

**EXHIBITOR RULES AND REGULATIONS FOR CSHEMA
2005 MEETING AT LOWES HOTEL, Philadelphia, PA
JULY 17-20,2005**

1. **50% of EXHIBIT SPACE COST MUST ACCOMPANY APPLLICTION - BALANCE DUE March 28, 2005.** 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 15, 2005 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: Amber Chisholm. A full refund less \$100 USD per exhibit booth will be granted if cancellation or reduction is made more than 90 days before July 20, 2005; 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 2005 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.
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 2005 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. Sponsors and exhibitors will give preference based on size of donation.
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.

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, slides 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 **unless prior arrangements have been made to use presentation space before or after scheduled technical sessions.**
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 Center 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 LOWES HOTEL HAS BEEN RESERVED FOR EXHIBIT INSTALLATION DURING THE FOLLOWING HOURS:** Monday, July 18th, 2005 beginning at 8:00 A.M.
18. **ALL DISPLAYS MUST BE FULLY SET UP AND READY BY 12:00 P.M. MONDAY, JULY 18TH, 2005.** After that time, any unattended booth with created displays will be set up at the discretion of CSHEMA, and all expenses will be charged to the Exhibitor.