

2018 CAI-RMC SPRING SHOWCASE AND TRADE SHOW RULES & GUIDELINES

1. General Definitions: The term "Event" refers to the CAI-RMC Spring Showcase and Trade Show. The Event is owned, produced and managed by the Community Associations Institute - Rocky Mountain Chapter of the (CAI-RMC). The term "Exhibitor" refers to the organization or person that applied for and has been granted exhibit space rental and such applicant's officers, directors, shareholders, employees, contractors, agents and representatives. The term "Venue" refers to the management of the facility in which CAI-RMC has leased or contracted space to execute the event.

2. Application to Exhibit: Receipt by CAI-RMC of signed Registration Form and Contract for exhibit space will constitute a binding contract ("Agreement"). CAI-RMC reserves the right to reject application for space for any reason. If Exhibitor changes management or is purchased by another company/organization, Agreement becomes binding on such company/organization.

3. Exhibit Space Assignment: CAI-RMC Spring Showcase "Presenting Sponsors" shall have a choice of exhibit space. Booths are reserved on a lottery basis and are random, with the exception of Presenting Sponsors. Reservations will be honored only after receipt of signed credit card payment, check payment or credit card number to hold booth. CAI-RMC reserves the right to change the location assigned to Exhibitor at any time as it may in its sole discretion, deem necessary in the best interest of the event. Exhibitor shall not sublet or permit the use of all or any part of the exhibit space or any equipment provided by CAI-RMC.

4. Exhibit Space Specifications: Each booth space shall be approximately 10' wide and 10' deep. Exhibit space IS "PIPED AND DRAPED." Booth space includes a 6' draped table and two chairs. Your display must fit within the space provided or you must purchase two spaces. For displays larger than the allotted space, purchase of additional booth space will be required. Each booth includes one admission - additional staff require payment of fee per person according to fee schedule.

5. Exhibit Operation, Decor and Conduct/Right of Entry and Inspection: (A) No adhesive-backed promotional items may be distributed or used at Event; (B) All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution; (C) No decorations of any kind may be fastened to ceilings, painted surfaces, columns, walls or windows; (D) Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems; (E) Signage may not extend beyond the perimeter of the booth space; (F) Height of displays are limited as follows: (i) from the back wall 5' toward the aisle, the display may be no higher than 8'; (ii) from the midpoint out to the aisle, the display may be no higher than 4'; (G) The entire cubic content of Booth may be used to the maximum allowable height of 10' (H) The use of helium-filled balloons is prohibited; (I) Interference with the lighting, visibility and space of other exhibitors is prohibited; (J) The use of objectionable amplifying or lighting equipment is prohibited; Self-supported audio equipment must be directed inwardly so not to pose a sound level nuisance to other exhibitors; (L) Exhibitors may not schedule private functions or events which conflict with officially scheduled CAI-RMC events; (M) Other than service animals, the use of live animals is prohibited in Event; (N) Exhibitors may not use strolling entertainment, nor distribute samples, magazines, business cards or advertising materials in any area outside of contracted exhibit booth space during Event hours;

(O) Use of "Segways" or similar equipment is prohibited unless used as a disability aid; (P) It is Exhibitor's responsibility to ensure that models' and/or artisans' appearance and dress will not be offensive to modcr tastes; (Q) Food and beverage may be dispensed from Exhibitor's within the following guidelines: (i) Distribution area must be kept clean and attractive; (ii) All attendees must have opportunity to receive samples; (iii) Any food and beverage distributed must be coordinated with the Event facility. Exhibitors agree to abide by all facility rules and exhibit display guidelines. Exhibits not conforming to these guidelines, or which in design, operation or otherwise, are

deemed objectionable by CAI-RMC in its sole discretion, will be prohibited. If Exhibitors engage in any conduct in violation of the rules and or applicable laws, CAI-RMC reserves the right to cancel Exhibitor's space without further notice and without obligation to refund monies previously paid and to resell exhibit space assigned. CAI-RMC further reserves the right to reject Exhibitor's application to exhibit in future shows of CAI-RMC. Further, CAI-RMC in its absolute discretion shall have the right at anytime to enter and inspect the area occupied by Exhibitor. Exhibitors and their representatives shall at all times conduct themselves in a professional manner and shall not disparage or defame fellow exhibiting companies, CAI-RMC, CAI or the employees of aforementioned organizations or engage in other activities detrimental to Event.

6. Security: Exhibitors and representatives must be registered. Admission to Event will be by badge only. The safekeeping of Exhibitor's property shall remain the responsibility of Exhibitor.

7. Exhibitor Representation: Each booth purchase includes registration for one full access to Event. Any additional Exhibitor representatives attending for all or part of the day may be registered at the reduced price published on the order form.

8. Cancellation by Exhibitor: All requests for cancellation or reduction of exhibit space must be made in writing and shall become effective upon receipt by CAI-RMC. **(Full refund or waiver of all Event fees less a \$100 administrative fee will be granted if written notice is received by CAI-RMC 30 or more days before the event.)** No fees shall be waived nor shall refunds be made less than 30 days before the event.

9. Cancellation or Postponement of Event: It is mutually agreed that if Event is canceled for any reason this Agreement will be automatically terminated and CAI-RMC will determine an equitable basis for the refund of a portion of all of the exhibit fees, after due consideration of expenditures and commitments already made.

10. Payment of Debts: Exhibitors must make required payments for exhibit space. Exhibitors are further responsible for ensuring that there are not outstanding amounts owed by them to CAI-RMC. If all payments and outstanding amounts are not paid in full by 30 days prior to the event, CAI-RMC retains the right to cancel Exhibitor's space upon written notice and without obligation to either refund previously paid amounts or waive balance due. Exhibitors may not move into their exhibit space until payment in full is received.

11. Exhibit Space Occupancy: Any Exhibitor that fails to occupy and setup its assigned exhibit space by the end of published setup hours, leaves it space unattended during Event hours or begins dismantling of exhibit space prior to the close of Event by CAI-RMC, may forfeit its right to exhibit space and its eligibility to exhibit at future CAI-RMC events.

12. Handing and Storage: Exhibitor shall make its own arrangements for shipment, delivery, receipt and storage of such materials and empty crates. Such arrangements may be made through the Event facility by the Exhibitor.

13. Exhibiting Codes and Agreements: Exhibitor hereby agrees to be bound by all exposition rules and regulations outlined here and any additional rules, regulations and information as may be adopted by CAI-RMC or Event facility. Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility and building codes and regulations of Event facility; (ii) any rules or regulations of said facility; (iii) the terms of all leases and agreements between CAIRMC and the managers owners of said facility; (iv) the terms of any and all leases and agreements between CAI-RMC and any other party relating to Event; (v) all federal, state and local laws, ordinances and rules; without limiting the foregoing, Exhibitor shall construct its displays to comply with the Americans with Disabilities Act. Exhibitor shall not, nor shall Exhibitors permit others to, do anything to its exhibit space or do anything in Event facility which would cause a difference in conditions from those previous approved by the insurance carries of CAI-RMC, or the owners or managers of said facility, which will in any way increase premiums payable by any of said parties, and Exhibitor shall be responsible any such increase resulting from

violation of this section.

14. Listing and Promotional Materials: By exhibiting at Event, Exhibitor grants CAI-RMC a fully paid, perpetual, nonexclusive license to use, display and reproduce the name of Exhibitor in any directory or listing of Event exhibitors and to use such names in promotional materials. CAI-RMC shall not be liable for any errors in any listing or for omitting any Exhibitor from any directory or listing pertaining to Event.

15. Liability and Insurance: This Agreement shall not constitute or be considered a partnership, employee-employee relationship, joint venture or agency between CAI-RMC and Exhibitor. Exhibitor hereby agrees to and does indemnify, hold harmless and defend CAI-RMC, its officers, directors, employees, agents, affiliates and subsidiaries (collectively, "Indemnified Party"), from and against any and all liability, responsibly, loss, damage, cost of expense of any kind whatsoever (including but not limited to cost, interest and attorney's fees) which any Indemnified Party may incur, suffer, be put to, or be required to pay, incident to or arising directly or indirectly from any act or omission by Exhibitor or any of its employees, servants or agents. Exhibitor agrees that the Indemnified Party shall not be responsible in any way for damage, loss or discretion of any property of Exhibitor or injury to Exhibitor or its representatives, agents, employees, licensees or invitees. Exhibitors must obtain insurance policies covering exhibit materials at Event. Exhibitors must also have public liability, bodily injury and property damage insurance. Such insurance shall name Event facility and CAI-RMC as additional insureds. Upon request, Exhibitor shall provide a certificate of insurance to CAI-RMC.

16. Limitation of Damages: In no event will an Indemnified Party be liable to Exhibitor, whether in contract or tort, for any amount in excess of the exhibit space rental fee in relation to any damages, including lost profits arising out of or relation to Event, the rental of exhibit space, the conduct of CAI-RMC, any breach of this Agreement or any other act, omission or occurrence.

17. Protection of Exhibit Facility: Exhibitor is expressly bound, at its expense, to promptly pay for or repair any and all damage to the exhibit facility, booth equipment or the property of others caused by Exhibitor or any of its employees, agents, contractors or representatives.

18. Interpretation and Enforcement: CAI-RMC has full power to interpret and enforce all regulations for Event and the power to make amendments and/or further regulations that are considered necessary for the proper conduct of Event. Such decision shall be binding on all Event exhibitors. Failure to comply with any rule or regulation may be sufficient cause for CAI-RMC to require immediate removal of the offending exhibitor and may result in forfeiture of all further rights at future events sponsored by CAI-RMC, together with all fees paid. CAI-RMC may lease any space so forfeited to another exhibitor.



SIGN & DATE:
