





# EDUCATION - REACHING FOR THE STARS

Exhibitor Rules and Regulations

**April 5-7, 2010 Long Beach Convention Center \* Long Beach, California**

Questions, please call: 888.811.6930 or email: info@combinedclaims.com

## Exhibitor Rules and Regulations

### A. Contract For Space:

The exhibit contract and booth space registration, the formal notice of space assignment, and the full payment of rental charges together constitute a contract between CCC and the Exhibitor for the right to use the assigned booth space and to comply with these rules and regulations set forth herein and by such amendments or additional rules and regulations which may be established by CCC.

### B. General Booth Information:

1. CCC will not furnish any additional booth items.
2. Exhibitors will be responsible for any additional equipment and decorations, all of which must fit into the space allotted. There can be no attachments to the hotel walls.
3. Exhibitor admission will be by badge which is not transferable. Rights of an exhibitor are not assignable. Badges include breakfast, lunch, breaks and educational sessions.
4. The exhibit floor and each booth space will be cleaned daily. Exhibitors are asked to cooperate by keeping their booth clean and free of refuse or material that endanger public safety or inconvenience attendees.
5. Booth set-up begins at 1 p.m. on Monday, April 5, and continues to 6 p.m. when the doors to the Exhibit Hall will be locked. All exhibitors must be set-up by 6 p.m. Monday, April 5; there will be no setup allowed on Tuesday, April 6.
6. Booth dismantling may begin at 2:00 p.m. on Wednesday and must be completed by 5 p.m. There will be no dismantling allowed before 2:00 p.m. Wednesday as we will be serving lunch in the exhibit hall. Exhibitor prize drawings will be held in the hall beginning at 1:30 p.m. on Wednesday.
7. Exhibitors must limit their activities to within the confines of the booth space. These activities must be conducted in a professional manner so they do not interfere with the activities of other exhibitors. All printed materials and promotion activities must be conducted within the booth space. No firm, organization, or individual not assigned a booth space will be permitted to solicit business within the conference area.
8. CCC will provide security during the hours when the Exhibit Hall is closed. However, during conference hours the ultimate responsibility of security is with each exhibitor, and CCC will not be held liable for loss or theft of any items from an exhibitor booth at any time.
9. Exhibitor raffle prize winners will be announced Wednesday afternoon at 1:30 p.m.
10. There will be a Grand Prize drawing sponsored by the CCC on both Tuesday and Wednesday. To qualify for the drawing, attendees will need to obtain a stamp from each exhibit booth. The stamps will be provided by CCC.
11. There is no smoking in the conference area or Exhibit Hall.

### C. Booth Assignment:

Space assignment will be made on a first-come, first-served basis, and will be logged in and date/time stamped when the Exhibitor's signed contract and booth space payment is received by CCC. Exhibitors will be able to designate three booth choices in order of preference from the available spaces on the exhibit hall layout. The booth spaces that are blocked out have been reserved by 2010 exhibitors who took advantage of CCC's August/September 2009 "early reservation" offer. Exhibitors will receive confirmation and an Exhibitor Packet from the show decorator by February 1, 2010. If several exhibitors designate the same booth, the registration log information will prevail for assignment. However, CCC does reserve the right to place, move, or relocate any exhibitor in case of necessity for the total benefit and operation of the conference.

### D. Insurance and Liability:

Exhibitor agrees to protect, save, and keep CCC and the Long Beach Convention Center forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by negligence of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between the Long Beach Convention Center and CCC regarding the exhibition premises. Further, exhibitor shall at all times protect, indemnify, save, defend, and keep from harm CCC and the Long Beach Convention Center against and from any and all loss, cost, damage, liability, or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

### E. Non-Compliance To Rules And Regulations:

Each exhibitor, and all their employees, agree to abide by the rules and regulations given herein and by subsequent amendments, additions, or changes considered by CCC management to be in the best interest of all exhibitors. Upon non-compliance with the rules formulated, CCC management reserves the right to prohibit, reject, or eject any exhibitor, exhibitor's representatives, or exhibit in whole or part, with or without giving cause. If cause is not given, CCC's liability shall not exceed the return to the exhibiting company of the rental money unearned at the time of ejection. If any exhibitor is ejected for violation of these rules, or for any other reason, no return of rental money shall be made.

### F. Amendment To Rules And Regulations:

These rules, regulations and conditions have been drawn up for the purpose and intention of providing a balanced, regulated, attractive, and successful conference. Any and all matters, or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of CCC management. In an effort to provide maximum benefits for all, CCC will have the power to so interpret the rules and regulations or make such rulings in the best interest of the entire conference, and all amendments of the foregoing rules shall bind the exhibitors.