

2018 Watermark Conference for Women

Exhibit Display Rules & Regulations

1. **EXHIBITOR APPLICATION:** Upon acceptance of the Application by The Watermark Conference for Women (WCW), the following rules and provisions (numbered 1-28) shall become binding and a part of the contract between the exhibitor, exhibitor's employees and agents and The Watermark Conference for Women. Any additions and amendments thereto that may be established or put into effect by WCW, and provided in writing to the exhibit firm, shall also become binding and a part of the contract.
2. **PAYMENT:** Booths must be paid in full before the exhibiting firm is considered to be a confirmed exhibitor. When an on-line application is completed it will require payment information. However, the credit card will not be charged until the exhibiting firm is approved. If paying by check, an email will be sent with instructions on where to send payment. Checks are due in our offices within 10 business days of acceptance. Your exhibitor registration will not be complete until payment is received.
3. **HOLD HARMLESS AND LIABILITIES:** Exhibitor agrees to indemnify and hold WCW, its employees, officers and agents harmless by reason of any claim or liabilities imposed by law on account of property damage or bodily injuries, including death resulting there from, sustained or alleged to be sustained by any person or persons, whether they be members of the public visiting the show, employees of WCW or other exhibitors; occurring at or connected with the preparation or presentation of the show, resulting from the sole or contributory negligence of the exhibitor, his agents, employees or persons performing service for it, or resulting from any equipment, machinery or items displayed by exhibitor.
4. **INSURANCE:** WCW will not be responsible for any injury that may arise to exhibitors, their employees or the general public or for loss or damage to exhibits or exhibitors' property by reason of fire, accident, theft or any other cause. *If insurance is desired it must be obtained by the individual exhibitor.* Exhibitor agrees to maintain such insurance necessary to fully protect WCW 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 dismantling of the exhibitor's display.
5. **GUARD SERVICE:** Security guard service will be provided during move-in and move-out. Neither WCW nor the exhibit facility assume responsibility for damage to, loss or theft of property of the exhibitors, the exhibitors' agents, employees or invitees.
6. **CHARACTER OF EXHIBITS:** WCW reserves the right to prohibit any exhibitor whose exhibit is deemed unacceptable for this exposition. In this event, management shall not be liable for refund of exhibit fees.
7. **EXHIBIT SPECIFICATIONS:** Following are specific instructions regarding each type of booth configuration and are subject to the following restrictions:

10 feet x 10 feet Standard Inline and Corner Booths
Each 10'x10' exhibit space is defined with an 8' high exhibit drape at the back of the booth and 3' high drape on either side of the exhibit space. The height of an exhibitor's display and products may not exceed the height of the 8' high back drape in the back 5' of the exhibit space. Displays and products may not exceed 4' in height in the front 5' of the exhibit space.

Island Booth
The entire cubic content of the space may be used up to the maximum allowable height of sixteen feet including signage.
8. **HANGING SIGNS:** Hanging signs are permitted in Island Booths only and must receive prior approval by WCW. The top of a sign suspended from the exhibit hall ceiling must not exceed 20 feet from the exhibit floor. Additionally, hanging signs must be set back at least 25% of the booth's width dimension.
9. **SERVICES PROVIDED:** WCW will provide the following for each paid booth: 10'x10' space, draped to a height of eight feet in the back and thirty-six inches on each side, and a sign showing the firm name and booth number. WCW will also provide one skirted 6-foot table and two chairs per 10-foot x 10-foot exhibit space. The booth does not come with

10. **CONTRACTOR SERVICES:** WCW will designate contractors to provide various services to the exhibitor. Such contractors will provide all show services other than supervision. The exhibitor shall provide only the material and equipment which he owns and is to be used in his exhibit space.
11. **MOVE-IN/MOVE-OUT:** Move-in to the exhibit area is set for February 22 from 10:00 – 5:00 pm. Each exhibitor will be required to keep his exhibit space fully set up and manned on show day from 7:30 am – 5:00 pm until the show is officially closed. Move-out is set immediately following the show on February 23 from 5:30 p.m. to 8:30 p.m. Please note that these times are subject to change. No children under the age of 16 are permitted during move-in/move-out.
12. **ANIMALS and CHILDREN:** Animals are prohibited in the convention center except as required by law. For their safety, and the safety of others, children under the age of 16 are prohibited from entering the exhibit hall floor during set up and tear down hours.
13. **BOOTH SETUP LABOR:** The show is in a union facility so all exhibitors must comply with union rules regarding construction and moving of their booths and booth materials.
14. **MATERIAL HANDLING:** Check the Decorating Company exhibitor kit for rules regarding what an exhibitor can unload on their own and what must be completed by the Union.
15. **SAFETY:** Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. WCW cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT.
16. **VOLUME/LIGHT CONTROL:** WCW reserves the right to regulate the volume or intensity of any and all loud-speakers, radios, television sets, musical instruments, entertainers, or blinking or flashing lights which are distracting to the attendees of neighboring exhibits during exhibit hours. Noise from the exhibitor's booth cannot carry more than 4' out from their booth or will be subject to being turned off.
17. **SHOW CANCELLATION:** In the event of cancellation of the conference, WCW shall be liable only for refund of exhibitor fees.
18. **BEVERAGES AND FOOD:** No beverages (alcoholic or otherwise) or food may be served or distributed in the exhibit area without prior approval from WCW.
19. **FOOD SAMPLING AND SALES:** No food or beverages may be sold or distributed without the prior approval from WCW and the convention center.
20. **BALLOONS and TENTS:** Exhibitor is prohibited from having helium balloons on the exhibit floor, or in their booth. Exhibitor is prohibited from using tents, or tent frames in their booth without prior, written approval from WCW.
21. **BOOTH PERSONNEL AND LITERATURE:** Exhibitors can distribute literature from booth(s) and staff them with personnel of their choice, with a maximum of two persons permitted per 100 square feet of booth space. Literature may not promote political candidates or initiatives.
22. **EXHIBITOR CONDUCT:** Exhibitors must remain within their own space while distributing literature, product samples or other materials. The use of strolling entertainment or exhibit personnel is prohibited.
23. **FIRE/SAFETY REGULATIONS:** The exhibit, its material, contents and installation must be flame-retardant. Fire regulations will be included in your exhibitor kit.
24. **COPYRIGHT INFORMATION:** Exhibitors are responsible for music licensing fees required by law. Exhibitor may be subject to legal action for the use, display or sale of any item using any copyrighted and/or trademarked name or logo which has not been specifically authorized under license from the trademark holder.
25. **DISPUTES:** All points not covered by the Rules are subject to the decision of the Conference Director.

26. CANCELLATION OF BOOTH SPACE: Cancellation of booth space must be made in writing to WCW, emailed to exhibitors@conferenceforwomen.org. Companies who cancel by January 2, 2018 will receive a 50% refund. All fees will be forfeited on cancellations received after January 2, 2018. **Booth space not completely set up by 5:00 p.m. February 22 automatically reverts to WCW and the exhibitor forfeits the booth space.**

27. FLOOR MANAGEMENT: The WCW Conference Director will appoint a Floor Manager who is authorized to enforce the rules and regulations enumerated in this contract.

28. BOOTH ASSIGNMENT: Booths are assigned to exhibitors at the sole discretion of WCW. Concerns regarding competitive or specific types of exhibitors should be communicated to WCW at the time of application for exhibit space.

29. RULE CHANGES: WCW reserves the right to make reasonable changes in the foregoing rules, exhibit hours and move-in/move-out arrangements.