

2006 SOCAP Annual Conference
October 15th - 18th
Westin Harbour Castle Hotel

EXHIBIT AGREEMENT

1. We understand, agree to and will abide by the Exhibit Rules and Regulations on the following page.
2. We understand that SOCAP will make final exhibit table assignments, and agree to accept the assignment made.
3. We agree to indemnify and hold harmless SOCAP and the Exhibit facility from any and all liability, including attorney's fees, due to our negligence and/or negligence of our contractors, representatives, and guests through our/their presence or actions. (See terms on following page of Rules & Regulations)

ORGANIZATION: _____

CONTACT NAME: _____ **TITLE:** _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: () _____ **FAX:** () _____

TYPE OF PRODUCT/SERVICE TO BE EXHIBITED: _____

SIGNATURE: _____

Table Assignment: We understand that final table assignments will be made by SOCAP.

ELECTRICAL, AUDIO-VISUAL OR TELEPHONE REQUIREMENTS: We understand that all charges for equipment listed are our responsibility and will be billed and paid directly to the audio-visual corporation or hotel. Our electrical/audio-visual/telephone requirements include

EXHIBIT PERSONNEL: We understand and agree that at least one company representative will staff our exhibit table(s) at all times during the conference that exhibits are listed as open in the conference program. We all understand that all exhibiting company personnel must be registered as conference attendees in addition to the exhibit reservation fee. Exhibiting company personnel include:

Name
CO.
City, ST

Name
CO.
City, ST

Name
CO.
City, ST

Please direct this agreement plus a signed copy of exhibit rules and regulations, and all exhibit related questions to: Azelia Cutts, Directory of Marketing and Member Development.

SOCAP International
675 North Washington Street, Suite 200
Alexandria, VA 22314
Ph: 703-519-3700
Fax: 703-549-4886
Email: azelia@socap.org

RULES & REGULATIONS: 2006 SOCAP ANNUAL CONFERENCE

1. ACKNOWLEDGEMENT OF APPLICABLE TERMS AND REGULATIONS

We the participating entity, our employees, agents, contractors, representative or guests (together participants) and any person or entity occupying or sharing the contracted space (even if in violation of our agreement with the Society of Con summer Affairs Professionals in Business, hereafter referred to as SOCAP) for exhibit space, agree, by our contract and presence at the 2006 SOCAP ANNUAL CONFERENCE, to abide by the following Rules and Regulations, having knowledge of them or not, which govern the SOCAP ANNUAL CONFERENCE, and any additions and amendments thereto that may be established or put into effect by SOCAP in the interest of the SOCAP ANNUAL CONFERENCE

2. ADHERENCE TO SOCAP CONFERENCE RULES

On acceptance of this contract by SOCAP, the exhibiting firm agrees to abide by the terms herein, and any revisions or amendments thereto made by SOCAP. Exhibiting firms not complying with these rules, whether or not they are aware of the rules shall be subject to the actions taken by SOCAP or their agents.

3. FLOOR PLAN

The arrangement of the exhibit space is shown on the floor plan. The dimensions and locations of the exhibit space, exits and other structures are believed to be accurate but are only warranted to be approximate.

4. SPACE ASSIGNMENT

Generally, exhibit table assignments will be made in the order that exhibit application payments were received in the SOCAP office. However, SOCAP reserves the right to make final space assignments or to change space assignments after the acceptance of the application, should this in the judgment of SOCAP be in the best interests of the SOCAP ANNUAL CONFERENCE. NO exhibitor shall assign, sublet, or share the whole or any part of his/her space without written agreement of SOCAP.

5. CANCELLATION

EXHIBIT FEES ARE NON-REFUNDABLE

6. EXHIBIT DISPLAYS AND SIGNAGE

Each exhibit will include a six-foot (6') draped table. EXHIBIT DISPLAYS MUST BE CONTAINED ON THE TOP OF THE TABLE. No exceptions will be made to this requirement. All boxes, equipment, prizes, printed matter, souvenirs, etc. not fitting on top or under the draped exhibit table are to be removed from the exhibit area immediately after installation. Only signs supplied by SOCAP may be affixed to the front of the table. Signage is prohibited on any wall.

7. EXHIBIT INSTALLATION

Exhibitors may have access to the exhibit area for the purposes of exhibit installation on Sunday May 7th, 2006 from 8:00 pm to 10:00 pm. The Exhibitor must have installation of the display completed and the exhibit tidy by 10:00 pm on May 7th, 2006. Exhibitors not utilizing their space by the mandatory time of completion shall forfeit the use of the assigned space. SOCAP reserves the right to use the space without further obligation (i.e. refund, loss of business or disparagement of liability, etc.).

8. EXHIBIT OPERATION AND ACTIVITIES

Exhibitors are held liable for compliance with the terms as set forth herein and are therefore responsible for informing their representatives of the rules.

ALL EXHIBIT PERSONNEL MUST BE REGISTERED FOR THE SOCAP ANNUAL CONFERENCE AS ANNUAL CONFERENCE ATTENDEES UNDER THE REGULAR, ASSOCIATE, AFFILIATE, AND OTHER/NONMEMBER CATEGORIES. STUDENT REGISTRANTS ARE NOT PERMITTED TO WORK AS EXHIBIT PERSONNEL. THE EXHIBIT MUST BE MAINTAINED BY AT LEAST ONE COMPANY REPRESENTATIVE AT ALL TIMES EXHIBITS OPEN IS LISTED IN THE FINAL SYMPOSIUM PROGRAM AND AS DETAILED ON THE EXHIBIT AGENDA.

Distribution of printed matter, souvenirs, or any other forms of advertising is forbidden outside the exhibit area unless approved in advance in writing by SOCAP. NO activities will be permitted in any exhibit space that are contrary to law or rules of the ANNUAL CONFERENCE/exhibit facility or which will disturb exhibitors in the immediate area. Visitors to an individual exhibit area must be contained within the perimeters of that exhibit area.

All displays, equipment, product demonstrations, prize drawing and marketing/promotional activities, including surveys of any nature conducted by the exhibitor or a contracted survey firm, must be confined to the exhibitors assigned exhibit area. The exhibitor agrees not to sponsor group functions such as presentation, hospitality suites, tours, film showing, speeches or other activities during the meeting and exhibition hours that would in any way interfere with delegate attendance at regular SOCAP meetings or induce visitors away from the exhibit area. The exhibitor must clear with SOCAP ANNUAL CONFERENCE management any intended group functions.

Canvassing or distribution of marketing/promotional matter by exhibitors outside of their own exhibit space is prohibited unless approved in advance in writing by SOCAP. Solicitation of business by firms that are not official exhibitors is prohibited.

All prizes must be physically present and awarded at the ANNUAL CONFERENCE. If a prize is a service, a written commitment and description for the prize(s) must be provided for the winner(s) on site.

Materials, equipment or activities which detract from the atmosphere of the SOCAP ANNUAL CONFERENCE or which disturb exhibitors are prohibited. Any sound devices used must not override normal conversation volume. Costumed personnel or mannequins must not be offensive or disruptive in their appearance or dress. SOCAP shall have their right to prohibit any exhibit that in their opinion is not suitable to the character or purpose of the SOCAP ANNUAL CONFERENCE and shall be modified by request of SOCAP. This regulation applies to display, literature, advertising novelties, souvenirs, and the general conduct of all exhibitor personnel. Exhibits must not obstruct aisles.

The exhibitor shall not attract attendees into the exhibit area by the use of demonstrations not germane to their product or services, nor for that or any other purpose, shall the exhibitor without prior approval from SOCAP employ the use of live activities which include but are not limited to the following: dancing, sports, music entertainment, use of animals, distribution of food or alcoholic beverage, etc. Balloons or other lighter-than-air items and use of glitter, confetti, smoke, and similar decorative items are not permitted. (*over*)

SOCAP reserves the right to remove from the SOCAP ANNUAL CONFERENCE Exhibition, materials, advertising or literature that they feel is not in keeping with the standards of the ANNUAL CONFERENCE. The conduct of all exhibitors is subject to the approval of SOCAP.

9. DISMANTLING AND REMOVAL OF EXHIBITS

The SOCAP ANNUAL CONFERENCE Exhibit officially closes on Tuesday, May 9th at 4:00 pm. Exhibitors may not dismantle or disturb their exhibits until after the official closing. There will be a \$500 penalty assessed for early exhibit breakdown. Failure to observe this rule may jeopardize the exhibitor's space assignments or right to exhibit at the forthcoming SOCAP exhibits. All exhibits and accompanying supplies must be dismantled and remove by 6:00 pm the same day. Material left in the exhibit area after that time will be discarded, packed, shipped or stored at the discretion of SOCAP and all expense will be charged to the Exhibitor of Record. The exhibit hall must be cleared of all materials by the end of the dismantle period.

10. SAFETY

The exhibitor agrees that the first priority of all personnel in the exhibit area shall be the safety of those attending the exhibit, during, before, or after ANNUAL CONFERENCE hours.

Fire regulations require all display materials used for decoration to be flameproof. Any or all electrical equipment used in conjunction with display installation, operation and dismantling shall be in good operable condition and able to pass the inspection for the local Fire Underwriter Inspection Bureau. STORAGE OF MATERIALS IN EXCESS AROUND OR BEHIND THE EXHIBIT DISPLAY IS PROHIBITED. Materials which are stored under or on tables shall not block access to the exhibit or necessary areas of maintenance or cover electrical wires or outlets.

11. SECURITY/LIABILITIES/INSURANCE

As an exhibiting firm, we the exhibitor, for ourselves and for any entity occupying or sharing the contracted exhibit space (even if in violation of our Agreement with SOCAP or the SOCAP ANNUAL CONFERENCE Exposition Rules and Regulations), our agents, employees, contractors, representatives or guests (together participants) assume and agree to indemnify, protect, save and hold harmless SOCAP and the exhibit facility, their agents, employees, contractor or representative from an against any and all losses, damages, injuries, claims demands and expenses, including legal expenses, of whatsoever kind and nature, arising out of or due to our or any participants participation or presence in the SOCAP ANNUAL CONFERENCE during the exhibit installation period, exhibit hours, closed hours or dismantle period.

The exhibiting firm agrees to carry insurance for their employees, agents, contractors, representatives and guests present at the SOCAP ANNUAL CONFERENCE in each of the following categories: 1) Broad Form General Liability and 2) Automobile Liability. In addition, the exhibitor agrees to provide Workers Compensation Insurance providing benefits for the state in which the exhibit facility is located and Employer Liability. An umbrella liability policy would be satisfactory provided all these areas are covered.

Exhibitors agree to maintain such insurance that will fully protect, indemnify, and hold harmless SOCAP and the exhibit facility from any and all claims of any nature whatsoever, including attorneys fees, which may arise due to the actions or negligence of the exhibiting firm or their employees or members, contractor or representatives, including claims under the Workers Compensation Act, and from personal injury, including death which may arise in connection with the installation, operation or dismantling of the exhibitors display.

11. SECURITY/LIABILITIES/INSURANCE (cont.)

Neither SOCAP or the exhibit facility, their members, nor the representatives and/or employees thereof will be responsible for injury, loss or damage that may occur to the exhibit, or to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the SOCAP ANNUAL CONFERENCE.

SOCAP, their agents or employees, will not be liable for failure to hold the SOCAP ANNUAL CONFERENCE or accompanying ANNUAL CONFERENCE Exposition as scheduled. Payment for the exhibit space will be returned in that event, less any actual expenses incurred in connection with the SOCAP ANNUAL CONFERENCE, which will be deducted if the SOCAP ANNUAL CONFERENCE or Exposition is relocated, delayed or canceled prior to the opening date because of fire, or any act of God, or the public enemy, or strikes, or epidemic, or any law or regulation, or public authority, or any reason which makes it impossible or impractical to hold the ANNUAL CONFERENCE and/or Exposition.

Damage to the facility housing the SOCAP ANNUAL CONFERENCE and Exposition, caused or done by the exhibitor, shall be replaced or repaired by the exhibitor. Additionally, the exhibitor agrees to protect, save and hold harmless SOCAP and the ANNUAL CONFERENCE/exhibit facility of and from all loss, liability, and/or damage whatsoever, caused to the facility housing the SOCAP ANNUAL CONFERENCE, or any part thereof, directly or indirectly.

A security guard provided by SOCAP will be on duty from 9:00 pm, Sunday, May 7th, 2006 until 7:30 am, Monday May 8th, 2006. And also from 6:30 pm, Monday May 8th, 2006 until 8:00 am, Tuesday, May 9th, 2006. Any items which need to be secured is the exhibitors sole responsibility. SOCAP does not assume responsibility for any software or hardware privacy. Exhibitors are encouraged to maintain an access lock on any and all computer equipment. After exhibit hours, only those exhibitors properly identified and with the authorization of SOCAP may enter the exhibit area. During exhibit days, exhibitor personnel may have access to the exhibit area no more than one hour prior to its opening unless specially authorized otherwise by SOCAP.

Damage to inadequately packed property is the exhibitors' own responsibility.

Exhibitors are advised to add on to their existing insurance a portal-to-portal rider protecting them against the loss/damage to their materials by fire, theft, accident, etc.

12. ADMISSION

SOCAP shall have sole control over all admissions of persons to the SOCAP ANNUAL CONFERENCE and Exhibition. All persons visiting the exhibit area will be admitted according to the rules and regulations of SOCAP or as amended by SOCAP.

13. AMENDMENTS TO REGULATIONS

Any and all matters and questions not specifically covered by the article in these Rules and Regulations shall be subject to the decision of SOCAP.

Read: _____
(Name)

Date: _____