

# EXHIBITOR RULES AND REGULATIONS AGREEMENT

The Association of Christian Librarians is part of the Foundation for the Advancement of Christian Libraries, and will be referred to as FACL, in the below section.

**Payment:** Applications and payment must be submitted by March 16, 2015.

**Registration:** Conference hosts will be on hand to give directions, answer questions, and assist in setup. Each exhibitor packet includes the appropriate number of name badges for the representatives staffing your booth. These packets will be available at registration on vendor day of the conference. Registered exhibitors include admission to general sessions and workshops, but not to meals. Access to other components of the conference and additional meals can be purchased in advance.

**Sound and AV Equipment:** Vendors are asked to maintain a level of sound and use of AV equipment as not to disturb adjacent vendors and/or conference attendees.

**Wireless Access:** Vendors wishing to use the campus wireless network will be provided with a login and instructions in their vendor registration packet.

**Conducting Exhibits:** The distribution or posting of advertising matter—including brochures, souvenirs, etc. must be limited to the exhibitor's booth. It is not permitted in the aisles or other areas of the exhibit hall or hotel. Displays may not be constructed or operated in any way to impair the visual sightline of any other exhibitors. Books and other materials may be sold or given away by exhibitors if the books or materials are in conformity with the principles and objectives of the Foundation for the Advancement of Christian Libraries (FACL). Exhibitors may not canvas or distribute advertising materials outside their booths.

**Protection of Host Institution Property:** Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix signs or posters to walls. If any signs or posters are leaned on the walls, they must be properly padded so as not to cause damage. If any damage is caused to host institution property, accidentally or otherwise, exhibitor will be billed for full cost involved to restore the area impacted to its previous condition.

**Dismantling of Exhibits:** We request that all exhibits remain fully assembled until the official closing of the hall, at approximately 4 pm. No refunds will be issued for early departure. Assistance will be provided in tear down and disposal of cardboard. Items to be shipped back to vendors must have a prepaid label. Campus hosts will deliver items to the mail center upon your request.

**Sales Tax Status:** Vendors are responsible for registration with the state sales tax authority and collection and payment of any applicable sales taxes.

**Fire, Safety, and Health Regulations:** The exhibitor assumes all responsibility for compliance with local, city, and state ordinances and regulations covering fire, safety, and health. All exhibits and displays are to be of noncombustible nature.

**Insurance and Liability:** All exhibitors are strongly encouraged to secure adequate insurance coverage for all of their equipment and personnel. FACL is not liable for loss, damage, or injury. In order to protect all interested parties, FACL requests that the exhibitor adds FACL as an additional insured to exhibitor's liability coverage and that a certificate be furnished on request as evidence of coverage.

**Indemnification:** The exhibitor agrees to indemnify FACL and the host institution, its agents, employees, directors, officers, assigns, and anyone exercising FACL's rights under this Agreement from any and all claims, losses, demands, damages liability, costs and expenses (including reasonable attorneys' fees and costs) arising out of, or in connection with, participating in the annual conference.

**Refunds:** Cancellations or reductions of exhibiting booths made prior to April 15, 2015 will receive a refund of payments made, less a \$50 non-refundable deposit. Sponsorships and advertising opportunities are NON-REFUNDABLE.

**Other Regulations:** Any and all matters not specifically covered by the preceding rules, regulations and information shall be subject solely to the decision of FACL. FACL shall have full power to interpret, amend and enforce these rules, regulations, and information provided any amendments, when made, are brought to notice of the exhibitors, each exhibitor, for himself and his employees, agrees to abide by the foregoing rules, regulations and information by any amendments or additions thereto in conformance with the preceding sentence.

**Standard Booth Equipment:** Each exhibitor is allotted approximately a 10'x10'x10' black pipe and drapery booth, one 8'x2' skirted table, two chairs, one power outlet (per request, vendor must provide any needed extension cords), and wireless access.