

2015 II-VI WORKSHOP CONTRACT AND “RULES AND REGULATIONS” CONTINUED

CANCELLATION: The Exhibitor specifically recognizes and agrees that II-VI WORKSHOP will sustain losses in the event the Exhibitor fails to provide timely written notice of cancellation of their exhibit space and meeting room (by certified mail). In keeping with industry practice, the existence of such practice being hereby acknowledged by the Exhibitor, and because canceling affects, advertising, credibility, redesigning of floor space, and the like, the Exhibitor agrees upon the following late cancellation refund schedule as being in the nature of liquidated damages, which schedule is specifically designed to compensate II-VI WORKSHOP for II-VI WORKSHOP losses and not constitute a penalty, should the Exhibitor fail to provide timely written notice of cancellation of all or any part of II-VI WORKSHOP assigned booth space or meeting room space.

CANCELLATION DURING THE PERIOD OF:

ASSESSMENT

Through July 1, 2015.....0%
July 1, 2015- September 2, 2015.....50%
September 2, 2015 or after.....100%

Cancellation refunds will be accepted only in accordance with the above schedule. There will be no refunds for cancellations received on or after September 2, 2015. Failure to make full payment of deposit on exhibit space rental by September 2, 2015 on a Contract filed prior to, or on, that date will subject Exhibitor to Cancellation of Contract by II-VI WORKSHOP, forfeiture of deposit made and liability for balance due.

EXHIBIT HOURS:

Tuesday October 6, 2015..... 6:00 pm – 7:30 pm
Wednesday October 7, 2015..... 9:00 am – 5:00 pm
Thursday October 8, 2015..... 9:00 am – 1:00 pm

SPACE: The Table Top space and meeting room space diagram shows the floor arrangement of space. Dimensions and location of each booth are believed to be accurate but only warranted to be approximate.

SET UP AND DISMANTLE:

Exhibitors may begin to set-up on Tuesday, October 6, 2015 after lunch at 2:00 pm. The Wine and Cheese Reception is scheduled for 6:00 – 7:30 pm on Tuesday evening, but exhibitors may stay as long as traffic demands. Tabletops should be dismantled by 1:00 pm on Thursday, October 8, 2015. **Please note that, as in the past, exhibitors are responsible for their own equipment. The room will not be locked at any time**

ARRANGEMENT OF EXHIBIT TABLES ONLY:

GENERAL RESTRICTIONS AND RULES:

1. Exhibitors are prohibited from using amplifying equipment that is objectionable to II-VI WORKSHOP.
2. Exhibitors must confine their activities to their contracted space
3. Exhibitors will not be permitted to use strolling entertainment or to distribute samples or souvenirs except from their own booth.
4. Exhibitors who use costumed models or mannequins must ensure that their manner of appearance and dress are such as to not offend even the most critical.
5. Draping materials and other decorative materials must be flameproof and comply with all State and local regulations.
6. II-VI WORKSHOP reserves the right to require modification of questionable exhibits
7. Exhibitors must comply with all safety provisions as noted in the Exhibitor Service Manual and as required by the Facility and Fire Marshall
8. Exhibitors may not begin dismantling their exhibit until the close of the show. Exhibitor must follow the rules of dismantling which can be found in your service manual.
9. Sound: Sound displays having a decibel reading exceeding 85 decibels will not be permitted. If your booth has sound equipment we suggest that the devices be positioned into the booth rather than into the aisle. The use of headsets or oscilloscopes is encouraged.
10. Solicitation: No soliciting for business shall be permitted in the aisles or in other exhibitor's booths.
11. Photography: Picture taking in the Exhibit Hall is prohibited unless specific permission is obtained from Exhibit Booth Personnel. Exhibitors and photographers may not disrupt visitor traffic by clearing booths or aisles for photography during the regular conference hours.
12. Exhibitor shall not paste, nail or otherwise affix any exhibition sign of other material to walls, doors, or other surface on the exhibition property that is supplied by II-VI WORKSHOP or to any other part of the conference site. Exhibitor shall be liable for any damages caused by failure to adhere to this provision. II-VI WORKSHOP reserves the right to make any reasonable changes in the rules necessary to ensure the health of all persons attending II-VI WORKSHOP and the operation of II-VI WORKSHOP all Exhibitors will be advised of such changes.
13. Exhibitors must be manufacturers or representatives of companies that produce products or perform services that conform to the subject matter covered by the II-VI WORKSHOP. The II-VI WORKSHOP committee reserves the right to accept or reject any exhibitor based on these restrictions.

EXHIBITOR REGISTRATION FOR EXHIBIT BOOTH SPACE ONLY: The fee for purchasing a table is \$750.00 which includes a 6-ft. table and two chairs. Electrical power in the form of a 110-V line will be provided upon request. Each table will be separated by 10 - 12 ft. on either side but may vary based on the number of tables sold. **A separate registration fee is required for admittance to the Workshop.**

LIABILITIES: The Exhibitor agrees that II-VI WORKSHOP, its agents and employees, and the Facility: (a) Will not be responsible for any damage to or for the loss or destruction of the Exhibitor's property or injuries to the Exhibitor, his representatives, agents or employees, all claims for such loss damage, destruction, or injury being expressing waived by the Exhibitor, (b) Will not be responsible for any claims of copyright, trademark or patent infringement, unfair completion and product liability issues between exhibitors. (c) Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees. The Exhibitor may be required to provide a certificate of insurance to II-VI WORKSHOP. Exhibitor shall also indemnify and save and hold harmless II-VI WORKSHOP and Facility from and against any cost, expense, liability, or damage which may be incident to, arise out of, or be caused by an act, omission, negligence or misconduct on part of the exhibitor or its agent, servants, employees, contractors, guests, licensees or invitees, provided such damage or injury has not occurred due to the negligence of II-VI WORKSHOP or Facility. Such indemnification shall not be limited to insurance required herein. II-VI WORKSHOP, its agents and employees will not be liable for failure to hold the Exhibits as scheduled. Payments for booth space and meeting rooms will be returned in that event except that any actual expense incurred in the connection with the Exhibits will be deducted if the Exhibits are called off because of fire, or act of God, or public enemy, or strike, or act of terrorism, or epidemic, or any law or regulation of public authority or any other act beyond the control of II-VI WORKSHOP, which makes it impossible or impracticable to hold the Exhibition.

INSURANCE: Exhibitors shall insure their own exhibits, meeting rooms and display materials. Exhibitors shall carry General Liability Insurance with a \$1,000,000.00 combined single limit or bodily injury, accident, and property damage. Exhibitor shall obtain a waiver of subrogation, releasing the carrier's subrogation rights, from any insurance carrier, which fire, explosion or any other risk coverage insuring their property. II-VI WORKSHOP will provide security guard service throughout the entire meeting, including the official periods of exhibit installation and dismantling. The furnishing of such service is in no case to be understood or interpreted by exhibitors as guaranteeing them against loss or theft under ACT.

AMERICANS WITH DISABILITY ACT: Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitors shall also indemnify and hold harmless II-VI WORKSHOP, PCM and the Wyndham Orlando Resort against cost, expense, liability or damage, which may be incident to, arise out of or be caused by Exhibitor's failure to have their booth comply with requirements under this Act.

HANDLING AND STORAGE: The Facility will not accept or store exhibit materials or empty crates. The Exhibitor will make his own arrangements for delivery and receipt of shipments and storage of crates before move-in time. These services are available from the official general contractor. Fire regulations prohibit the storage of empty crates and cartons within the exhibitor's booth area. Crates and cartons will be stored by the official general contractor and returned to the booth promptly at the end of the show as part of the handling contract.

BOOTH FURNITURE, LABOR, AND DRAYAGE: When notified, exhibitors are encouraged to forward prepaid Shipments directly to the warehouse of the official general contractor at the address given in the Exhibitor Service Manual with the name of show, name of exhibitor, and booth number. A copy of the bill of lading should also be forwarded to the official general contractor. Schedule of prices and applications for furniture rental and labor services will be mailed to exhibitors well in advance of show time. Orders for utility services may have advance order deadline requirements that must be adhered to by exhibitors in order to ensure installation prior to show opening. Special forms, showing rates of other basis of charges will be sent in advance of show time.

RULES AND REGULATIONS: Exhibitors shall abide by all other provisions of these rules and regulations, and with the rules and regulations stated in the official exhibitor service manual, and with fire regulations and all other regulations of governmental agencies and the Facility. It expressly understood and agreed by applicant that the Rules and regulations of the exhibit as issued or amended by II-VI WORKSHOP are hereby made an integral part of the Contract and of the agreement between Applicant and II-VI WORKSHOP for this reference and to the same extent and effect as if said Rules and Regulations were set forth in full in the contract.

UNION RESTRICTIONS: Exhibitors agree to abide by all local jurisdiction union requirements, if applicable, for work involving installation and dismantling of exhibit space.