

# SEG 2010 CONFERENCE — EXHIBITOR RULES & REGULATIONS

The following general information and regulations apply to the Society of Economic Geologists Exhibit, committees, agents, or employees in the management of exhibits.

**1. SEG.** The word "SEG" as used herein shall mean the Society of Economic Geologists.

**2. Authority.** The Conference Management, or its delegate, is charged with complete responsibility and full authority to enforce all of the provisions of these Regulations for the benefit of all concerned. Any exception to or deviation from these rules may be made only by Conference Management. No consent to any variation of any term or condition of the lease contract shall be valid unless in writing (mail, electronic, or fax) with the contract. Any notice by either party to the other shall be in writing and shall be deemed to have been duly given if delivered in person or by (mail, electronic, or fax) to the lessor or the exhibitors at the address given in the contract. Conference Management reserves the right to cancel a contract in the event of Exhibitor violations of the Rules and Regulations described here.

**3. Eligible Exhibits.** The Conference Management reserves the right to determine the eligibility of any company or product for inclusion in the Exhibit.

**4. Exhibit Hours.** The exhibits will be located in the Columbine Ballroom at the Keystone Resort and Conference Center.

<b>Friday, October 1</b>	
Freeman Set-Up	8:00am-5:00pm
<b>Saturday, October 2</b>	
Exhibitor Set-Up	8:00am-1:00pm
Reception	5:00pm-7:00pm
<b>Sunday, October 3</b>	
Reception	10:00am-6:30pm
	5:30pm-6:30pm
<b>Monday, October 4</b>	
Reception	10:00am-6:30pm
	5:30pm-6:30pm
<b>Tuesday, October 5</b>	
Exhibitor Move Out	10:00am-1:30pm
Freeman Move Out	1:30pm-5:00pm
	5:00pm-8:00pm

The Conference Management reserves the right to make changes in the exhibit hours; however, such changes will be made known as far in advance of the exhibit as possible. As a part of the contract with SEG, all Exhibitors must guarantee that their booth will be staffed during all show hours.

**5. Selection of Booth Space.** Exhibitors must complete the Contract and return to QBS with appropriate deposit. Conference Management will assign space based on the times the contract and payment are received and the preference of each exhibitor for location.

**6. Payment of Booth Space.** Payment representing 50% of the total cost of the space(s) selected must accompany the Exhibitor Contract. The remaining 50% must be paid in full by May 5, 2010. If not so paid, the contract will be considered cancelled and space may be reassigned.

**7. Cancellation or Withdrawal of Booth Space.** The Exhibitor must notify QBS in writing no later than May 5, 2010 of intention to cancel or withdraw from the exhibit. The Exhibitor will be refunded all sums paid less a processing fee of \$400 per 10' x 10' booth. After May 5, 2010, there will be no refund of sums paid. The Exhibitor will be obligated to pay the total rental cost of the exhibit space as outlined in the contract.

**8. Set-Up and Move-Out.** Installation may begin at 8:00am on Saturday, October 2. Move-in must be complete and all shipping crates moved by 1:00pm. Conference Management reserves the right to assign labor to set up any display that is not in the process of being erected by 2:00pm on Saturday. If a booth is completely vacant at 2:00pm on Saturday, Management may also reserve the right to take possession of the unoccupied space and may resell without refund to the original occupant. Dismantling may begin at 1:30pm on Tuesday, October 5 and must be completed by 5:00pm. Exhibit personnel will be required to wear an identification badge at all times. Only authorized exhibit personnel may enter the hall during installation and

dismantle. Children under the age of 16 are not allowed in the exhibit area during set-up and move-out. There will be no exceptions.

**9. Booth Design.** A standard booth consists of one or more standard units of 10' deep x 10' wide consisting of fireproof drapery supported on review aluminum tubing and an identification sign. To preserve the integrity of the SEG exhibits, no handwritten signs will be permitted. Regular and specially built backwalls, including signs, may not exceed 8' in height except by permission of Conference Management. Panels more than 4' high must not project forward from the backwall more than 5'. Any display fixtures more than 4' high and placed within 10' of an adjoining exhibit must be confined to at least 5' from the aisle line. All display tables must be draped. All exposed parts of displays and/or equipment must be finished or covered in a professional and neat manner so that they will not present an unsightly appearance when viewed from adjoining booths or aisles. All crates and boxes must be stored from sight during show hours.

**10. Display Restrictions.** All displays, demonstrations, interviews or other activities must be confined to the limits of the Exhibitor's assigned booth. Audio visual devices used in the Exhibitor's booth are subject to the approval of Conference Management. In the course of the exhibit, no audio-visual device or sound system shall be operated in a manner that disturbs or interferes with others. Attention attracting, noise-making devices, loudspeaker systems, and flashing lights are expressly prohibited. Furthermore, an Exhibitor using music (live OR recorded) in their exhibit must pay licensing fees to both the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI).

Exhibitor shall be obligated to have merchandise and personnel in the booth during all published event hours. All laws and regulations of local, state and Federal governments pertaining to fire, public safety and consumer safety shall be observed by each exhibitor.

**11. Shipping & Transfer.** Exhibitors agree to ship at their own risk and expense all articles to be exhibited. All shipments must be fully prepaid and consigned to the address that will be provided in the Exhibitor Service Kit.

**12. Official Service Contractor/Service Kit.** Freeman Decorating Co. will be the Official Service Contractor for the SEG 2010 Conference and Exhibit. Exhibitors have the right to bring in their own outside contractor subject to notification of Conference Management and the Official Service Contractor. All outside contractors are subject to the same limitations as the official Contractor and must provide proof of their insurance to Conference Management and Contractor 30 days prior to exhibit move-in. Exhibitors will deal directly with the Service Contractor for most services and labor. All services customarily required by exhibitors will be available. Complete shipping instructions and information regarding registration and badges, furniture rental, utilities, labor for uncrating, assembling, recreating and drayage of displays will be included in the Exhibitor Service Kit available online in May 2010.

**13. Endorsement.** Lease of an exhibit booth by SEG to Exhibitor does not constitute endorsement by SEG of the exhibitor's products or services. No advertising material used by Exhibitor may contain the SEG seal or conference logo nor may it contain reference to any real or implied endorsement by SEG or persons acting in an official position in SEG.

**14. Subletting of Space.** No exhibitor shall assign, sublet or apportion the whole or part of the space assigned or have representatives, equipment or materials from firms other than his own in the exhibit space without written consent of Conference Management. Only one company is permitted to exhibit per booth.

**15. Booth Numbers.** Booth or booths enumerated do not form a part of the contract. SEG reserves the right to locate or relocate or renumber any Exhibit space at any time and may reassign space made available due to cancellations, expansions, reductions, or withdrawals.

**16. Electrical.** It is mutually understood and agreed that SEG will use proper and reasonable care to prevent interruption in power service, but shall not be held responsible for any interruption that may occur due to breakage of machinery, apparatus, equipment, etc.

**17. Liability and Insurance.** Neither SEG nor the conference center assumes any responsibility for the protection and safety of exhibitors, their representatives, agents, or employees or for the protection of exhibits or other property of exhibitors or their representatives. Small and portable articles should be properly secured or removed after exhibit hours and placed in safekeeping. Any security service that SEG may provide shall be deemed to be purely gratuitous on its part and SEG shall have no responsibility for the effectiveness or failure of such measures or for the conduct of personnel involved therewith.

Each exhibitor agrees to indemnify and hold harmless SEG, including its officers, directors, agents, employees, contractors, assignees, and insurers (hereafter "SEG"), and the other exhibitors at the meeting from and against any and all claims, losses, damages, liabilities and expenses, including attorneys' and consultants' fees and expenses and court costs, incurred by SEG or such other exhibitors in defending against, satisfying, or compromising any such claim arising out of any injury to persons or property caused by any act or omission of the exhibitor or its representatives, agents, employees, or contractors. Further, the exhibitor shall indemnify and hold harmless SEG and such other exhibitors from and against any penalties, damages, or charges imposed for any violations of any law or ordinance by the Exhibitor or its representatives, agents, employees, or contractors. Further, the Exhibitor shall indemnify and hold harmless SEG and such other Exhibitors from and against any and all claims, losses, damages, or expenses arising out of any failure by the Exhibitor in any respect to comply with and perform all the requirements and provisions of these Rules and Regulations. The Exhibitor shall procure and continue in force general liability insurance of not less than \$1,000,000 covering any and all claims for injuries to persons in or upon the assigned booth space, including all injuries or damages from booths, signs, or other appurtenances now or hereafter erected on such space, and insuring the indemnity agreement contained in this paragraph. Any insurance policies required hereunder shall name SEG as an additional insured, and the Exhibitor shall furnish SEG with evidence of such insurance coverage upon request.

**18. Colorado Taxes/License Fees:** Exhibitors who sell items for delivery on the show floor will be required to collect and remit state sales taxes.

**19. Exhibitor Registration.** All exhibit personnel who participate in set up and/or move-out and in hosting an exhibit will be required to wear proper identification badges to gain access to the exhibit area. Each exhibiting company is entitled to one (1) complimentary full meeting registration and two (2) complimentary exhibits only registrations. Additional individuals wishing to attend the meeting must pay the regular registration fee.

**20. Change of Location or Cancellation of Exhibit.** Should for any reason the selected meeting place not be available for exhibiting or should other contingencies prevail which, in the opinion of SEG, would prohibit or greatly limit attendance at the Exhibit, then SEG has the right to cancel the Exhibit or move the exhibit location to another facility or city at the discretion of the SEG Organizing Committee and shall not be liable for any expense incurred by reason thereof. In the event of cancellation of the Exhibit, SEG will refund to exhibitors all space charges paid by them.

**21. Americans with Disabilities Act.** Exhibitors are reminded that the Americans with Disabilities Act ensures equal access to all participants at the SEG 2010 Conference. It is the responsibility of the exhibitor to make their booth space fully accessible to those with physical or sight impairments and to comply with all applicable laws and regulations, including without limitation the Americans with Disabilities Act (Public Law 101-336).