meeting Management promises its full cooperation for a successful show and will be pleased to work with the exhibitors toward this end.

### Arrangement of Exhibits

Standard 8'x10' booths with back wall drape and side rails, decorated with curtains and uniform two-line signs are provided without charge. Booth back wall drapes are eight feet in height. In the area five feet forward from the rear background of each booth, display material may be placed up to a height not exceeding eight feet from the building floor. In any portion of the booth beyond five feet from the rear background of the booth, all parts of the exhibit shall be placed not to exceed four feet from the building floor.

### **Cancellation/Exhibit Space Reduction Policy**

Organizations participating in the exhibition may cancel the lease of exhibit space or reduce the exhibit space reserved at any time with written notice to CAEP's Meeting Management via postal mail, email, or fax. The following schedule will be used when acknowledging booth cancellations or reductions:

- Booth cancellation requests received by January 16, 2017, will receive a refund of fees paid less a 10% processing fee of total exhibit space reserved.
- Booth cancellation requests received after January 16, 2017, will receive a refund of 50% of the total exhibit space reserved.
- No refunds will be made for cancellations or reductions received after February 17, 2016.
- If an exhibitor cancels their exhibit space after February 17, they will be responsible for paying any unpaid balance, if one exists. CAEP reserves the right to resell any cancelled exhibit space without any notification to the cancelling party, or without refunding any fee paid by the exhibitor.

### **Fire Protection**

Exhibitors must comply with all local fire regulations. Booth decorations must be flame-proofed, and all hangings must clear the floor. Electrical wiring must conform to all federal, state, and municipal government requirements. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, CAEP reserves the right to cancel all or such part of the exhibit as may be irregular.

### **Insurance**

It is the responsibility of each exhibitor to maintain insurance against injury, property damage, theft, fire, and any other forms of property loss. Exhibitor shall maintain at a minimum the following insurance: Workers' Compensation insurance—statutory requirements; Employer's Liability insurance—\$100,000 each accident, \$500,000 policy limits, and \$100,000 each employee; Commercial General Liability insurance—\$1,000,000 each occurrence; Personal Injury Liability insurance—\$1,000,000 each occurrence; Business Automobile Liability—\$1,000,000 each accident; Umbrella Liability—limit of not less than \$1,000,000. If requested by CAEP, exhibitor shall provide CAEP with certificates evidencing the required coverage before the conference. The exhibitor will, at its sole cost and expense, procure and maintain throughout the term of this contract worker's compensation and occupational disease insurance in full compliance with all federal and state laws governing all of the exhibitor's employees engaged in the performance of any work for the exhibitor.

### **Mergers**

In the event that an exhibiting company merges with, is acquired by, or purchases another exhibiting company, CAEP must be notified in writing of such changes, including a public announcement of the transaction.

### **Observance of Laws and Rules**

The Exhibitor must comply with all laws, rules, regulations and ordinances of federal, state and local government authorities, and all rules of the Hotel. Exhibitors will not display or bring into the exhibit any animal, bird, fish, or other non-human creature without written permission of CAEP Meeting Management and Hotel.

### **Booth Activities, Promotions and Giveaways**

Prior written consent of CAEP is required for any giveaway or contest, for the employment or use of live model, demonstration or solicitor, and for any device for the mechanical reproduction or capture of sound or images. In all cases, all exhibitor activities must be confined to the exhibit space allotted by CAEP Meeting Management. CAEP, at its sole discretion, may withdraw its consent for booth demonstrations and activities at any time, in which event the exhibitor shall terminate such activity immediately. Distribution of pamphlets, brochures or any advertising matter must be confined to the exhibit space unless expressly approved by Meeting Management.

### **Inability to Hold Show**

If, because of war, fire, strike, terrorist acts, exhibit facility construction or renovation project, government regulation, public catastrophe, act of God or the public enemy or other cause beyond the control of the CAEP, the show or any part thereof is prevented from being held, is canceled by the CAEP, or the exhibit space becomes unavailable, the CAEP, in its sole discretion, shall determine and refund to the exhibitor its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by the CAEP and reasonable compensation to the CAEP, but in no case shall the amount of the refund to exhibitor exceed the amount of the exhibit fee paid.