



RULES AND REGULATIONS REGARDING PEACE CONFERENCE FOR *EXHIBITORS*

Loretta Butts, Chair

1 BOOTH ASSIGNMENTS

Booth space in the *House of Friendship* is available on a first-come, first-reserved basis. Booth space may only be reserved on-line by submitting an e-mail to either. The cost per booth is \$250.00 for the two-day event beginning at 9 a.m. Friday, January 17, 2020 through Saturday, January 18, 2020. The event officially ends at 5 p.m. on the second day.

The “**Rotary World Peace Conference 2020**” or **Solutions for Peace Foundation Inc.** reserves the right to revise the floor plan if necessary. It also reserves the right to refuse space to any applicant that, in the opinion of **Solutions for Peace Foundation Inc.**, is unlikely to contribute to the overall focus of the peace conference.

If any exhibitor is not set up by 9:00 a.m. Friday, January 17, 2020, **Solutions for Peace Foundation Inc.** reserves the right to reassign the space to another exhibitor or to make other use of the space as deemed necessary or appropriate, with no refund being made to the original contracting exhibitor. Any charges incurred by **Solutions for Peace Foundation Inc.** for necessary changes to an unoccupied exhibit booth after 9:00 a.m. on Friday, January 17, 2020, shall be borne by the original contracting exhibitor.

2 BOOTH SPECIFICATIONS

Booth dimensions indicated on the exhibitor floor plan are believed to be accurate, but may be approximate. All booths are 10’ X 10’. Following are the specifications for an in-line booth. No walls, partitions, decorations or other obstructions may be erected without adequate see-through to neighboring exhibitors. Exhibitors who wish to use any non-standard booth equipment or any signs, decorations or arrangements of display material that conflict in any way with these regulations must submit a copy of a detailed sketch or proposed layout (including dimensions) at least 30 days prior to the Facilities Chair at rogerschulte@gmail.com for approval.

Standard In-Line Linear Booth—must not be higher than 8 feet at the back wall and 3 feet on the side dividers along the aisles. Display fixtures over 4 feet high must be confined to the area of the exhibit booth that is within 5 feet of the backline.

3 EXHIBITOR REPRESENTATIVE

The exhibitor will name one individual as its duly authorized representative in charge of the exhibit. This individual will assume responsibility for all negotiations with ***Solutions for Peace Foundation Inc.*** In addition, this individual will receive all official correspondence from ***Solutions for Peace Foundation Inc.*** referring to the exhibit and will be responsible for communicating this information to registered personnel from the exhibiting company and other third-party contractors.

4 EXHIBIT PERSONNEL

All participants affiliated with an exhibit must be employed by the exhibitor. Each person must register and will be issued an exhibitor badge.

Badges must be worn at all times in the *House of Friendship*. Any misuse or exchange of badges will result in expulsion of the representative from the House of Friendship and surrounding areas.

NOTE: Meals, snacks and beverages for the exhibitors/vendors may be purchased at THE MARKET at the back of the HOF. The Conference Committee will not provide these amenities to the exhibitors/vendors.

5 SERVICES FOR EXHIBITORS

Sufficient light is provided for adequate illumination of the exhibit floor. Individual electrical outlets are not included in the cost of the booth.

(The *Electrical Serviced Order Form* and the *Internet Order Form* are attached)

6 UNOCCUPIED BOOTH

If, for any reason, your booth cannot be staffed until the official closing time, the exhibitor must pay the official exhibition decorator to dismantle the booth at labor costs. All personnel in exhibit booths are required to display proper name badges throughout move-in, show hours, and move-out. Security guards will check badges on all exhibit representatives.

7 ADMISSION

The ***Solutions for Peace Foundation Inc.*** shall have sole control over all admission policies at all times. Any person visiting the exhibits in the *House of Friendship* will be required to register and wear an appropriate name badge while in attendance. Exhibitors are permitted inside the *House of Friendship* one hour prior to the show opening each day to prepare their booths.

8 SUBLETTING OF EXHIBIT SPACE AND PROHIBITED USES

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them. Exhibitors cannot exhibit, display merchandise or distribute advertising materials for any products or services that are not part of the exhibiting organization's regular product or service line.

All aisle space is under the control of the ***Solutions for Peace Foundation Inc.*** and shall not be used for exhibit or demonstration purposes.

9 PROMOTIONAL ITEMS AND ACTIVITIES

Items distributed at exhibit booths that contribute to the educational requirements of attendees are preferred. They may be imprinted with a company name, product name or both. The peace conference logo and the meeting graphic may not be used without permission. All literature must be distributed from within the booth spaced assigned. Distribution of advertising matter by representatives of firms that are not official exhibitors is strictly forbidden.

10 COMPLIANCE WITH APPLICABLE LAW

The exhibitor represents and warrants that it shall be in full compliance with all applicable governmental laws and regulations.

11 PROFESSIONAL STANDARDS

Exhibitors are prohibited from conducting demonstrations involving invasive procedures on live models.

Employees of an exhibitor will dress in a professional, businesslike manner and maintain reasonable standards of cleanliness, orderliness and decorum. The ***Solutions for Peace Foundation Inc.*** reserves the right to require an exhibitor to remove an exhibit representative or employee if the ***Solutions for Peace Foundation Inc.*** deems that an individual's conduct or appearance is unacceptable.

12 ACCESSIBILITY FOR PERSONS WITH DISABILITIES

The representatives of each exhibiting company will be responsible for making their exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act (ADA). It is understood that the ***Solutions for Peace Foundation Inc.*** will be held harmless by the exhibiting company for the failure of its representatives to comply with the requirements as stated in the Americans with Disabilities Act.

13 SECURITY

The ***Solutions for Peace Foundation Inc.*** will provide a guard service during the hours of operation of the peace conference from installation through dismantling, and will exercise reasonable care for the protection of exhibitors' materials and displays. The furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee against loss, theft or damage of any kind. The

Solutions for Peace Foundation Inc. or its officers, agents or staff members as well as the official general service contractor, will not be liable for the safety of the exhibitors' property, agents or employees from theft, damage by fire or accident or any other cause. Exhibitors wishing to insure their exhibit materials, goods or wares of exhibits against thefts, damage by fire, accident or loss of any kind must do so at their own expense.

14 LIMITATIONS AND LIABILITY

Exhibitors or their agents may not allow any articles to be brought into the *House of Friendship* or permit any act to be performed on the premises that would invalidate their insurance or increase the premium of the policies held by the management of the Ontario Convention Center and the **Solutions for Peace Foundation Inc.**, nor permit anything to be done by their employees or agents through which the premises, property or equipment of the **Solutions for Peace Foundation Inc.**, the official general services contractor, the Ontario Convention Center or other exhibitors will be damaged. The exhibitor, the exhibiting company or both will be held liable for any damage resulting from such violation. All space is leased subject to these restrictions. The **Solutions for Peace Foundation Inc.** has the right to terminate and exhibitor's rights pursuant to this contract at any time after discovery of a violation of this provision. The exhibitor agrees to protect, save and keep the **Solutions for Peace Foundation Inc.**, the Ontario Convention Center and the official general services contractor forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor or his or her employees or agents, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the **Solutions for Peace Foundation Inc.**, the occupied hotels and the official general services contractor regarding the exhibition premises. Further, the exhibitor shall at all times protect, indemnify, save and keep harmless the **Solutions for Peace Foundation Inc.**, the Ontario Convention Center and the official general services contractor against and from any and all loss, cost, damage, liability or expense that arises out of, from or by reason of any act or omission of the exhibitor or his or her employees or agents.

Exhibitors will carry liability insurance on their exhibits at their own expense. The insurance will be for a single limit of not less than \$2,000,000 for the exhibitor's employees, agents, contractors, representatives and invitees present at the exhibition in the following category: Broad Form General Liability. Exhibitors shall provide the **Solutions for Peace Foundation Inc.** with a certificate of Insurance if requested to do so.

15 FIRE REGULATIONS

All materials used in the exhibit area must be flameproof and fire resistant, to conform to local fire ordinances and in accordance with regulations established by the National association of Fire underwriters. All displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed. Absolutely no storage of any kind will be permitted behind an exhibitor's booth. **(NOTE: EZ Pop Tents require a fire extinguisher!)**

16 VIOLATIONS

Each exhibitor and his or her agent and employee agree to abide by the contract conditions and rules and regulations set forth herein, as well as any subsequent amendments or interpretations. Violation of any of these regulations on the part of the exhibitor or his or her employees or agents shall annul the right to occupy space, and such exhibitor will forfeit to the **Solutions for Peace Foundation Inc.** all monies that may have been paid. Upon evidence of violations, the **Solutions for Peace Foundation Inc.** may re-enter and take possession of the space occupied by the exhibitor, and may remove all personal items at the exhibitor's risk. The exhibitor shall pay all expenses and damages the **Solutions for Peace Foundation Inc.** may incur thereby.

17 FORCE MAJEURE

In case the premises of the Ontario Convention Center shall be destroyed or damaged; the Rotary World Peace Conference 2020 fails to take place as scheduled or is interrupted or discontinued; or access to the premises is prevented or interfered with by reason of a strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or any other reason beyond the reasonable control of the Ontario Convention Center, this contract may be terminated by the **Solutions for Peace Foundation Inc.** In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of the **Solutions for Peace Foundation Inc.** shall be to return to each exhibitor its space payments, less its pro rata share of all costs and expenses incurred and committee by the **Solutions for Peace Foundation Inc.**

18 OFFICIAL CONTRACTORS

The **Solutions for Peace Foundation Inc.** designates official show contractors to provide various services to the exhibitors. Such contractors provide all show services other than supervision. The exhibitor shall provide only the material and equipment owned by the exhibiting company and that is to be used in the exhibit space. All other items used in the booth must be procured only through official show contractors.

19 AMENDMENTS

The **Solutions for Peace Foundation Inc.** shall have sole authority to interpret and enforce all rules and regulations contained herein, to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the *Rotary World Peace Conference 2020*.