

“Let’s Talk About Sex!” Conference Exhibit Information, Rules, and Regulations

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Exhibit Location

Wyndham O'Hare Hotel, 6810 Mannheim Road, Rosemont, IL 60018.

Exhibit Fees

(Based on annual budget)

Up to \$100,000: **\$100.00**

\$100,000 - \$500,000: **\$250.00**

\$500,000 plus: **\$500.00**

Exhibit Set Up

Wednesday, May 30, 2:00 PM - 6:00 PM

Exhibit Dismantle

Saturday, June 2, 12:00 PM – 4:00 PM

Exhibitor Hours

Wednesday, May 30, 2:00 PM – 6:00 PM

Thursday, May 31, 8:00 AM – 6:00 PM

Friday, June 1, 8:00 AM – 6:00 PM

Saturday, June 2, 8:00 AM – 4:00 PM (No exceptions!)

Note: SisterSong reserves the right to make changes, for compelling reasons, to the hours and dates set forth above. Such changes will be made known in advance, if possible.

Exhibit Space Equipment

All exhibit spaces will be equipped with a 6' skirted table, a chair, and a sign (name tent) indicating the organization's name and booth number, unless requested otherwise. If you need electrical or telephone/internet service, please complete the enclosed exhibitor forms for the Wyndham O'Hare and return them with your Contract for Exhibit Space to SisterSong. You will be responsible for these charges.

Note: There is no room to store display material and/or merchandise in the exhibit area of the hotel.

Exhibit Space Assignment

Exhibit space is available on a **first come, first serve basis**. Final assignment of exhibit space will be at the discretion of the exhibit management. Exhibitors are expected to, and agree to, maintain their allotted space in a professional, clean and safe manner. Spaces must be staffed during the exhibit period determined. Exhibitors may not sublet nor share their space or any part thereof.

Exhibitor Materials

Exhibitors are not allowed to exhibit or display materials that may be mistaken or misconstrued for any type of weapon. Counterfeit merchandise, such as knockoff versions of CDs, DVDs, videotapes, clothing, handbags and accessories, or other items are not permitted. Absolutely no alcohol or drugs are permitted in the exhibit space at any time. Violator's rights and privileges to participate in the event as an exhibitor will be immediately revoked. No refund will be given.

Hotel/Sleeping Room Reservations

All exhibitors are eligible to receive the discount sleeping room rates of \$99.00 (single/double), \$109.00 (triple), or \$119.00 (quadruple) plus tax at the Wyndham O'Hare Hotel, 6810 Mannheim Road, Rosemont, IL, (847) 297-1234. The **cut-off date** for room reservations is **April 30, 2007**. Remember to mention that you are with the group, SISTERSONG.

Fire Regulations

Fire ordinances of Cook County prohibit use of any materials not flameproof. Packing containers, etc. may not be stored under tables or behind display. Open flames, butane gas, oxygen tanks, etc. are not permitted.

Restrictions

SisterSong reserves the right to expel, decline, or prohibit any exhibit or part of an exhibit or proposed exhibit which is not suitable or in accordance with the ethics of SisterSong, or which does not comply with the rules established. SisterSong reserve the right to bar any exhibitor. This reservation concerns persons, conduct, printed matter, souvenirs, catalogues, etc. Interference with the light or space of other exhibitors will not be allowed. The placement of all signs, banners and advertising matter shall be subject to approval. Public address systems and sound audio-visual devices may not be used without special permission and, when used, must not interfere with other exhibitors. In

the event of any such declination, cancellation, or removal, the contracting parties agree that no liability shall attach to SisterSong by reason of any such actions.

Payment for Space

Under the terms of the contract, the exhibitor agrees to pay the entire exhibit fee no later than **May 10, 2007**. In the event that payment is not received by the deadline date, the exhibitor forfeits the reserved exhibitor space, allowing it to be resold, reassigned, or used by the exhibit management. It is understood that failure by the exhibitor to remit the outstanding balance due SisterSong by said date shall render all exhibit agreements between the exhibitor and SisterSong invalid and shall constitute forfeiture of all monies paid under terms of the contract.

Cancellation

This contract may be canceled in writing by an exhibitor prior to **May 25, 2007**, in which case fifty percent (50%) of the total contracted space cost will be retained by SisterSong and the refund will be processed by June 30, 2007. *No cancellation of the exhibit space contract will be accepted after May 25, 2007.*

Failure to Occupy Space

Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor and this space may be resold, reassigned, or used by the exhibit management. No refund will be given.

Inability to Perform

If SisterSong should be prevented from conducting the exhibition by any cause beyond their control or if they cannot permit the exhibitor to occupy space due to circumstances beyond its control, SisterSong will refund to the exhibitor the amount of the rental fee, less a proportionate share of the exhibition expenses, and SisterSong shall have no further obligation or liability to the exhibitor.

Hold Harmless - Liability

SisterSong shall not, nor any of its sponsors, officers or agents, be liable for damage or loss to exhibitors' properties through theft, fire, accident, or any destructive cause. Exhibitors shall insure their own exhibit and display materials. It is agreed that exhibitors assume all responsibility for damage to the exhibit area and they shall indemnify and exempt SisterSong and its sponsors from all liability that may ensue from any cause whatsoever, including injury to visitors, exhibitors, or their agents.

Hold Harmless - The Wyndham O'Hare Hotel

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises of the Hotel and shall indemnify and hold harmless the Hotel, its parent, agents, affiliates, directors, officers, servants, and employees from any and all such losses and claims.

Contract

The application and contract for exhibit space, when properly executed by the exhibitor and accepted in writing by SisterSong shall be considered a binding agreement between the parties, subject to the rules and regulations promulgated by SisterSong.

Agreement to Rules

Each exhibitor and employee agrees to be bound by the Rules and Regulations set forth herein and by all provisions of SisterSong and by amendments or additions thereto which may hereafter be established or put into effect by SisterSong. All points not covered in the terms of the Agreement or the Exhibit Space Contract may be clarified through correspondence with SisterSong.

Interpretation and Application of Rules and Regulations

SisterSong reserves the right to construe and apply all rules and regulations for exhibitors, and when, in the judgment of SisterSong, exceptions or additions are necessary, the decision of SisterSong shall be binding in all instances.