

## CONTRACT TERMS & CONDITIONS

### General Information

TERMS OF PAYMENTS: FULL BOOTH BALANCE MUST BE PAID BEFORE START OF CONFERENCE.

Payment may be made by credit card (American Express, Discover, MasterCard, or Visa) or check. The booth payment must accompany the Application and Contract for booth assignment to be made. The balance must be paid in full before the start of the conference.

To take advantage of member discounts, you must have paid your 2006-2007 membership dues in full.

CANCELLATIONS – Cancellation of reserved exhibit space must be in writing by March 1, 2007. Send e-mail to [exhibitsgroup@cupahr.org](mailto:exhibitsgroup@cupahr.org). Telephone cancellations will not be accepted.

ENDORSEMENT – An organization's relationship with CUPA-HR does not indicate that CUPA-HR endorses the organization's product or services.

### Exhibits

AUDIO/VISUALS – Extremely loud noises such as bells, sirens, and buzzers will not be permitted. In general, sound devices must be tuned to conversational level and should not be objectionable to neighbors.

BOOTH ASSIGNMENTS – Exhibit booths are assigned on a first-come, first-served basis with priority given to CUPA-HR sponsors and members.

BOOTH – Ten feet deep (aisle to back wall) and 10 feet wide. The back drape will be 8 feet high; the side drape will be 3 feet high. Please limit the height of displays as follows: from the back wall 4 feet towards aisle, display should be no higher than 8 feet. From this mid-point, out to the aisle, the display height should be no more than 4 feet.

Island Booth – Bordered on all four sides by aisles. No sight line restrictions. The height of all structures within the booth cannot exceed 10 feet.

CHARACTER OF EXPOSITION – CUPA-HR reserves the right to exercise its sole discretion in the acceptance or refusal of applications. Each applicant will receive a confirmation within 30 days of receipt.

COMPETITIVE EVENTS – No activities shall be scheduled during the time of CUPA-HR's official program hours except with the express permission of CUPA-HR.

DAMAGE OF PROPERTY – Employees of participants and their agents are permitted to do nothing that will damage the premises, property, or equipment of other participants. Signs or articles may not be affixed, nailed, or otherwise attached to walls, doors, and other structures in a manner that damages these structures. Participants and their agents are not allowed to bring articles into the hotel or to act in any way on hotel premises that will invalidate the insurance or increase the premium of the policies held by the hotel management. All leased space is subject to these restrictions. Violations of these restrictions will annul the participant's contract, and the participant will be held liable for any damage resulting from such violations.

DISMANTLING – All space MUST be vacated by 6:00 PM, Wednesday, March 13, 2007. If spaces are not vacated by that time, CUPA-HR reserves the right to remove materials and charge the expense of removal and storage to the participant. CUPA-HR will not be held liable for damage that such removal and storage causes to materials.

DISPLAY REGULATIONS – No exhibit may block or interfere with a neighboring exhibit as determined by show management.

EXHIBIT PACKAGE – One standard booth space is 10' X 10'. The exhibit hall area will be carpeted. CUPA-HR shall supply the following at no additional charge to the participating exhibitor: a

draped back wall; two draped side wings; one 7" X 44" booth identification sign; one 6' draped and skirted display table; two chairs; a 500-watt electrical outlet, daily booth cleaning, hall security, and one wastebasket. For the cost of each 10' X 10' booth space, as many as three company representatives can staff an exhibit booth. One representative receive full-conference registration benefits, and two receive exhibit floor passes.

FIRE DEPARTMENT REGULATIONS – All decorative materials must be flameproof.

INDEMNITY – Neither CUPA-HR nor the hotel's managers, officers, agents, employees, or representatives shall be held accountable or liable for actions or omissions of exhibitors and are hereby released from accountability or liability for any damage, loss, harm, or injury to the person or property of the applicant or any of its officers, agents, employees, or representatives that results from theft, fire, employees' actions, or other causes. Neither CUPA-HR nor the hotel management will obtain insurance against any such damage, loss, harm, or injury. Exhibitors hereby agree to indemnify, defend, protect, and hold harmless CUPA-HR and its representatives and agents as well as Sheraton New Orleans management, officers or directors, agents, employees, subsidiaries, and affiliates from any and all claims, demands, suits, liability for damage, loss, harm, or injury to the person or property of the applicant or any of its officers, agents, employees, or other representatives which arise from or out of the exhibitor's occupancy and use the exhibition premises, the hotel or any part thereof. Claims include claims of loss of property, damage, loss, harm, or injury to the person or property of the participant or any of its officers, agents, employees, or other representatives.

INSURANCE – Insurance and liability are the sole and full responsibility of the exhibitor. Participants are advised to consult their insurance brokers for proper coverage of display material from

the time the material leaves the company's premises until it returns. CUPA-HR must be given a copy of the exhibitors' certificates of insurance at least 30 days before the exposition.

**INSTALLATION** – Exhibitor displays must remain assembled and staffed throughout all exhibit hall hours. Dismantling of booths before the official close of the exhibit hall is strictly prohibited. CUPA-HR reserves the right to deny exhibitors entrance to future CUPA-HR events if they dismantle booths early.

**SALES OF PRODUCTS** – The CUPA-HR Expo provides a showcase for products and services for higher education administration. The program is held strictly as a means of information exchange. Participants may not make sales but may take orders in the exhibit area.

**SHOW MANAGEMENT** – The participant agrees that CUPA-HR shall have the right to make such rules, regulations, and arrangements or changes in same, as CUPA-HR deems necessary. CUPA-HR shall have the final determination and enforcement of all rules, regulations, and conditions.

**SOLICITING** – Promotional activity is limited to the confines of the space assigned by CUPA-HR. "Working" the aisles, general areas, or spaces assigned to others is prohibited.

**STORAGE IN BOOTH** – No shipping containers may be stored in the booth space.

**SUBLEASING AND SHARING OF EXHIBIT SPACE IS PROHIBITED** – Participants may neither assign nor sublet any space allotted to them and may not advertise or display goods (other than those manufactured, distributed, or sold by them in the regular course of business) without authorization by CUPA-HR.

**UNOCCUPIED SPACE** – Should any rented space remain unoccupied one hour before the exhibit hall opens and for any time thereafter, CUPA-HR reserves the right to rent such space without making a refund to the original renter.

#### **PARTICIPANT MAILING LIST** –

Conference participant electronic mailing lists are for a one-time use only with prior CUPA-HR approval. Promotions cannot be mailed without CUPA-HR advanced approval. Please send your copy for approval to [exhibitsgroup@cupahr.org](mailto:exhibitsgroup@cupahr.org) or fax to 865-637-7674, Attn: Exhibits Group.

#### **Advertising**

##### **ACCEPTANCE OF ADVERTISING** –

Advertisers and advertising agencies assume liability for all content, including text, representation, and illustrations, of printed and electronic advertisements; they assume responsibility for any claims arising there from made against the publisher. The publisher reserves the right to reject any advertising that it believes not in keeping with the publication's standards. The publisher may place the word "advertisement" with copy that, in its opinion, resembles editorial matter.

#### **Sponsorships**

All sponsorships are subject to approval by CUPA-HR. Only CUPA-HR Southern Region Conference 2007 exhibitors are eligible to purchase sponsorships. Audiovisual, Internet connection, and phone charges for any sponsorship event or activity are the responsibility of the showcase exhibitor.

To take advantage of corporate member discounts, you must have paid your membership dues in full.

#### **Please read and sign below:**

Exhibitor accepts terms and conditions of this contract with the exception of providing CUPA-HR with a copy of a certificate of insurance for the CUPA-HR Southern Region Conference March 11-14, 2007. In lieu of providing a certificate, I do accept all responsibility as an exhibitor for damage to materials in shipping or at the hotel and will hold CUPA-HR and the Sheraton New Orleans harmless from any liability caused by accident or injury related to my booth or materials.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Organization