

Exhibit Rules and Regulations

Regulations and Liability Statement for the Exhibits

1. Nature of the Annual Meeting Exhibits

The FCC Administrators' Conference is an educational conference. Exhibits are designed to complement the educational aspects of the FCC Administrators' Conference sessions. The goal is to provide another avenue for the exchange of ideas and information on existing technologies and applications, new concepts and innovative designs, and the availability of products and services. Only one company name will be allowed per exhibit space. Multiple booth spaces may be purchased.

2. Exhibit Set Up and Staffing

Exhibitors must have their booth set up at least one hour prior to the opening of the display hours. Exhibitors are encouraged to staff their booth during all display hours but are expected to staff their booth, at a minimum, during morning hospitality and lunches. Exhibitors assume all responsibility for their booth equipment and materials when not staffed.

3. Fire and Safety

All exhibits must fully comply with applicable health, fire, and safety regulations. No materials and fluids which are flammable are allowed. Open flames, butane gas, oxygen tanks, etc. are not permitted. No explosive materials or mixing of potentially explosive chemical combinations is permitted in the Exhibit Hall at any time.

4. Cooking

Cooking is not permitted in the Exhibit.

5. Conduct of Exhibits

The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc. must be made inside the exhibitor's area. Canvassing, solicitation of business, or the use of advertising material or signs by firms other than those who have contracted for space is prohibited. The distribution by exhibitors of circulars, catalogs, or other advertising materials for firms which are not exhibitors is prohibited. The Diocese of Orlando and the Florida Catholic Conference have the right to decline or prohibit any display or portion thereof which may detract from the general character of the exhibition as a whole. This provision applies to persons, things, conduct, printed matter or anything of exhibition. In the event of such restriction or eviction, the Diocese of Orlando and the Florida Catholic Conference are not liable for any refunds, rentals or other exhibit expenses.

6. Conduct of Exhibitors

Exhibitor's will conduct themselves in a courteous and professional manner at all times within the Exhibit Hall. Sales orders may be discretely taken in the exhibit area. No canvassing or distribution of materials outside of an exhibitor's own rental space is permitted. Entry into other exhibitors' booths without permission is prohibited. Examination, copying or photographing of other exhibitors' equipment or materials without permission is prohibited.

7. Care of Building and Equipment

Nothing shall be posted on, tacked, nailed or screwed, or otherwise attached to columns, walls, floor, or other parts of the building. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor. Exhibitors will be held responsible for any damage to persons or property caused by reason of their exhibits, employees, agents or servants.

8. Character of the Exhibit

Displays may consist of equipment, services, materials and products (within the limitations stated elsewhere on this form) of interest to meeting attendees.

9. Cancellations, Indemnification, Subletting

Cancellations, Indemnification, Subletting this application shall become a binding contract between the parties hereto upon its acceptance by the Diocese of Orlando and the Florida Catholic Conference. It is understood and agreed upon that in the event of cancellation by the exhibitor, this agreement shall terminate and the exhibitor shall pay for exhibit space and the exhibitor hereby waives any claims for damages or compensation should this agreement be so terminated. It is agreed that, should the exhibitor be restricted or evicted due to inappropriate conduct (as determined by the Executive Director) or violation of these or other stated or implied regulations, the exhibitor hereby waives the Diocese of Orlando and the Florida Catholic Conference of any claims for damages or compensation.

10. Insurance and Liability

The risk of any damage or casualty shall be born solely by the exhibitor. The exhibitor expressly acknowledges that the Diocese of Orlando and the Florida Catholic Conference and their agents and employees assume no risk and by the acceptance of this Agreement, the exhibitor expressly releases the Diocese of Orlando and the Florida Catholic Conference from any and all liability for damage, injury or loss to any person or goods, from any cause whatsoever. In addition, the exhibitor hereby agrees to indemnify and hold harmless the Diocese of Orlando and the Florida Catholic Conference from any and all causes of action, claims or liabilities which arise and may arise from the conduct or activity of the exhibitor at the FCC Administrators’ Conference. All property shipped to and from the drayage firm or exhibit facility by the exhibitor for installation or display is the sole responsibility of the exhibitor and the Diocese of Orlando and the Florida Catholic Conference has no liability for any damages incurred in such activity.

11. Booth Description

Exhibit booths are 6' wide x 30" deep. All exhibit booths will include two standard chairs and wasted bin. All other booth supplies, signs, equipment, furniture, utilities, etc. must be provided by exhibitors at their own expense. Water and gas connections may not be available in the exhibit area.

12. Display Restrictions

All displays must be entirely contained within the exhibit booth dimensions, including tables, chairs, signs, etc. The operation of equipment creating disruptive, dangerous or unsafe exhausts, odors, fumes or noise is expressly prohibited.

13. General

The Diocese of Orlando and the Florida Catholic Conference reserves the right to rearrange the floor plan and/or relocate any display. The Diocese of Orlando and the Florida Catholic Conference have the right to enforce any and all portions of these Regulations. In interpreting these Regulations, particular attention will be given to preserving the professional and educational nature of the exhibition.

I understand and agree to the above Exhibits Rules and Regulations:

Print name

Signature

Date

Company name