

## LeadingAge Illinois Annual Meeting 2023 Exhibit Rules and Regulations

**Exhibit Space:** Exhibits must not be constructed higher than 8' feet from the floor and should not project beyond the space allotted. Displays in the front 5' of the booth space must not exceed four (4) feet in height within ten (10) feet of an adjacent booth so that the sightline is not obstructed for adjacent exhibit booths and there is fair and equitable sightline for all exhibitors. All booth spaces are 10'x10'. Booths can be reserved to create 10'x20' and larger, but must be vertical on the floor plan. You must unpack booth at least 30 minutes before show-open or labor will remove materials at your expense.

**Exhibit Rates:** This contract for use of space which provides an eight-foot high fire retardant back wall drapery, three-foot high side rails with drapery, a standard booth sign carrying the exhibitor's name, a booth number. It also includes up to 4 staff badges per 10' x 10' space, preshow and post show attendee lists. Prevailing rates will be charged based on deadline dates and member status.

**Payment Schedule:** Booths will not be reserved without payment. A 50% deposit must accompany a contract for booths reserved on or before June 3, 2022. The balance is due by July 29, 2022. For booths booked after June 3, 2022, 100% payment is required. All balances must be paid by January 1, 2023.

**Floor Plan:** All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. LeadingAge IL reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

**Material Handling, Labor, Contractor Services:** Exhibitors must abide by the local union guidelines explained in the exhibitor manual.

**Cancellations:** No cancellation shall be acknowledged until written notice has been received by LeadingAge Illinois. Cancellations up to January 1, 2023, will forfeit 50% of the booth payment. Cancellations on or after January 1, 2023, will not receive a refund. Failure to pay the cost of the booth constitutes cancellation of contract & the reserved space.

**Acceptability of Demonstration Space:** All exhibits shall be to serve the interests of the members of LeadingAge IL and its affiliates and shall be operated in a way that will not detract from other exhibits, the exposition, or the annual meeting as a whole. LeadingAge IL reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the association.

**Appearance of Exhibits:** Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. LeadingAge IL reserves the right to have such finishing done and to bill the exhibitor for charges incurred.

**Restriction on Selling:** The LeadingAge IL expo is for educational and informational purposes only.

**Restrictions on Use of Space:** Exhibit booths must be maintained by at least one company representative at all times during show hours. No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of LeadingAge IL. Solicitation or demonstrations must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public spaces or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of hotels.

**Installation and Dismantle:** All exhibits must be set up by exhibitor (or approved ESC) during the published move in hours. No set-up will be allowed during show hours. Dismantle of an exhibit is not permitted prior to the close of the show.

**Failure to Occupy Space:** Space not occupied by the close of the exhibit installation period as specified in the accompanying material will be forfeited by the exhibitor and this space may be resold, reassigned, or used by LeadingAge IL. If the exhibit is on hand, LeadingAge IL reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and to instruct that the exhibitor be billed for all charges thus incurred.

**Fire and Safety Regulations:** Fire regulations require all display material used for decoration to be flameproof. Any/all electrical equipment, including signs and lights, shall be in good operable condition & be able to pass the inspection of the local Fire Underwriters Inspection Bureau. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances & regulations pertaining to health, fire prevention & public safety while participating in this exposition. No combustible material shall be stored in or around exhibitor booths. The use of flammable materials necessary to the purpose of the exhibit where no other alternative can be used must first be brought to the attention of LeadingAge IL, in writing, no fewer than 90 days before the exposition's opening, for approval.

**Security:** LeadingAge IL will provide security guards during the closed hours of the exposition, but the furnishing of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession & custody of each exhibitor. After show hours, only those exhibitors properly identified & with the permission of LeadingAge IL may enter the exhibit hall.

**Liability:** Neither will LeadingAge IL, nor the official service contractor, nor the exhibit facility, their members, representatives &/or employees be responsible for injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by this application/contract.

**Damage to Exhibit Facilities:** The exhibitor must surrender space occupied by the exhibitor in the same condition it was in at commencement of occupation. The exhibitor or the exhibitor's agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, nor the booths or the equipment or furniture of the booths. When such damage appears, the exhibitor shall be liable to the owners of the property damaged. Additionally, the exhibitor agrees to protect, save & hold harmless LeadingAge IL, its agents & the convention facility of & from all loss, liability &/or damage whatsoever caused to the facility housing the exposition, or any part thereof, directly or indirectly. Damage to inadequately packed property is the exhibitor's own responsibility.

**Insurance:** Exhibitors agree to maintain such insurance as will fully protect LeadingAge IL from any & all claims of any nature whatsoever, including claims under the Worker's Compensation Act, & for personal injury, including death which may arise in connection with the installation, operation, or dismantlement of the exhibitor's display. Exhibitors are advised to add to their existing insurance a portal-to-portal rider at a normal cost, protecting them against the loss-damage to their material by fire, theft, accident, etc.

**Cancellation of Show:** LeadingAge IL, its agents and employees will not be liable for failure to hold the Exposition as scheduled. Payments for exhibit space will be returned in that event except that any actual expenses incurred in connection with the exposition will be deducted if the exposition is called off 90 days or fewer prior to the opening date because of fire, or any acts of God, or public enemy, or strike, or epidemic, or any law, or regulation, or public authority, or any other cause, which makes it impossible or impracticable to hold the exposition.

**Amendments:** Any & all matters & questions not specifically covered by the articles in this contract shall be subject to the decision of LeadingAge IL. The aforementioned items covered by this contract may be amended at any time by LeadingAge IL in the interest of the exposition, & notice thereof shall be binding on exhibitors equally with the foregoing rules set forth in this contract.

**Sound Restrictions:** Any devices that project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating devices or exhibits.