

**InfoComm® 2006 EXPOSITION :** The order for exhibit booth space, upon acceptance by the Association (the International Communications Industries Association, Inc., hereinafter referred to as ICIA®) and a deposit towards payment of rental charges, constitutes a contract for rental of the space assigned. Any exhibitor failing to occupy their assigned exhibit space is not relieved of the obligation of paying the full rental price of such space. The InfoComm 2006 Contract Terms and Conditions along with these exposition Rules and Regulations are all considered part of the Exposition Contract.

**ASSIGNMENT OF EXHIBIT SPACE:** InfoComm reserves the right to alter the Exhibit Floor Plan or change space assignments. In such event, the exhibitor(s) affected will be notified by InfoComm. Exhibitor shall not sub-let or share their contracted exhibit space or any portion thereof without prior written consent of ICIA and if given approval must submit the Exhibitor Sharing Form document.

**SHARING OF SPACE:** Two companies with separate ownership may, upon advance application to ICIA, and at the discretion of InfoComm Show Management, be permitted to share a single exhibit booth space. A \$500 sharing fee for administrative services will apply to all shared exhibit spaces; this fee shall be due upon submission of the Exhibit Sharing form. Such form is available from InfoComm Show Management upon request.

**OCCUPANCY OF SPACE DEADLINE:** It is essential that all exhibits be complete and in place by 5:00 p.m. Tuesday, June 6, 2006. Therefore, ICIA reserves the right, should any rented space remain unoccupied on the opening day of the Exposition at 9:00 a.m. or at any time thereafter, to rent or occupy said space; but this clause shall not be construed as affecting the obligation of exhibitor to pay the full amount of the rental provided for in their contract for space, nor shall it affect the right of ICIA to retain as partial liquidated damages the whole or any part of the rental fee received. Final closing time is 4:00 p.m. on the designated last day of the Exposition. No dismantling or packing may begin prior to closing time.

**LIGHTING:** Show lighting levels will be maintained in all areas of the exhibit halls. InfoComm Show Management will determine lighting levels to be used during setup, teardown, and during the hours the Exposition is open. InfoComm Show Management urges exhibitors who require low light conditions to build their exhibits accordingly. If permitted by the facility where the InfoComm Exposition is held, an exhibitor may request that InfoComm Show Management order the lights above the exhibitor's own exhibit booth space be lowered, masked, or extinguished. *Island exhibit booth spaces 30' x 40' and larger may have the lights above their exhibit booth space extinguished upon advance request. Companies taking space in the area of these exhibit booth spaces should be prepared to supply supplementary lighting for their exhibits as necessary.* The requesting exhibitor bears sole responsibility for any costs associated with changes to and/or reestablishment of lighting levels. InfoComm Show Management reserves the right to order reestablishment of full lighting for any reason whatsoever, and the costs are to be borne by the exhibitor above whose exhibit space the lighting levels were changed.

**SPACE & HEIGHT REGULATIONS:** Exhibits must be confined to the exact space allocated. Height limitations and other restrictions pertaining to the design of exhibits and the use in the exhibit booth space of pedestals, tables, racks, shelves, risers and similar display equipment are described in detail under "Types of Exhibits" and "Special Provisions." *Note:* Where an exhibitor's display is built beyond the limitations and restrictions as set forth in this contract, ICIA reserves the right to correct such display violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with regulations. Exhibitors are not permitted to carpet the aisle space between any adjoining exhibit booth spaces; nor may exhibitors bridge the aisle between such adjoining spaces with truss, banners, exhibitry, products, lighting instruments, etc. If the exhibitor is not available to make such corrections, then it does agree as part of this contract to give ICIA the authority to make any and all necessary corrections at the exhibitor's expense. In cases where the reverse side of an exhibitor's backwall,

sidewall, riser or display, is exposed to view, such portion of this display must be suitably draped with fireproof materials so that no part of the display construction, electrical wiring, or the like, can be seen from the aisles or adjoining exhibit booth spaces belonging to other exhibitors. Circulars, publications, advertising matter and all kinds of promotional giveaways may be distributed only within exhibit booth spaces. Nothing can be posted on, tacked, nailed, taped, screwed in, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Signs, truss, rails, etc. will not be permitted to intrude into or over aisles. *The maximum allowable height of exhibit displays, drapery, scrim, screens and hanging signs within exhibit spaces 400 sq. ft. or larger is: in Exhibit Halls A1,2,3,4 and B1,2,3,4 is 40 feet, except where restricted by the physical height limitations of overhead structure(s) and/or by the Convention Center's policies. For exhibit spaces less than 400 sq. ft., inline, and corner exhibit booth spaces, the maximum allowable height will be 8 feet (the same as the backwall drape height). Perimeter exhibit spaces shall have a maximum allowable height of 12 feet. For special consideration please submit requests in writing to InfoComm.*

### EXHIBITOR MEETING SPACE POLICY :

The assignment of meeting space to InfoComm exhibitors, whether in the Convention Center or at InfoComm block hotels, will be conducted according to the following guidelines:

- 1) Only current InfoComm exhibitors in good standing and who are event sponsors may apply to reserve available meeting space within the Convention Center or at InfoComm block hotels.
- 2) Such exhibitors requesting meeting space must also meet the following minimum paid exhibit space requirements:
  - a. For meeting space use of 3 to 5 days during the InfoComm show week, exhibitors must have a minimum of 1,000 n.s.f. of paid exhibit space contracted and paid for in their company's name on the InfoComm Show floor. For exhibitors wishing to conduct exhibits of products, product demonstrations, use of exhibitry in meeting rooms, or who wish to use meeting space for activities similar to those normally conducted on the trade show floor in an exhibit space, such exhibitors must have a minimum of 2,000 n.s.f. of paid exhibit space contracted and paid for in their company's name on the InfoComm Show floor.
  - b. For meeting space use of 2 days or less, exhibitors must have a minimum of 400 n.s.f. of paid exhibit space contracted.
  - c. For exhibitors requesting space who have less than 400 n.s.f. of paid exhibit space, meeting space can only be assigned for 1 day's use or less after all requests from exhibitors with 400 n.s.f. or greater have been filled (assignments shall be made no later than May 5, 2006).
  - d. Meeting space can only be used for meetings, receptions, food functions, training and the like. If an exhibitor contracting for meeting room space will be displaying product, conducting product demonstrations or has any kind of exhibitry in such meeting space, they must contact show management for approval prior to use.
- 3) Meeting space requests will be processed based on the exhibitor's priority ranking for requests received by the deadline of January 13, 2006; thereafter, requests will be honored on a space-available, first-come, first-serve basis.
- 4) After the January 13, 2006, deadline, exhibitors will receive a written confirmation and a floor plan of their assigned meeting space(s).
- 5) Meeting rooms can only be used for meetings, training, hospitality, product demonstrations and press briefings. Exhibits, exhibitry and/or hard wall exhibit displays are not permitted within the meeting room spaces unless the exhibitor declares the use of the room for such functions as indicated in section 2.d. above; however, banners, signage, drapery and furnishings are permitted. Exhibitors who violate this rule without Show Management approval will be asked to modify their meeting spaces accordingly or their meeting space shall be closed.
- 6) Food and Beverage utilized within the meeting room spaces must be contracted through the Convention Center's or Hotel's official catering service.

- 7) Exhibitor utilizing meeting space is responsible for all associated costs incurred while using the meeting space including but not limited to: material handling, electrical, labor, room set-up, re-keying door if keys are lost, signage, security and AV services.
- 8) Exhibitors are solely responsible for the security of their equipment and guests' belongings within the meeting space occupied.

**BADGES FOR EXPOSITION:** Badges for the Exposition will be issued free of additional charge for exhibiting companies and their employees. Each badge will be issued in the name of one person only, except that a badge may be exchanged at the Registration Desk should an exhibitor wish to change personnel during the course of the Exposition. If requested, InfoComm will issue a replacement badge for such badges bearing the name of the wearer; however, in the event the exhibitor desires to change personnel, such badges must be exchanged at exhibitor registration. All badges picked up by an exhibitor are his or her responsibility. All persons working in the exhibitor's exhibit booth space will be considered to be the exhibitor's employees during move-in, the Show and the move-out and the exhibitor shall be fully responsible for any liability which may occur. Exhibitors must register all of their dealer and independent representative personnel who they wish to grant access to the exhibitor's booth before show hours. The lending of badges is prohibited whether to employees of the exhibitor, to unregistered dealers, reps, end-users or to any person wishing to enter the Exposition, regardless of the length of time they wish to remain. Companies whose employees engage in this unauthorized practice are liable for the on-site registration fees of persons so admitted, confiscation of the subject badges and loss of the company priority position for exhibit space at the next Exposition. Anyone under the age of 16 must be accompanied by an adult and must be registered and have a badge. ***Absolutely NO ONE under the age of 16 shall be allowed in the exposition halls during setup, exposition days and teardown. No exceptions will be made due to safety and liability concerns. No strollers shall be permitted at any time on the Show floor.***

**CHARACTER OF EXHIBITS:** Each exhibitor shall display or exhibit only articles of merchandise of said exhibitor's own manufacture or for which said exhibitor is the representing agent. ICIA reserves the right to judge the appropriateness of any exhibit and to decline to permit an exhibitor to conduct or maintain an exhibit if, in the judgment of the InfoComm Show Management, said exhibitor or exhibit, proposed exhibit, or exhibitor's products and/or services shall in any respect be deemed unsuitable. This reservation relates to persons, conduct, articles of merchandise, printed matter, souvenirs, catalogs, displays, and any and all other things, without limitation, which affect the character of the Exposition. No motion picture, film, video and/or computer software, which in the sole judgment of the InfoComm Show Management, is of an illicit, pornographic or otherwise unsuitable nature may be shown or displayed from exhibit booth spaces on the InfoComm show floor at any time. In the event that ICIA determines that the conduct of any exhibitor, or its employees, agents or servants, is not in keeping with the character of the Exposition, ICIA or the InfoComm Show Management, may at any time, without notice terminate the contract for space entered into with said exhibitor, and, with or without process of law, remove exhibitor, its employees, agents, servants, and all of the property of the exhibitor, from the space contracted for and from the Exposition without refund. No exhibitor shall have any right or claim against ICIA on account of any action so taken. The determination of InfoComm Show Management as to the suitability of any exhibitor, exhibit, or proposed exhibit, or as to whether any exhibit or the conduct of any person is in keeping with the character of the Exposition, shall in each instance be final.

**SOLICITATION IN THE EXPOSITION:** The aisles and other spaces in the Exposition not leased to exhibitors shall be under the control of ICIA. All displays, interviews, conferences, distribution of literature, lectures or any type of activity shall be conducted inside the space contracted for. Standing in the aisles, in front of or blocking other exhibitors' exhibit spaces, or the intercepting of those in attendance for advertising purposes, is strictly prohibited. Exhibitors may upon prior approval of InfoComm Show Management apply to sponsor a marketing opportunity for a fee at the event which may permit access to distribute literature, raffle tickets, brochures, handbills, etc. to

attendees outside of the exhibit halls and/or Convention Center. Such marketing opportunities shall be limited and vary each year; please contact Show Management with questions and to seek approval. Decisions made by Show Management as to which opportunities will be available and which exhibitors are approved will be final and in its sole discretion.

*Exhibitors may show, discuss, explain or demonstrate items or services, but shall not make sales that result in the delivery of merchandise and/or the exchange of money in the exhibit hall. Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting, or soliciting within the Exposition. Exhibitors are urged to report immediately violations of this latter rule to InfoComm Show Management.*

**COPYRIGHTS, ROYALTIES AND TRADEMARKS:** *It is the Exhibitor's sole responsibility to obtain and pay for any and all applicable licenses and permissions before any moving or still image, computer software, sound recording, artwork, printed material or other item bearing or embodying a copyright, trademark, patent, publicity right or other intellectual property is displayed, performed, reproduced, modified or distributed, in whole or in part, at or from the contracted space. Exhibitor warrants that all-necessary licenses and permissions have been or will be obtained prior to using the contracted space. Exhibitor agrees to indemnify and save the Convention Center, ICIA and its officers, agents and employees harmless from all claims, losses and damages (including court costs and attorney's fees) arising out of Exhibitor's use of copyrighted materials.*

**FIREPROOFING:** No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. Muslin, velvet, silken, or any cloth decorations must stand a flameproof test as prescribed by the ordinance of the Convention City. All materials used in exhibit construction, decoration, or as a temporary cover MUST BE CERTIFIED AS FLAME RETARDANT or a sample must be available for testing. Areas enclosed by solid walls and ceiling must be provided with APPROVED SMOKE DETECTORS.

**TYPES OF EXHIBITS:** All exhibiting companies must comply with all local fire ordinances of the Convention City. Should you be required to alter your exhibit, ICIA will not be responsible for any costs to make an exhibitor's exhibit display compliant with local regulations. If required, an engineering certification of structural integrity must be submitted to ICIA 60 days prior to the Show opening. The following types of exhibits have been approved. Any deviation must be submitted in writing to InfoComm Show Management for clearance before April 7, 2006. **ONE-AISLE EXHIBIT BOOTH SPACE** — Background and end sections including signs must not exceed 8' in height. Do not extend end sections out from the back line more than 5' at the maximum 8' height limit and/or higher than 42" the remainder of the distance to the aisle. This type of display is permitted anywhere in the exhibit hall. *Note:* If located on a perimeter, a one-aisle exhibit booth space may go to 12' in height. **ONE-AISLE EXHIBIT BOOTH SPACE (with canopy)** — A canopy may be added to the standard one-aisle exhibit booth space provided: the canopy does not exceed the 8' maximum height limitation or 9' at its apex; the bottom edge of the canopy is at least 86 inches from the floor; uprights needed to support the canopy are constructed in such a manner as not to obstruct the view of neighboring exhibits and not larger than 2 inches x 2 inches; and; the other restrictions pertaining to one-aisle exhibit booth spaces are met. The **ONE-AISLE EXHIBIT BOOTH SPACE (with canopy)** is permitted anywhere in the exhibit hall. **TWO-AISLE EXHIBIT BOOTH SPACE** — All restrictions are the same as for one-aisle exhibit booth space and for one-aisle exhibit booth space with canopy. **THREE-AISLE EXHIBIT BOOTH SPACE (PENINSULA)** — The use of the two end exhibit booth spaces across the end of an aisle provides exposure on three aisles. The common wall with the neighboring exhibits may not exceed a width of 5' on each side of center except for exhibit booth spaces where this dimension may be exceeded by the width of the pillars separating the rows of exhibit booth spaces. A canopy of the same width may be used; the supporting upright or uprights for the canopy facing the front aisle may not exceed 4' in total width and must be set back a

minimum of 1' from the front exhibit booth space line. The canopy may not exceed the height limitation of 8', and its bottom edge must be at least 86" from the floor.

**ISLAND EXHIBIT BOOTH SPACE** — This is a free form display offering maximum flexibility by eliminating the usual restrictions on exhibit booth space dimensions. *The maximum allowed height of hardwall exhibit displays is limited to 24' except where restricted by the physical height limitations of overhead structure(s) and/or by the Convention Center's policies. The 24' height limit does not include hanging signs and/or truss, drapery, lights, etc. flown over island exhibit spaces.* Please contact InfoComm Show Management for details concerning the ceiling height clearances throughout the exhibit hall(s). Exhibit booth space fixtures and display items may be placed anywhere inside the exhibit booth space perimeter. Overhead signs, display structures, trusses, projectors, projection screens, videowalls and/or other equipment suspended above any island exhibit booth space must be professionally and safely rigged in accordance with any and all local union jurisdiction and life safety policies in effect at the Convention Center and must be arranged through InfoComm's Official General Contractor. Any overhead sign, projection screen or similar display material and/or equipment hung from the ceiling of the building must be at least 4' above the tallest part of the exhibit booth space. Any structure deemed to be unsafe and/or inappropriate by either InfoComm Show Management or the Convention Center authorities must be altered and/or taken down at the exhibitor's expense. "See through" exhibits are encouraged. All exhibit booth spaces must be done in good taste and in keeping with the theme of InfoComm.

**DOUBLE-DECKER ISLAND EXHIBIT BOOTH SPACE** — Please contact InfoComm Show Management for rules and regulations concerning double-decker island exhibit booth space structures. Smoke detectors and fire extinguishers must be installed on the ground level of such exhibits. The above illustrations depict almost any situation. If your exhibit plans are not defined by these examples, contact InfoComm Show Management for clarification.

*Management will not approve unsafe exhibit construction, or any which obstruct the visibility of other exhibitors, or encroach upon the aisles or other exhibit areas.* All exhibit booth space dividers must be finished on both sides unless neighboring exhibitor agrees to decorate the area exposed to this exhibit booth space. *Please be sure to make these facts known to your decorator or display builder.* **SPECIAL PROVISIONS** — Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 42" in height when positioned more than 5' from the back wall of a single-aisle exhibit booth space or the center line of a three-aisle exhibit booth space, unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66". Free-standing units, including those intended to be the focal point in an exhibit, may not exceed 42" in height when placed more than 5' from the back wall of the exhibit booth space unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8' high x 32" wide. x 32" deep. Except for island exhibit booth spaces, the standard height for all exhibits is 8'. All dimensions indicated are outside measurements. Consult your contract for size of exhibit space. Build your display to fit inside this area. Exhibit booth space back walls, including identification signs and decorations, must not exceed 8' in height. Check floor plan for ceiling height at your exhibit booth space location(s).

**USE OF EXHIBIT SPACE:** Exhibitors planning to construct any part of their exhibit above the exhibit height limitation must obtain approval in writing from InfoComm Show Management at least 60 days prior to the official opening of the exhibits. Sketch of proposed construction shall be submitted when requesting approval. All signs including graphics, photographs and other advertising matter in connection with an exhibitor's exhibit booth must be located within the boundaries of the assigned exhibit booth space. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE EQUIPMENT. Materials for handouts must be limited to one-day supply and stored neatly within the booth. IF NOT REMOVED BY SHOW OPENING, SHOW

**DECORATOR WILL REMOVE AND STORE AT EXHIBITOR'S EXPENSE.** No signs or lighting devices of any type are permitted outside of an assigned exhibit space (columns, walls, floors, and ceilings) without approval in writing from the Show Management. This restriction also applies to any device used to project a company name or logo on the ceilings or walls of the Convention Center or otherwise beyond the permitted height or sides of exhibit booth space itself. The continuous operation of any flashing light device, floodlight, laser light, LED or computerized digital signs which may impact on neighboring exhibitors must receive written permission from Show Management. Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will only be permitted within the confines of the exhibitor's exhibit booth space, unless otherwise permitted by InfoComm Show Management. Exhibitors operating sound reproducing equipment will be expected to keep the sound at reasonable volume, approximately that of a normal speaking voice, in order to avoid disturbing other exhibitors. ICIA reserves the right to turn off the electric supply of any exhibitor who violates this rule. The use of helium balloons, whether for decoration or distribution, requires permission from show management.

**PRESS CONFERENCES AND FUNCTIONS WITHIN EXHIBIT SPACES:** Exhibitors are permitted with 30 days advance notice to InfoComm Show Management to conduct press conferences, product briefings, dealer and/or staff training sessions, or other VIP customer product previews prior to Show hours on Show days only within their exhibit spaces on the Show floor. The hours for such functions shall be from 7:30 a.m. to 9:00 a.m. No functions shall be permitted in exhibit booth spaces after the Show closes. Exhibitors are responsible for the conduct of their guests at all times and shall be required to coordinate their activities with InfoComm Show Management and the official security contractor to arrange for guard service to ensure that their guests stay within the confines of the exhibitor's exhibit booth space during such pre-Show hours. Exhibitors shall be required to provide a guest list for such functions in advance to InfoComm Show Management and provide exhibitor staff to escort their guests from a designated exhibit hall entrance to their exhibit booth space. Food and beverage for such functions must be arranged through the official convention center caterer and all food tables, chairs, trash and other decorations used for such functions that are not part of the exhibitor's display must be removed prior to the Show opening.

**FOOD AND NON-ALCOHOLIC BEVERAGES** may be distributed from exhibit booth spaces. All food and beverage must be purchased from the official convention center food service provider. Alcoholic beverages are NOT permitted in the exhibit hall at any time during set up, pre-Show, Show or post-Show hours or during tear down. Popcorn machines are prohibited.

**LIABILITY AND INSURANCE:** Although the Convention Center and ICIA will exercise reasonable care for the protection of exhibitor's materials, equipment and exhibit booth space display, neither ICIA (including its officers, staff members, agents, representatives, members of its Exhibitor Committee or any individuals or firms retained by it to assist in exhibit work) nor the Convention Center (including its officers, staff members, agents, owners, employees, representatives, members of its Convention Committee and any individuals or firms retained by it to assist in exhibit work) shall be responsible or liable for any bodily injury or property damage, loss or destruction that may occur to the exhibitor or to any of the exhibitor's employees, personnel, or property, prior to, during or subsequent to exhibitor's use and occupancy of the exhibit booth space during the period of time contracted for hereunder. The exhibitor, in executing this agreement, expressly agrees to hold ICIA and the Convention Center, as well as the individuals, firms and committee specified above, harmless from and to indemnify same against any and all claims for any such bodily injury and/or property damage, loss or destruction. Said indemnification to include the cost of reasonable attorney's fees incurred in the defense of any claim, clause or judgment arising from such injury and loss, damage or destruction. Exhibitor further agrees to hold ICIA harmless from and to indemnify it against any claims, causes, actions, judgments or other legal proceedings, including the cost of reasonable attorney's fees incurred in the defense of ICIA against such proceedings, which arise out of the failure of the exhibitor to pay any royalty fee due for the performance, by whatever means, of copyrighted music or for the

exhibition of copyrighted films/videos by exhibitor at his exhibit booth space or during the time of occupancy of the exhibit booth space contracted for hereunder. As a courtesy, watchman service will be provided on a 24-hour basis for the duration of the subject exhibit. It must be emphasized, however, that exhibitors desiring to carry insurance on their exhibits must acquire and maintain same at their own expense. Moreover, exhibitors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities available in their exhibit booth spaces for the storage of display materials or products.

### **New - Exhibitor Certificate of Insurance Policy**

In pursuant to this policy, all exhibitors and their decorators must carry liability insurance and comply with the Orange County Convention Center (OCCC) rules applicable to exhibit hall construction, installation and dismantle. Exhibitors shall, at their sole cost and expense, provide coverage through June 12, 2006, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from InfoComm leased property, OCCC. This insurance shall include contractual and product liability coverage with combined single limits of not less than \$1,000,000. Policy shall name ICIA/InfoComm, The Orange County Convention Center and The Freeman Companies as additional insured and exhibitor shall provide certificate so indicating. Exhibitors unable to provide Certificates of Insurance as stated above will be removed from the Event without refund of any monies paid. ICIA will not be held responsible or liable for any loss, damage, or injury within an exhibitor's booth space whatsoever.

**AMOUNT: \$1,000,000.00**

**Please send certificate to no later than Monday, April 29, 2006:**

ICIA/InfoComm

Attn: Debbie Bailey, Exposition Operations Coordinator

11242 Waples Mill Rd., Ste. 200

Fairfax, VA 22030

FAX: 703.278.8082

Email: [dbailey@infocomm.org](mailto:dbailey@infocomm.org)

### **QUESTIONS?**

Please contact Debbie Bailey

Telephone: 800.659.7469x332

### **What is a certificate of insurance?**

*A Certificate of Insurance form is often used in the commercial context as proof that a policy of insurance is in effect. This certificate, issued by your insurance company, is usually a brief summary of the essential terms, conditions and duration of the contract of insurance that is in effect between the insured(s) and the insurer.*

### **What is an "Additional Insured"?**

*When our insured is using a third parties facility, the owner will ask that evidence of insurance be provided naming them as an additional insured. The certificate is a statement that third party will be covered for property damage and general liability for an event or use of a facility our insured's coverage will be primary for any organization listed as an additional insured.*

### **Why should we list the dates and location of our events on a certificate?**

*We list dates when we are using a facility for an event. The insured is responsible for property damage and liability only during the dates on the certificate.*

### **Where can we get such insurance?**

*A certificate of insurance is commonly available from most general liability business insurance carriers. In addition, InfoComm Show Management will supply a list of trade show insurance providers in the Exhibitor Manual that may be contacted by exhibitors for such coverage. ICIA/InfoComm is not affiliated with any insurance providers to be listed, nor has any financial interest in any insurance program coverage offered by such providers.*

**MISCELLANEOUS REGULATIONS:** ICIA reserves the right to determine the eligibility of any company to exhibit. ICIA reserves sole control over admission policies. Exhibitors may conduct drawings for prizes within their exhibit area if done in a dignified manner and in compliance with any and all local ordinances. These regulations are established for the mutual protection of ICIA and the exhibitor. ICIA reserves the right to make such changes in the time schedule or in general plan of the Exhibit as may be deemed by ICIA to be in the best interests of exhibitors and the Exposition generally.

**HOSPITALITY SUITES:** Off-site hospitality suites must remain closed during exhibit hours.

**RESPONSIBILITY:** It is the responsibility of the exhibiting firm to be fully familiar with these Exposition Regulations and to see that each member of the firm attending the Exposition, either as exhibit personnel or delegate or both, is also familiar with the Regulations. Distribution to all those who will be present for the Exposition is recommended.

**IN THE EVENT OF DISASTER:** In the event of disaster, national emergency, or other circumstances beyond ICIA's reasonable control, forcing cancellation of the entire Exposition more than two weeks in advance of the opening date of the Exposition, the full amount paid by exhibitors, less a pro rata share of expenses incurred by ICIA, in planning and preparing for the Exposition up until the time of cancellation, will be refunded; should such cancellation occur less than two weeks in advance of the opening date, one-half of the amount paid by each exhibitor less a pro rata share of expenses incurred by ICIA in planning and preparing for the Exposition up until the time of cancellation will be refunded.

**CONTACT:** All inquiries, waivers, concerns, etc. regarding the Exposition or the Exposition Rules and Regulations should be addressed to Attn: InfoComm Show Management, 11242 Waples Mill Rd., Suite 200, Fairfax, VA 22030-6079, Phone 703.273.7200, Fax 703.278.8082.

[www.infocomm.org](http://www.infocomm.org)