

EXHIBITOR CONTRACT, RULES, AND REGULATIONS

1. **SHOW:** The term "Show" refers to the 2018 AEE SoCal Annual Conference, which includes an exposition space for Exhibitors.
2. **EXHIBITOR:** The term "Exhibitor" refers to all parties who have registered or agreed to participate in the Show with an exhibit space, including parties registered under the terms "sponsor", "exhibitor", "partner", or similar terms so as to distinguish such participants from individual Show attendees.
3. **SHOW MANAGEMENT:** The term "Show Management" refers to AEE SoCal, Inc. (the Southern California Chapter of the Association of Energy Engineers), its employees, and agents. The enforcement and interpretation of the following rules and regulations is the responsibility of Show Management.
4. **ACCEPTANCE OF CONTRACT:** Exhibitors agree that registration or payment to become an Exhibitor at the Show is an acceptance to abide by the rules and regulations of this contract, and that this contract cannot be cancelled except as described below or with the consent of Show Management.
5. **DISPLAY SPACE RENTAL:** Application or registration as an Exhibitor shall constitute a valid contract for display space at the Show. If payment is not received, the contract is considered null and void, and the space will be re-assigned to another applicant. Should any rented space remain unoccupied, Show Management reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant. Each display space comes with a draped 6-8' table. No carpet is supplied and not all spaces have electricity available.
6. **CANCELLATION OF DISPLAY SPACE:** Exhibitors may cancel their registration for display space up to 45 days prior to the opening date of the Show without penalty. No refund will be provided for cancellation within 45 days of the Show.
7. **USE OF SPACE & RESTRICTIONS:** The display space is to be used solely by the exhibitor whose name appears on the application, and only products and/or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited and will result in ejection from the Show without refund or other appeal. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated, and where an Exhibitor's display is built beyond the allocated space, Show Management reserves the right to correct such violations by having the Exhibitor alter, remove, or rearrange any or all of the display so that it will comply with the regulations, or, if the exhibitor is not available, to make such corrections at the Exhibitor's expense. Show Management reserves the right to restrict exhibits which, because of noise, operation of equipment, creation of safety hazards, or any other reason, become objectionable or otherwise distract from neighboring exhibits or the general conference. No representation of the Exhibitor, his products or services may be carried on in the aisles, corridors, feature areas or other designated common area of the facility.
8. **INSTALLATION, EXHIBIT HOURS, AND DISMANTLING:** Dates and hours for installation, exhibiting, and dismantling are as follows: 1) installation is available from 5:00 pm to 6:00 pm the day prior to the event and 7:00 am to 7:45 am the day of the event; 2) show hours are from 7:30 am to 5:00 pm the day of the event; 3) dismantling is between 5:00 pm and 5:30 pm the day of the event. Goods received after the opening of the event must be delivered, installed, or arranged at a time so as not to interfere with the ongoing conference (e.g. during designated breaks, lunch). Exhibits shall be staffed at all times when the exhibition is officially open. No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon their display prior to the official closing. Failure to comply with this regulation may result in the exhibitor being barred from participation at future exhibitions conducted by Show Management. All exhibits must be removed by 5:30 p.m., September 19, 2018, and all storage and handling charges for failure to remove exhibit and/or materials by that time shall be the responsibility of the exhibitor. Show Management reserves the right to remove any exhibit, any excess garbage, materials, packaging, or other materials, which is not removed by the conclusion of the exhibition and charge the expense to the exhibitor.
9. **MATERIALS HANDLING:** Exhibitors should have their representatives on hand to supervise unloading and placing of exhibit material.
10. **FIRE REGULATIONS:** All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to UL specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.
11. **ELECTRICAL SAFETY CODE REQUIREMENTS:** All exhibitors must comply with the current County of Los Angeles Electrical Code and any other applicable safety codes. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.
12. **DAMAGE TO PROPERTY:** Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment, or to other exhibitors' property and shall indemnify the Facility Management, Show Management, and/or the Official Services Contractor against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitor's use of exhibit space.
13. **CARE OF BUILDINGS:** Painting, nailing, or drilling of floors, walls, ceilings, or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.
14. **SECURITY:** Show Management assumes no liability for loss or damage, howsoever caused, of goods, exhibits, or other materials owned, rented or leased by the Exhibitor.
15. **EXHIBITOR BADGES:** Exhibitor badges will be supplied by Show Management for exhibit personnel. These must be worn at all times while in the show building and exhibit area and are required for entry to the show. Exhibitor badges are to be worn by only those company representatives who will staff the booth.
16. **FOOD AND/OR ALCOHOLIC BEVERAGES:** The preparation and/or serving of food or beverages of any kind without the written permission of Show Management and the facility are prohibited. Serving of alcoholic beverages on the exhibit floor is prohibited.
17. **LIABILITY AND INSURANCE:** Neither AEE SoCal, Inc., the Southern California Gas Company (including the Energy Resource Center), nor any of their officers, directors, employees or agents, nor the owners, employees, or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the Exhibitor, or the Exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the Exhibitor contract. The Exhibitor, upon registration and acceptance of this contract, expressly releases the foregoing Association, individuals and firms from, and agrees to indemnify same against, any or all claims for such loss, damage or injury. Exhibitors should have proper insurance for the event and will carry such insurance at their own expense.
18. **EXCLUSIVE RIGHTS:** Participating Exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of Show Management will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.
19. **ENTRY TO SHOW:** Show Management reserves the rights to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of Show Management is unfit, intoxicated, or in any way creating a disruption of the Show.
20. **BOOTH ASSIGNMENT:** AEE SoCal, Inc. reserves the right to assign any and all booth space as it best determines.