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### **Booths Include:**

- 8' back wall draping
- 3' side wall draping
- Exhibit sign (7" x 44")
- One draped table (if requested)
  - 8' x 8' and 8' x 10' booths receive a 6' table
  - 8' x 6' receive a 4' table
- One folding chair
- One wastebasket

Rental does not include booth carpeting. Aisle carpeting will be provided. All extra equipment must be ordered in advance. For an extra equipment order form, call Spectrum at 570-654-6867, contact Andre Mazzarella.

**Electrical & Phone Hookups** must be requested. One 110-volt electrical drop will be additional charge of \$55.00 – exhibitor must bring 3 prong extension cord (no household extension cords). Telephone hookups will be an additional charge of \$125.00 per hookup.

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## **Rules and Regulations**

### **Exhibitor Responsibility:**

(a) Exhibit booths must be manned at all times by qualified regular employees of the Exhibitor (or authorized representative), (b) Exhibitor shall limit their activities within the confines of the contracted space. (c) Displays may not exceed the 8' high booth backdrop. Displays that block other exhibits will not be permitted. (d) EXHIBITOR MUST SET UP BETWEEN DESIGNATED HOURS ON MAY 14, 2002. EXHIBITOR CAN NOT BREAK DOWN BEFORE 6:00 PM ON MAY 15, 2002. Your booth must be up and your representative(s) must be present at 6:00 pm to prevent being charged the \$200 security deposit. (e) All cancellation requests must be made in writing and must be received by 5:00 pm on Friday, April 5, 2002, or you will be charged the full registration fee and forfeit your security deposit. A refund of 50% and return of security deposit will be given to a business canceling on or before April 5, 2002. (f) Any change to your original application (i.e., telephone, electric, etc.) must be done in writing no less than ten (10) days prior to event. (g) Exhibitor is responsible for the shipment, delivery and pick-up of all exhibit equipment and materials to the William Pitt Center. The Exposition Committee is not responsible for any incidents of loss, theft, damage or otherwise of exhibit equipment and materials before during and after the event. (h) Exhibitor must remove all materials from the premises by 12:00 midnight on May 15, 2002.

### **Security & Insurance:**

The exhibitor is solely responsible for its own exhibit material and should insure the exhibit against loss or damage. Exhibitor must maintain adequate insurance including all insurance required by law for this event. Exhibitor will provide a Certificate of Insurance showing coverage of \$500,000.00 combined bodily injury and property damage. Failure to provide this certificate shall not release exhibitor from any obligations regarding this event. The exhibitor shall include the event sponsors, the event location, and their respective directors, officers, employees, and assigns as additional named as insured on all policies named above for the duration of the event.

### **Limits Of Liability:**

(a) Exhibitor hereby indemnifies, defends, and holds harmless the Exposition Committee, the event location and their successors, assigns, and agents from and against all liability, claims, suits, demands, judgements costs, and expenses arising from any injury to any person(s) or damage to or loss of any property relating to: (1) use of event location by exhibitor or its agents, contractors, or employees (2) any work or thing done or any condition created by on or behalf of the exhibitor and (3) any act, omission, negligence or default of the exhibitor to its agents, contractors, or employees nor shall the Exposition Committee be held liable in the event that the Exposition is cancelled, postponed, or relocated on the account of fire, strikes, government regulations, casualties, Acts of God, or other causes beyond the control of the Exposition Committee. (b) All Exhibitors are liable for any damage caused by affixing displays to building floors, walls, or to standard booth equipment, or for fire, or damages caused by Exhibitors in any other manner.