

FCCLA National Leadership Conference Exhibit Rules and Regulations

1. FCCLA reserves the right to alter exhibit hours due to changes in the conference schedule or other reasons deemed advisable by FCCLA.
2. Freight, express, and parcel post shipments must be prepaid. COD shipments will be refused. The shipping address will be detailed in the exhibitor services kit to be sent by May 2012.
3. All exhibit materials must be flameproof and comply with city fire laws, as well as insurance underwriters' and hotels regulations. Only display materials that can pass fire inspection may be used. Explosive, flammable materials, gases, and substances prohibited by city departments and other authorities are not allowed. All electrical work must be approved and installed by the Exhibit Services Contractor or hotel in accordance with the Fire Code and Regulations.
4. All exhibitors onsite and representing the exhibiting firm must pre register or register onsite at the conference. All exhibitors will be issued badges that must be worn at all times. There will be no exceptions. Exhibiting firms contracting for one (1) 10'x10' exhibit space are allotted two (2) complimentary conference registrations. Firms contracting for two (2) or more 10'x10' exhibit spaces are allotted two (2) complimentary conference registrations per 10'x10' exhibit space. Additional firm personnel will be charged a one-time registration fee of \$25.
5. The FCCLA Conferences & Exhibits Coordinator has total authority and is solely responsible for the exhibit hall's daily coordination, supervision, and maintenance. Any comments should be directed to the Conferences & Exhibits Coordinator. Any comments and/or suggestions will be given consideration by FCCLA.
6. Exhibit Space may be reassigned by FCCLA, in its sole discretion, to avoid congestion, prevent confusion in company names, or for similar reasons. The exhibitor will be notified, if possible, prior to reassignment. An exhibitor shall not share with, sublet space to, or exhibit the product of another exhibitor without the written permission of that exhibitor and FCCLA.
7. FCCLA, in its sole discretion, reserves the right to refuse displays it considers inappropriate. All exhibits, back walls, and decorations are limited to 8' in height except equipment that is actually more than 8' high. Display returns should not be more than 4' from the back wall. FCCLA must approve in writing any requests for exhibits or equipment more than 8' high or any other unusual or unique configuration. Loudspeakers, microphones, or other amplification devices and live or mechanical music are not permitted in the exhibit hall.
8. Unethical conduct or any infraction of these Rules and Regulations by the exhibitor or its representatives will, without limitation of any other sanction, subject either or both to dismissal from the exhibit hall. If such happens, no refund will be made and no demands for redress will be made either by the exhibitor or its representatives. It is the responsibility of the exhibitor contracting for exhibit space to notify all onsite personnel of these Rules and Regulations and assure compliance herewith.
9. Exhibit space is required to be staffed at all times during operating hours. Exhibits will not be closed or torn down before the specified time and no part of the exhibit or equipment may be removed early without the permission of FCCLA.
10. Nothing will be pasted, tacked, nailed, screwed, or fixed to any parts of the building or its furnishings. Expenses incurred or damages to the exhibit hall's physical property, i.e., floors, walls, furnishings, etc., will be charged to the exhibitor, and such expenses incurred or damages shall be paid by the exhibitor.
11. Exhibitor's equipment is not insured by FCCLA for loss, theft, damage, or breakage. The exhibitor assumes total responsibility therefore and hereby agrees to protect, indemnify, defend, save, and hold harmless the site where exhibits are held and its employees and agents; any representatives of FCCLA, the Exhibit Services Contractor, and FCCLA, its directors, officers, employees, members and agents against all claims, liabilities, losses, costs, and attorney fees arising from, or relating to damages to persons or property, owned or rented, governmental charges or fines, and attorney fees arising out of or caused by exhibitor's set-up, removal, maintenance, occupancy, or use of the exhibitor's equipment, merchandise and displays, and of the exhibition premises or any part thereof, excluding any such liability caused solely by the negligence of the exhibit site or its respective employees and agents. The exhibitor hereby agrees to protect, indemnify, defend, save, and hold harmless, employed security services, the Exhibit Services Contractor, FCCLA, its directors, officers, employees, members and agents, the exhibit site, and their respective trustees, directors, officers, employees, and agents, against all liabilities claims, costs, damages and expenses, including without limitation fines, costs and attorney fees that might ensue from any cause whatsoever, including without limitation accidents while viewing exhibits, when accidents or injuries are caused by the acts or omissions of the exhibitor, its representatives, agents, or employees. Exhibitors are urged to place "extra-territorial" and other insurance coverage on equipment and exhibits and arrange for extended public liability insurance.
12. The exhibitor acknowledges that FCCLA, the Exhibit Services Contractor, and the exhibit site do not maintain insurance covering exhibitors' owned or rented property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance coverage for such losses by the exhibitor. The care, custody, and control of the exhibitor materials will be the exhibitor's responsibility at all times. The exhibitor, upon signing the Exhibit Application, expressly releases the aforementioned persons and entities from any agreement or obligation to indemnify them against any and all claims for loss, damage, or injury. The fact that the exhibitor obtains such insurance shall not relieve or release the exhibitor from or limit the exhibitor's obligation to protect, indemnify, defend, save, and hold FCCLA and its trustees, officers, employees, and agents harmless.
13. FCCLA and the Exhibit Services Contractor assume no responsibility or obligation for damage to exhibitor's property, owned or rented, lost shipments either to or from the exhibit hall, or for any moving costs, all such matters being the total responsibility of the exhibitor. Damage due to inadequately packed property is the exhibitor's responsibility. If an exhibit fails to arrive in time for exhibition, the exhibitor remains responsible and no refund will be made.
14. If exhibit space is cancelled by the exhibitor prior to May 1, 2012, any deposit made will be refunded less a \$75 processing fee. If exhibit space is cancelled by an exhibitor on or after May 1, 2012, or if the exhibitor fails to occupy contracted space, no refund will be made. All notices of cancellation must be in writing and will be deemed given when received by FCCLA. If payment in full is not received by FCCLA prior to May 1, 2012, FCCLA may cancel the exhibit reservation and retain the deposit or assess a \$75 late fee.
15. All matters not specifically covered in the preceding Rules and Regulations shall be subject solely to the decision of FCCLA.
16. FCCLA reserves the right to require exhibitors to arrange for lodging accommodations at places other than the conference headquarters hotel.
17. FCCLA does not guarantee registration attendance at FCCLA conferences. Any estimate by FCCLA of the anticipated attendance is based upon previous attendance records and conference content. Special consideration of reduced exhibit space prices at FCCLA exhibitions will not be considered should attendance fall below anticipated figures at any FCCLA conference.
18. Without limitation of any other sanctions which FCCLA may impose, any violation of the foregoing Exhibit Rules and Regulations, or any directives by the Conferences & Exhibits Coordinator may result in any one or more of the following actions at the sole discretion of FCCLA: (I) the closing of the exhibit; (II) the removal of any employees, agents and representatives of the exhibiting firms; (III) the denial of exhibit space or the denial of personnel of the violating firm, or both, from exhibiting at or attending or both, conferences sponsored by FCCLA for such period as FCCLA may determine in its sole discretion; and (IV) prohibition from placing advertisements in the FCCLA-owned *Teen Times* and its other publications for such period as FCCLA may determine at its sole discretion.

For more information contact:

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