

EDexpo 2017, March 15-17, 2017 - - Exhibit Rules & Regulations

1. Cancellation - The cancellation or decrease of exhibit space by the Exhibitor must be in writing to Show Management. The rate for cancellation or decrease of exhibit space is based on a percentage of the total rental rate as follows:

- 20% May 25 – September 14, 2016
- 50% September 14 – December 21, 2016
- 100% After December 21, 2016

The above fees will apply as soon as an application for exhibit space is received, whether or not monies for the space have been received. The above fees also apply whether or not the space is resold. Refunds are payable 30 days after the close of the show. If the Exhibitor does not occupy the exhibit space by 5:00 pm the day prior to the show, Show Management shall have the right to use such space as it may deem in the show's best interest with no refund of the rental fee or other liability to the Exhibitor.

2. Exhibitor Registration - Registration for exhibitors will be in the Westgate Resort. Badges must be worn to gain admission to the display area. Only authorized exhibitor personnel, registered attendees, and service personnel will be allowed in the exhibit area. Registration fees are set according to the policy of the Education Market Association (EDmarket) and outlined in the Exhibitor Registration Form. Use of an exhibitor badge by anyone other than the person named thereon is expressly prohibited. Any violations will result in the automatic removal of the exhibitor badge. Exhibitors witnessing such a violation are urged to report the violation to EDmarket. Since the show is restricted to EDmarket registered attendees and exhibit personnel only, outside guests are not permitted to attend unless approved and registered by EDmarket at published registration fees.

3. Location of Space

All exhibits will be located in the designated exhibit areas at the Westgate Resort. No exhibits or promotion of any type may be located outside the designated exhibit areas or in the parking areas surrounding the property. Dimensions of all booths shown on the diagram are believed to be accurate but are only warranted to be approximate. EDmarket reserves the right to make such modifications as may be necessary to adjust the floor plan to meet the needs of the show and exhibitors. Exhibit space will be allocated to exhibitors on a fair and equitable basis, according to the assignment policies.

4. Booth Services - The exhibit hall is carpeted. Booth fee includes aisle carpeting maintenance, and for linear booths and table tops only, standard backgrounds, side railings, and a 7" x 44" I.D. sign containing company name and booth number. All other services such as electricity, telephone, furniture, signs, etc., must be arranged through the Official Service Supplier of that service. Exhibitor Service Manuals will be available approximately 90 days prior to move-in.

5. Assignment, Subletting of Space - No exhibitor shall assign or sublet space allotted without the knowledge and consent of management. No sharing of booths is allowed. No products, parts, accessories, or other goods, souvenirs, catalogs, etc. bearing names or other forms of advertising other than that of the exhibitor may be displayed. No firm or organization not assigned space will be permitted to solicit business within the EDexpo facilities. All exhibitors will utilize qualified sales representatives to work in the booth. Only the exhibitor's products may be displayed and/or promoted in contracted booth space.

6. Installation - Installation may begin at 7 AM on Tuesday, March 14, 2017. All crates are to be removed by 5 PM on Tuesday, March 14, 2017, with installation complete by 7 PM on that Tuesday. Contact Show Management if you have any questions on installation. EDmarket will not allow any move-in of exhibits during show hours. Only exhibitors and independent manufacturers' representatives will be allowed in the exhibit area prior to the daily exhibit opening as specified in section 11.

7. Dismantle - Exhibitors are prohibited from the dismantling and packing of displays prior to the official closing of exhibits at Noon on Friday, March 17, 2017. Any company that dismantles its booth early will lose its priority points for the next year's show and have possible financial penalties. Any loose items (non-crated or boxed) or items not labelled remaining on the exhibit floor after Noon on Friday, March 17, 2017 will be considered a donated product or trash.

8. Local Requirements - All federal, state, and local laws, codes, fire safety requirements, property requirements, and union jurisdictions must be complied with and are the sole responsibility of the Exhibitor. Nothing may be stored behind linear exhibit booths. EDmarket reserves the right to evict any exhibit and impose sanctions on an Exhibitor that fails to or refuses to comply with local requirements. The Exhibitor agrees to obtain adequate insurance to insure against claims resulting from its exhibit.

9. Care of Building Equipment and Exhibits - Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. No nails or tacks can be driven in building walls, floors, or columns, and equipment must be self-supporting. The exhibitor shall indemnify EDmarket for all claims for damage to exhibit space and exhibit premises caused or contributed to by its employees, representatives, and guests. When such damage to the building appears, the exhibitor is liable to the owner of the property damaged.

10. Exhibit Construction/Arrangement - Exhibit backgrounds in all areas except island and peninsula spaces cannot exceed 8' in height, including company names or other advertising, and must be contained in the rear half of the booth area within 10 lineal feet from an adjacent exhibitor. With an adjacent exhibitor, the exhibit height in the front half of the booth measured in from the aisle cannot exceed 4' along the side dividers. In island and peninsula spaces, exhibit height construction is limited to 20' in height. Island spaces may utilize the entire cubic content of the space. Plans for island-type exhibits and exhibits not conforming to the above must be approved by the exhibits manager at least 60 days prior to the opening of the exhibits. Height limitations do not apply to the equipment manufactured in the normal course of business by the exhibitor and displayed in its normal operating position; however, such equipment must remain completely within the confines of the exhibit space. Any part of the exhibit that does not lend itself to an attractive appearance, such as unfinished side or end panels, must be finished at the exhibitor's expense. Management reserves the right to have such finishing done and to bill the exhibitor for charges incurred. Interference with the light and space of other exhibitors is prohibited. Bridging floor surfaces or roof structures across aisles is prohibited.

11. Hanging Signs – Hanging signs are not allowed in the exhibit hall.

12. Use of Space - All booths must be open and staffed during the scheduled exhibit hours. The display area will be open to exhibitor personnel at a minimum of 30 minutes before the exhibits open each morning. EDmarket reserves the right to restrict exhibits which, because of noise, methods of operation, materials or, for any reason become objectionable, and also to prohibit or evict any exhibit which, in the opinion of EDmarket, may detract from the general character of the show as a whole. All demonstrations or other promotional activities must be confined within the limits of the exhibit booth. Demonstrations or activities that cause annoyance to neighboring exhibitors such as flashing lights or noise, or result in obstruction of aisles or prevent ready access to a nearby exhibitor's booth will not be allowed. Exhibitors must take every reasonable precaution to minimize the noise of demonstrations or of operating sound devices, sound film, cutaway models, etc. Exhibitors shall distribute printed matter, souvenirs, or other articles only within the confines of the exhibit space. Throwing of souvenirs, loud shouting, and making of any unnecessary noise to attract attention will not be permitted. Musicians and singers must be approved and follow sound guidelines. Models or other entertainers will not be permitted to wear attire other than that which conforms to normal business or daytime social standard. EDmarket reserves the right of approval of said models and the attire of other booth personnel. If inflated, balloons must be displayed within limitations of the Regulations. Inflated balloons must be inflated only with air or heavier than air gas. Helium is not permitted. An Exhibitor shall not display products or offer products in its literature or other media displayed at the show that have been declared by a U.S. governmental authority or court to infringe on another exhibitor's U.S. intellectual property rights (patent, trademark, trade dress or copyright). In its sole discretion EDmarket may impose appropriate sanctions on an Exhibitor for violation of this provision, including but not limited to closing the Exhibitor's booth. Each Exhibitor warrants that it owns the rights to use all U.S. intellectual property to be used by the Exhibitor for promotion and exhibition at the show. Exhibitors shall be responsible for securing all necessary licenses or consents for any use of copyrighted works (including music licenses) or other intellectual property in connection with their exhibit and hospitality events at the show.

13. Photograph and Video - Attendees/show participants shall not photograph or record the exhibit or products of any Exhibitor unless authorized by the Exhibitor. Violation may result in the confiscation of the attendee's camera or other media and/or removal from the exhibit hall.

14. Floor Covering – The exhibit hall is carpeted.

15. Security - EDmarket will provide necessary perimeter security guards at all times during the show, move-in and move-out. However, exhibitors are solely responsible for the care, custody, and control of their own exhibit material. It is suggested that exhibitors carry insurance for covering loss or damage to their exhibit material.

16. Liability - Neither EDmarket, the Westgate Resort, Freeman, nor their representatives will be responsible for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. The exhibitor, on signing the contract, expressly releases the forgoing named association, corporations, and individuals from all claims for such loss, damage, or injury.

Exhibitor assumes responsibility and agrees to indemnify and defend EDmarket and the HOTEL and their respective

employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither EDmarket nor the HOTEL maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

17. Food/Beverage Dispensing - Exhibitors may not dispense food and/or beverages without the written permission from the exclusive provider of this service at the Westgate. The serving of alcoholic beverages in the exhibit hall is allowed only during times as specified by Show Management.

18. Cash Sales - No cash sales are permitted during the show.

19. Successors in Interest - This agreement shall bind the respective parties and their successors in interest.

20. Non-Waiver - No waiver of any breach of this contract shall be held to be a waiver of any other or subsequent breach.

21. Force Majeure - In case of cancellation of the exhibition or unavailability of the exhibit space for the specified uses due to war, governmental action or order, acts of God, fire, strike, labor disputes, or any other causes beyond the Association's control, the agreement shall terminate, and the exhibitor shall be entitled to the return of the exhibit space rental fee, less the pro rata share allocable to the exhibit space of the expenses incurred by EDmarket in connection with the exhibition. In case of cancellation by EDmarket for any other reason, or a change in the place or date of the exhibition that is unsatisfactory to the exhibitor, the exhibitor shall be entitled to return of sums paid for the space. Refund of the rental fees shall be the exclusive remedy of the exhibitor against EDmarket in the event the exhibition is cancelled or rescheduled or the exhibit space is unavailable for use.

22. Governing Law - This agreement shall in all respects be governed by the laws of the State of IL.

23. Outside Events - Exhibitors are prohibited from holding events in conflict with official EDmarket events and during exhibit hours. Companies that schedule outside events for dealers during EDmarket events will lose their priority points for next year's show and have possible financial penalties.

24. Agreement to Comply - This application for booth space at the EDexpo will become a contract upon mutual acceptance, and is based upon these Exhibit Space Rules and Regulations, the plan of exhibits, the booth assignment policy, and general information in the EDexpo Exhibitor Service Manual. Please read the Exhibit Space Regulations carefully before signing. All exhibiting companies agree that their employees will abide by these rules and regulations and any additions and/ or amendments that EDmarket shall put into effect, and they shall remain as exhibitors from day to day, solely on their strict compliance with these rules. They have been formulated in the best interest and for the protection of the exhibitors as well as EDmarket and its representatives. In any interpretations of the rules, the judgment of EDmarket shall be final, and any matters not covered are subject to the decision of EDmarket. Acceptance as an exhibitor at EDexpo in no way means or implies endorsement of the exhibitors' products and/or services by EDmarket.

25. Children – Children 13 and older must register for EDexpo and may attend all show events with a parent. Children under the age of 13 may visit the exhibit hall, during exhibit hours, but only with strict parental oversight and must stay with their parent at all times. Parents must sign a waiver before entering the exhibit hall with their child. Children under the age of 13 may not attend workshops. Per show management discretion, children may be asked to leave the exhibit hall or any show event. Children under the age of 16 are not allowed in the exhibit hall during set-up or dismantle.

26. Registration - Registration at EDexpo is a license granted by EDmarket and may be revoked at any time. For exhibitor badges, exhibitors may only register their company personnel under their company name.