



July 13–16, 2003
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EXHIBITOR RULES AND REGULATIONS FOR CSHEMA 2003 MEETING AT NASHVILLE MARRIOTT—JULY 13-16, 2003

1. **50% of EXHIBIT SPACE COST MUST ACCOMPANY APPLICATION-BALANCE DUE February 28, 2003.** Applications for exhibit space must be accompanied by a minimum of 50% of the total space rental charge. Applications will not be processed or assigned without the required payment. Any exhibit space that has not been paid in full by April 14, 2003 can be reassigned at the discretion of Campus Safety Health & Environmental Management Association (CSHEMA) management.
2. **EXHIBITOR WITHDRAWAL POLICY.** If an Exhibitor wishes to cancel or reduce booth space after assignment, written notification must be sent to CSHEMA, Attention: Carrie Hunter. A full refund less \$100 USD per exhibit booth will be granted if cancellation or reduction is made more than 90 days before July 13, 2003; if cancellation or reduction occurs more than 60 days but less than 90, a 50% refund will be given; 60 days or less, no refund will be given.
3. **TERMINATION OF CONFERENCE.** Should the premises in which the CSHEMA 2003 Conference is to be held become, in the sole judgment of CSHEMA, unfit for occupancy or should the conference be materially interfered with by reason of action by the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, destruction of or damage to the building or the exhibit spaces by fire or act of God, or any other act beyond the control of CSHEMA, the contract for the exhibit space may be terminated. CSHEMA will not incur liability for damages sustained by Exhibitors as a result of such termination.

In the event of such termination, the Exhibitors expressly waive such liability and release CSHEMA of and from all claims for damages and agree that CSHEMA shall have no obligation except to refund to exhibitors pro-rata shares of the aggregate amounts received by the association as rental for exhibit spaces for said exhibit after deducting all costs and expenses in connection with such exhibits, including reasonable reserves for claims, such deduction being hereby specifically agreed to by the Exhibitor.

4. **IF AN EXHIBITOR DOES NOT FOLLOW THE RULES AND REGULATIONS SET BY CSHEMA, THIS CONTRACT MAY BE TERMINATED.** In the event of a default by the Exhibitor as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages the amount paid for the space rental, regardless of whether or not CSHEMA enters into a further lease of the space involved.
5. **EXHIBITOR BOOTHS WILL HAVE HOTEL CARPET.**
6. **EXHIBIT ELIGIBILITY.** The following qualifications are required of all organizations exhibiting at the CSHEMA 2003 Conference: (1) Products or services displayed must further the purpose of CSHEMA and provide an atmosphere conducive to exchanging information relative to the practice of campus safety in a professional manner and (2) Products and services must be related to the practice of environmental health and safety or similar health profession related activities.
7. **WHENEVER POSSIBLE, SPACE ASSIGNMENT WILL BE MADE BY CSHEMA IN KEEPING WITH THE PREFERENCES AS TO LOCATION REQUESTED BY THE EXHIBITOR.** CSHEMA, however, reserves the right to make the final determination of all space assignments in the best interests of the Conference. Preference will be given based on size of donation by sponsors and exhibitors.
8. **EXHIBITORS CANNOT SUBLET IN WHOLE OR PART OF THE ASSIGNED EXHIBIT SPACE.** No Exhibitor shall assign, sublet, or share the space allotted with another business or firm.
9. **DISTRIBUTION OF PRINTED MATTER, ETC.** Neither Exhibitors nor non-exhibitors shall distribute printed matter, samples, or souvenirs, and the like, except from within rented space.
10. **CONFLICTING MEETING AND SOCIAL EVENTS.** In the interest of the success of the entire Conference and exposition, the Exhibitors agree not to extend invitations, call meetings, or otherwise encourage absence of members or Exhibitors from the Conference or exhibit hall during the official hours of the Conference and exposition.



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11. **THE GENERAL RULE OF THE EXHIBIT FLOOR IS: BE KIND TO YOUR NEIGHBOR.** No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, receptionists, and models, are required to confine their activities to the exhibitor's booth space. Apart from the specific display space for which an exhibitor has under contract with CSHEMA, no part of the Marriott and its grounds may be used by any organization other than CSHEMA for display purposes of any kind or nature. Exhibitors and representatives should be modestly attired to maintain the professional and businesslike climate of the conference.

Booth backgrounds are 8 feet high; side rails are approximately 36 inches high. The back half of the sidewalls of the booth may extend to the height of the back wall. The front half of the sidewall must contain at least 50% open area to permit side viewing through the booth.

If motion pictures, other than A/V or loud speakers, are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound presentations, slide or movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibits. CSHEMA reserves the right to restrict the use of glaring lights or objectionable light effects.

The exterior of any display cabinet or structure visible from an adjacent exhibitor's booth must be finished or suitably decorated at the expense of the Exhibitor erecting or installing such a display and must not include corporate or product identity, which would detract from the adjacent display.
12. **IN FAIRNESS TO ALL EXHIBITORS, CSHEMA EXHIBIT CONSTRUCTION GUIDELINES MUST BE OBSERVED.**
13. **USE OF SPACE.** Neither the Exhibitors nor non-exhibitors shall be permitted to display articles, equipment, and information concerning services, or movies of such articles, equipment, or services in private suites or rooms during the Conference.
14. **TO INSURE THE SAFETY OF ALL PARTICIPANTS, FIRE REGULATIONS MUST BE OBSERVED.** Fire regulations require that all display materials be flame proofed. Electrical signs and equipment must be wired to meet the specifications of local Fire Underwriters Inspections Bureau. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors, and the sole responsibility is that of the Exhibitor.
15. **COST FOR REPAIRING ANY DAMAGES TO THE EXHIBIT WALL WILL BE BILLED TO THE RESPONSIBLE EXHIBITOR.** Nothing can be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other properties of the Marriott Hotel.
16. **SERVICE PERSONNEL WILL NOT BE ALLOWED ON THE EXHIBIT FLOOR WITHOUT WORK ORDERS AND OFFICIAL SERVICE BADGES.** Exhibitors using companies other than CSHEMA's Official Contractors must advise them to check with the Exhibitor Service Centre upon their arrival. Copies of all job orders must be presented at that time for management's files to qualify their company's participation. Upon verification, official service badges allowing access to the exhibit area during service hours only will be issued.
17. **THE EXHIBIT HALL OF THE MARRIOTT HAS BEEN RESERVED FOR EXHIBIT INSTALLATION DURING THE FOLLOWING HOURS:** Monday July 14, 2003 beginning at 8:00 A.M
18. **ALL DISPLAYS MUST BE FULLY SET UP AND READY BY 12:00 P.M., MONDAY, JULY 14, 2003.** After that time, any unattended booth with crated displays will be set up at the discretion of CSHEMA, and all expenses will be charged to the Exhibitor.

If set-up of any exhibit has not started by 11 A.M., Monday July 14, CSHEMA shall order the exhibit to be erected and the Exhibitor shall be responsible for payment of expenses incurred.



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19. **DEFAULT OCCUPANCY.** Any Exhibitor failing to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price provided that the booth space is not occupied by said exhibitor up to one hour before the official show opening. At such time, CSHEMA shall have the right to use such space as it sees fit to eliminate blank space in the exhibit hall.
20. **EXHIBITORS ARE RESPONSIBLE FOR THE SECURITY OF THEIR EQUIPMENT AND MERCHANDISE AT ALL TIMES.**
21. **THE DISMANTLING OF DISPLAYS FOR EXHIBITORS BEGINS AT 10:30 A.M., WEDNESDAY, JULY 16, 2003. CRATES WILL BE RETURNED STARTING AT 10:30 A.M. WEDNESDAY. FINAL DEADLINE FOR SPONSORS DISMANTLING THEIR BOOTH SHALL BE AT 5:00 P.M., WEDNESDAY, JULY 16, 2003. FINAL MOVE OUT FOR ALL EXHIBITORS AND SPONSORS MUST BE COMPLETED BY 5:00 P.M., WEDNESDAY, JULY 16, 2003.**

Deadline for removal of all display materials is Wednesday, July 16, 2003 at 12:00 P.M. At that time, all exhibit displays or materials left in booths without instructions will be packed and stored at the discretion of CSHEMA, and all charges will be applied to the Exhibitor.

NO EQUIPMENT CAN BE REMOVED DURING THE CSHEMA CONFERENCE WITHOUT WRITTEN PERMISSION FROM CSHEMA.
22. **EXHIBITOR'S DISPLAYS WILL NOT BE DISMANTLED OR PACKED IN PREPARATION FOR REMOVAL PRIOR TO THE EXHIBITOR CLOSING TIME OF 5:00 P.M., TUESDAY, JULY 15, 2003.**
23. **CSHEMA RESERVES THE RIGHT TO MAKE CHANGES TO THESE RULES.** Any matters not specifically covered herein are subject to decision by CSHEMA. CSHEMA reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibit with the provision that all Exhibitors will be advised of any such changes.
24. **EXHIBITORS MUST CARRY FLOATER INSURANCE TO COVER EXHIBIT MATERIAL AGAINST DAMAGE AND LOSS AND PUBLIC LIABILITY INSURANCE AGAINST INJURY TO THE PERSON AND PROPERTY OF OTHERS.** The Marriott Hotel does have security, but the furnishing of such security guards within the vicinity shall not be deemed to increase the liability of CSHEMA, its members, representatives, or Official Service contractors, employees, or the Nashville Marriott, The Marriott Hotels Corporation, its representatives and employees, and are not to modify in any way the assumption of risk and release provided above. All property of the exhibitor is understood to remain under his custody and control, in transit to and from the confines of the hall, subject to the Rules and Regulations of the CSHEMA 2003 Conference.
25. **LIABILITY.** The exhibitor agrees to indemnify and hold the Nashville Marriott Hotel, the Marriott Hotel Corporation and its agents and employees harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activity of the Exhibitor or representatives or from the display or use of the property of the Exhibitor.
26. **EXHIBITOR AGREES TO PAY WHEN ALL ROYALTIES, LICENSE FEES OR OTHER CHARGES ACCRUING OR BECOMING DUE TO ANY FIRM, PERSON, OR CORPORATION BY REASON OF ANY MUSIC** either live or recorded, or other entertainment of any kind or nature, played, staged, or produced by the Exhibitor, its agents, employees, or subtenants within the premises covered by this License Agreement including, but not limited to, royalties or licensing fees due to BMI, ASCAP, or SESAC. Exhibitor agrees to hold harmless CSHEMA, its agents and employees, against any and all such claims and charges and to defend, at its own expense, any and all such claims and charges. Exhibitors shall have the right, however, to protest and if desired to litigate and adjudicate any and all such claims..