

CA DAY 2019 TRADE SHOW & EDUCATION EXPO

OFFICIAL REGULATIONS & CONDITIONS OF CONTRACT

CONTRACT FOR EXHIBITION SPACE

By submitting an application for exhibition space, the applicant releases the Conference, its sponsors, co-sponsors, and agents from any and all liabilities to applicant, its agents, licensees, or employees which may arise or be asserted as a result of submission of an application of participation in the exhibition. Acceptance of an application does not imply endorsement by the Conference of the applicant's products, nor does rejection imply lack of merit.

This application for exhibit space, when endorsed by the Conference, constitutes a contract for the right to use the exhibit space. Rental for spaces is payable in advance at the time of submission of the Official Exhibitor Application form. No refund may be made for space that is unused during part of the exposition. Should space remain unoccupied at the opening of the exposition, the Conference may rent it or use it without obligation or refund.

EXHIBITION SPACE

Exhibit spaces are 6' x 8' and 6' x 10' and 8' x 10' and 8' x 12'. The exhibit fee includes a 6' draped table, 2 chairs, sign with your company's name, and 2 meals. Two authorized representatives will be permitted at each space. There will be a \$50.00 charge for each additional representative. There will be a \$100.00 charge for electricity.

Additional exhibit spaces are available to Business Partners on a first come first paid basis. Exhibitors agree to have exhibitors completely set up by 7:15 a.m. on Saturday, March 9, 2019 and to have exhibits dismantled and booths cleared away by 5:00 p.m., March 9, 2019.

Exhibitors may not protrude beyond the space allotted or interfere in any way with traffic to exhibits of others.

USE OF SPACE

No exhibitor may sublet, assign or apportion any of the allotted space, not represent, advertise or distribute literature for the product or services of any other firm or individual, except as approved in advance by the Conference.

The purposes of the Conference and its exposition are to inform and educate its attendees regarding the characteristics and uses of exhibitors' products and/or services.

CANCELLATION POLICIES

Cancellation of any portion of this application by the exhibition will be accepted only at the discretion of the Conference and then only based upon the following refund schedule.

Written Notice of Cancellation: Prior to January 15, 2019, full refund. Thereafter: no refund. In the event

of a dispute arising under this contract, the exhibitor shall be liable for reasonable costs and attorney fees incurred by the Conference in a reasonable attempt to negotiate, arbitrate, or litigate the dispute.

RESTRICTIONS

The Conference 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 Conference may stop installation, or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from a design description given herein. In the event of such restriction or evictions, the Conference is not liable for any refund of rental or other expenses.

Advertising, displays, demonstration, conferences, entertainment and convention registrations in the interests of business are not permitted, except by the firms which have rented space or are recognized sponsors for the Conference.

SAMPLES & SOUVENIRS

Distribution of samples and souvenirs in a restrained fashion is permitted, provided there is no interference with other exhibits aisle movement, and the samples and souvenirs pertain to, or contribute to the exhibits of Conference. Conference may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable.

CARE OF PREMISES

The Conference does not permit any liquids of any kind except bottled beverages. No part of an exhibit, nor signs, or other materials may be taped, pasted, nailed or otherwise affixed to walls, doors or others surfaces in a way that might mar or deface, even temporarily, the exhibit area premises or booth equipment or furnishings. Damage from failure to observe this cautionary notice is payable by the exhibitor.

FIRE REGULATIONS

Booth decorations and exhibit construction must conform to the fire regulations of the exhibit area and the Virginia Beach Convention Center. Combustible or other explosive flammable materials are not permitted. Packing container, excelsior wrappings, and similar materials must be removed entirely from the exhibit area and may not be stored in the Conference areas.

LIABILITY & INSURANCE

The Conference, its sponsors, co-sponsors and agents, assume no liability whatsoever for loss or damage, through any cause, of goods, exhibits or other materials owned, rented or leased by the exhibitor. If insurance is desired, it must be placed by the exhibitor. The exhibitor shall indemnify the

Conference and its sponsors and their agents against and hold harmless from, any complaints suits or liabilities resulting from negligence in connection with the exhibitor's use of the exhibit space and participation in the exposition.

INTERPRETATION & ENFORCEMENT

These regulations become a part of the contract between the exhibitor and the Conference. All matters in question, not covered by these regulations, are subject to the decision of the Conference and its sponsors and all decisions so made shall be binding on all parties affected by them as by the original regulations.

The conference shall not be liable for failure to perform its obligations under this contract due to strikes, acts of God, or any cause beyond its control.

SUITCASING POLICY

SEVA-CAI has a no-tolerance policy regarding "suitcasing," which describes the practice by non-exhibiting companies or individuals of soliciting sales or sales leads in the Virginia Beach Convention Center, on the tradeshow floor, in the aisles or lobbies and/or representing their services or soliciting conference participants for conflicting social activities and wearing company logo wear.

Non-exhibiting suppliers participating in the conference as attendees or speakers are prohibited from soliciting business on the tradeshow floor, in or after sessions, or in the Virginia Beach Convention Center.

It is considered bad form to conduct business outside of your booth. Talking to clients or prospects in or in front of someone else's booth is also a violation of SEVA-CAI policy and will not be tolerated. All parts of the exhibit must remain in exhibitor's assigned space. No exhibit will be allowed to infringe upon aisle space.

Prospective exhibitors who want to check out the show will be given a guest badge and escorted through the exhibit hall by a SEVA-CAI staff member or other assigned and approved SEVA-CAI volunteers.

Interpretation of what constitutes suitcasing is at the sole discretion of the chapter board of directors. Violators of these policies will be given a warning at the event. If the violation continues, violators of these policies will be ejected from the show and charged the exhibit booth rate (\$1,600), which must be paid prior to registering as an attendee, exhibitor, or sponsor at any future SEVA-CAI conference or other event. In addition, SEVA-CAI will have any illegal function cancelled at violator's expense.

Subject to Change.