



## 2016 WACO ANNUAL CONFERENCE

### EXHIBITOR RULES AND REGULATIONS

*Please read carefully before submitting the Exhibitor Application. By registering as an exhibitor you are indicating that you have read these policies and agree to adhere to them in their. Booth selection will be made on a first come, first served basis according to the date of receipt of registration and payment, unless you have registered as a sponsor, which will have priority placement. Exhibit booth layout and maps are subject to change. WACO reserves the right to adjust the map layout if deemed beneficial to exhibitors and attendees.*

#### TERMS OF THE CONTRACT

The following contract applies to the 2016 Washington Association of County Officials, hereto in referred to as WACO, Annual Conference to be held at the Davenport Grand, 333 W Spokane Falls Blvd. Spokane, WA on Sept. 27-30, with exhibit space available on Sept. 28-29, 2016.

Exhibitor Fees: The exhibitor fee for the 2016 WACO Annual Conference is \$850 per booth. There are no discounts for multiple booths.

#### Fee includes:

- One 6-8' skirted table
- Power at the table
- Two chairs
- Two conference exhibitor registrations
- Listing in the 2016 WACO Annual Conference program (in accordance with the guidelines established by WACO)
- Contact list of registered conference attendees

#### Fee does NOT include:

- Hotel accommodations
- Carpeting in booth space (room is carpeted)
- Conference meals (sold separately)

Exhibit Staff: All exhibit personnel must register and pay the registration fee as indicated in the exhibitor packages. Badges are created according to the information submitted during the WACO Exhibitor Registration. Exhibitors and exhibiting staff must wear WACO identification badges while on the exhibit floor and when attending any WACO or WACO sponsored functions. The badges will be furnished by WACO upon full payment of the registration fee. Only individuals with these badges will be permitted on the exhibit floor. Individuals not wearing a WACO issued badge will be asked to put it on or leave the function

All changes in exhibitor information, including personnel attendance, must be made in writing to WACO prior to September 12, 2016. No requests for changes made via telephone will be accepted.

**Purchasing Additional Exhibitor Registrations:** Additional exhibitor registrations can be purchased using the Exhibitor Registration website.

**Exhibitor Participation in WACO Conference Meetings/Activities:** Unless specifically invited by the WACO Executive Director, WACO strictly prohibits any exhibitor from attending or participating in any WACO Conference Meeting or event, except meal functions as outlined:

Wednesday, Sept. 28, and Thursday, Sept. 29, 2016- Breakfast & Lunch (if purchased)

**Booth Information:** All booths must be attended by a registered exhibitor at all times while the exhibit hall is open. Tabletop or floor displays are permitted, providing they do not exceed the height of the backdrop or the depth from the back of the booth to the specified aisle. Displays may not protrude into the aisle and cause a danger to the safe travel of exhibitors and guests. WACO reserves the right to deem displays unacceptable.

Materials permitted in the space include posters, sales literature, descriptive materials and other information and displays as approved by WACO. If your materials or equipment may be questionable, please check with WACO for approval prior to the arriving at the show site. WACO reserves the right to exclude or to require modification of any display or demonstration, which, in its sole discretion, it considers unacceptable, or not in keeping with the character of the 2016 WACO Annual Conference as a whole.

- **Exhibitor Registration:** Exhibitor registration is scheduled from 10:00 AM to 5:00 PM on Tuesday, Sept. 27, 2016 at the WACO registration desk at the Davenport Grand. Exhibitors must be paid in full, registered and have a WACO issued name badge for admittance to the exhibit hall and all WACO sponsored functions.
- **Exhibitor Setup:** The exhibit hall will be available for setup from 4:00 PM until 7:00 PM on Tuesday, Sept. 27, 2104
- **Exhibit Hall Open:** The exhibit hall will be open to the WACO membership during the scheduled times:
  - Wednesday, September 28 from 7:30 a.m. to 6:00 p.m.
  - Thursday, September 29 from 7:30 a.m. to 6:00 p.m.

**Prizes and Contests:** Exhibitors are permitted to conduct their own prize drawings within the confines of their booth space. Exhibitors who conduct such drawings are responsible for notifying their winner(s) in the exhibit hall or following the adjournment of the WACO Annual Conference. Exhibitors are responsible for attracting conference attendees to their respective booths and announcing their own drawings. Individual exhibitors hold the sole responsibility and discretion in determining winning criteria such as whether drawing participants must be present to win. WACO is not responsible for forwarding, holding or securing unclaimed gifts to winners and will not aid the exhibiting organization with the contest rules, regulations or drawing criteria.

**Exhibitor Teardown:** Exhibitor booth teardown will begin no sooner than 6:00 p.m. on Weds. Sept. 28. All exhibit materials must be completely removed from the exhibit hall by 8:00 p.m. on Thurs. Sept. 29, 2016.

**Booth Location Assignments:** Upon receipt of registration and payment, WACO will assign booth space and issue an Exhibitor Packet. Exhibit space will be assigned in the order that the Exhibitor Registration and payment are received. WACO reserves the right to alter the exhibit maps and to change location assignments at any time, as it may, in its sole discretion, deem necessary.

**Cancellation of Exhibit Space:** There are no refunds for cancelled registrations, and registrations are not transferable. WACO retains the right to resell any exhibit space cancelled by the exhibitor.

**Registered No-Shows:** Registered no-shows may be billed an additional \$425 'No-Show' fee and may be excluded from exhibitor opportunities for not less than 2 years.

**Cancellation of Conference:** In the event that the conference or the exhibit hall is cancelled by WACO, the obligations of the parties under this agreement shall be automatically terminated and all rental payment made under this Contract shall be refunded to the exhibitor, less a pro rata share of expenses actually incurred by WACO in connection with the exhibit hall.

**Handling and Storage:** WACO and the owners or managers of the facility where the conference and exhibit hall is to be held shall not accept or store display materials or empty crates, and exhibitors shall make their own arrangements for shipment, delivery, receipt, and storage of such materials.

**Food and Beverage:** Food and beverage shall not be dispersed or sold from exhibit booths in the exhibit hall of the Davenport Grand. Exhibitors are responsible for obtaining and adhering to the policies of Davenport Grand when making arrangements for catering, food delivery, service and setup. This may include a restriction from bringing external food and beverages, including alcoholic beverages, into the property for disbursement. Individual facility policies do apply.

**Additional Activities:** Exhibitors agree to refrain from planning or hosting any activity, meal, entertainment or event involving a WACO member or members during or overlapping with times of scheduled events at the 2016 WACO Annual Conference.

**Exhibitor Lodging:** Exhibitors are welcome, though not obligated, to stay at the conference. WACO has arranged for a room block WACO Conference attendees, including exhibitors, discount over the standard lodging rates (*\$109/night*). The WACO Room Block is available for reservations until the block is full. Please inform the reservations agent that you are part of the WACO Conference to realize the discount.

**Hospitality Suites:** WACO does not coordinate hospitality suites. All hospitality suites must be booked directly with the Davenport Grand. WACO assumes no responsibility or liability for any damages or losses associated with the hosting of a hospitality suite. WACO requests that at least one representative from the organization hosting the hospitality suite be registered for the WACO conference as an exhibitor. WACO and Conference participants appreciate that hospitality hours do not overlap with scheduled Conference events as noted on the Conference agenda.

**Entertainment:** It will be the responsibility of the exhibitor to secure proper licenses and to pay any and all licensing fees for any copyrighted materials such as music, motion pictures, printed publications, etc. which may be on display in their exhibit space. WACO advises the exhibitor to confirm the need for such licenses with their own legal counsel and accepts no responsibility for liability, penalties, loss or costs associated with the inappropriate use of such materials.

**Security:** WACO, the Davenport Grand, or any other officer or staff member thereof, will not be responsible for the safety of the exhibitors property or those registered in the exhibitor's booth, from theft, damage by fire, accident, or other cause. The exhibitor is required to provide all insurance and policy riders to cover all booth contents. Security guards will not be provided in the exhibit hall at any time. WACO expects that the exhibitor, at his/her discretion, will take responsibility to remove any item(s) of value from the exhibit hall when the booth is unattended by the exhibitor. It is the sole responsibility of the exhibitor to protect their property and valuables. WACO accepts no responsibility and liability for damage or loss of goods.

**Safety:** A first aid kit will be available at the Front Desk of the Davenport Grand. Updated evacuation and safety plans in place for visitors and guests will also be available at the Front Desk of the Davenport Grand.

**Admission:** WACO shall have the sole control over all admission policies at all times. All persons attending any function of the 2016 WACO Annual Conference will be required to register in accordance with WACO registration policies and wear the official WACO issued badge while in attendance. Badges as issued on-site are not transferable.

**Equipment:** Booth furnishings provided by WACO and shall be returned by Sept 29, 2016 at 8:00 p.m. complete and in good condition, normal wear and tear expected. Exhibitor shall have no right, title or interest in such equipment. All other equipment shall be provided by the exhibitor at their own expense. All draping and decorative materials used by the exhibitor shall be flame proof. All booth equipment shall be in keeping with and consistent with all rules, codes and regulations referred to under codes and agreements below.

**Assignment and Sublease:** Exhibitor shall not sublet the booth or any equipment provided by WACO nor shall the exhibitor assign the lease in whole or in part without written notice to and approval from WACO. Only one entity is permitted to be registered per booth.

**Codes and Agreements:** The WACO Exhibitors completing the Exhibitor Registration hereby agree to be bound by the 2016 Annual Conference exhibitor contract, rules and regulations and will adhere to and be bound by: (1) all applicable fire, utility, and building codes and regulations; (2) any rules or regulations of the Davenport Grand where the 2016 WACO Annual Conference is held; (3) the terms of all leases and agreements between WACO and the managers or owners of said facility; (4) the terms of any and all leases and agreements between WACO and any other party relating to the 2016 WACO Annual Conference.

**Insurance and Liability:** This agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between WACO and the exhibitor completing the Exhibitor Registration, Exhibitor indicates an understanding and adherence to the contract policies. The exhibitor completing the Exhibitor Registration hereby agrees to indemnify, hold harmless and defend WACO from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever (including but not limited to cost, interest and attorney's fees) which WACO may incur, suffer, be put to pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by the exhibitor or any of its employees, servants, or agents. It is further agreed that WACO, and its respective agents, employees, staff, officers, board of directors, and independent contractors shall not be responsible in any way for: (1) damage, loss or destruction of any property of the exhibitor; or (2) any accident or bodily injury to the exhibitor or its representatives, agency, employees, licensees or invitees. WACO assumes no liability for loss or damage of goods or materials owned or leased by the exhibitor. The exhibitor is required to carry all insurance and policy riders to cover their property. WACO requires that the exhibit space be left as the exhibitor found it and WACO assumes no responsibility for any damages incurred to the exhibit space, exhibitor contractor company equipment or materials and the Davenport Grand equipment or materials damaged in whole or part by the exhibitor.

**Restrictions:**

- Smoking is prohibited in all buildings on the property of the Davenport Grand and all WACO sponsored workshops, sessions and exhibit areas held within the confines of this facility. There are designated smoking areas outside these facilities.
- WACO reserves the right to restrict exhibits because of noise, method of operation, or for any other reason that detracts from the character of the conference as a whole.
- Exhibitor shall not obstruct the view of adjoining exhibits.

- All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent booths.
- By submitting an Exhibitor Registration, the applicant releases WACO from any and all liability to applicant, its agents, licensees, that may arise or be asserted as a result of submission of application or participation in this conference.

Exclusions: WACO reserves the right to exclude or to require modification of any display or demonstration, which, in its sole discretion, it considers unacceptable, or not in keeping with the character of the 2016 WACO Annual Conference.

Amendments: WACO shall have sole authority to interpret and enforce all rules and regulations contained herein; to make any amendments thereto; and to make further rules and regulations as shall be necessary for the orderly conduct of the 2016 WACO Annual Conference.

#### EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOW SITE

Smoking is prohibited in all buildings on the property of the Davenport Grand and all WACO sponsored workshops, sessions and exhibit areas held within the confines of this facility. There are designated smoking areas outside these facilities.

All materials in the exhibit area must be flameproof and fire resistant.

Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.

Cylinders containing compressed air or helium (for filling balloons) must be secured by a strap, stand or cart in an upright position to prevent tip-over.

Live animals are prohibited in the exhibit area.

Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask Davenport Grand personnel for assistance.

Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.

Never run in the exhibit area. Please walk. Watch your step in the aisles and stay away from the loading docks and storage areas.

• Electrical wires and cords can be dangerous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking. Do not overload outlets or plugs.

If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.

Protect your valuables while on the exhibit floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.

Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

Notify a Davenport Grand or WACO representative of any safety issues or concerns.