

TERMS AND CONDITIONS

ASSIGNMENT OF EXHIBIT SPACE

Starting in December, exhibit space will be assigned in the order in which paid applications are received after Conference Partners have made their booth selections. Exhibit management shall use its best efforts to locate a booth away from like vendors and will accept requests to be positioned alongside other specific exhibitors based on availability. Exhibit management reserves the right to change location assignments when such action is deemed to be in the best interest of the Show.

ICE reserves the right without recourse to absolutely control or prohibit any exhibit, which in its opinion, is not suitable or in keeping with the character of the conference. This regulation concerns persons, things, conduct, printed matter, souvenirs, catalogues, etc. ICE reserves the right to withdraw an exhibitor if payment has not been received by the conference date.

All property of the exhibitor is understood to remain under custody and control of the exhibitor, in transit to and from or within the confines of the exhibit area. Exhibitors are advised to carry floater insurance to cover exhibit material against loss or damage and public liability insurance against injury to the person or property of others. ICE and PHEASANT RUN assume NO responsibility for the safety of the properties of the exhibitor, his officers, agents, or employees from theft, damage by fire, accident or any other cause.

EXHIBITOR REPRESENTATIVES

The exhibitor shall name one individual as his duly authorized representative, to have charge of the exhibit, and to accept and assume responsibility for such representatives, or alternates, in attendance at the exhibit throughout all exhibit periods. Exhibitors (three per each 10' booth) shall receive and wear identification tags. Additional persons may be in the exhibit booth for a fee of \$50 per person. This does not allow for attendance at sessions.

PAYMENT AND REFUND POLICY:

A forfeit fee of \$100 will be required on all cancellations made prior to January 1, 2017. Cancellations after January 1, 2017 will be charged FULL space rental unless the booth(s) can be resold. Cancellations after February 1, 2017 will be charged 50 percent of the space rental, regardless of whether or not ICE is able to re-sell the booth(s) last minute, during the final days before the conference, and will be charged FULL space rental if ICE has not resold the booth. Cancellations of exhibit space must be submitted to ICE in writing.

**** TELEPHONE CANCELLATIONS CANNOT BE ACCEPTED**

ELECTRICAL NEEDS

All electrical needs are at the exhibitor's expense and must be handled through Pheasant Run Conference Center. An electrical service order form will be made available to you in early-January.

PROPERTY DAMAGE

Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to the walls, floors, or other parts of the hotel or Exhibit Hall without permission from the Pheasant Run representative. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with the directions of the ICE staff, the hotel convention manager or their assistants.

NOISES AND SOUND DEVICES

Mechanical reproduction of sound or music relating to an exhibit must be kept at a sufficiently low volume so as to not project beyond the confines of the exhibitor's booth.

SECURITY

Reasonable precaution will be taken to protect property during the installation, show and removal periods. A security guard will be assigned to the Exhibit Hall overnight Wednesday and Thursday when it is not open to the public. This will begin on Wednesday evening, March 1, and will continue through 7:30 a.m. on Friday, March 3. This is for your added protection but does not, in any way, make ICE or Pheasant Run liable for damages or stolen property.

SALE OF MERCHANDISE

Yes, merchandise MAY be sold on the exhibition floor.

DISTRIBUTION OF SAMPLES AND SOUVENIRS

Distribution of samples and souvenirs is permitted providing there is no interference with adjoining exhibitors, and it is conducted in a dignified basis.

DELIVERY OF MATERIAL

Pheasant Run Resort's Complete Service Package includes:

- Up to 14-day storage of display materials prior to show opening
- Delivery of exhibit from warehouse to your display booth
- Removal and safe storage of crates and cartons during the show
- Return of crates and cartons after the show
- Transport of all materials to carriers and loading of materials on outbound carriers

To protect your display in transit, you are urged to carry all-risk floater insurance covering your materials against damage, loss, and all other hazards from the time shipment is made from your place of business until your materials are received back after the show. This can generally be done for a nominal cost by adding a rider to an existing insurance policy. For further information on this, please contact Pheasant Run at 800.4.PHEASANT (474-3272).

ICE PARTNERS

Exhibitors wishing additional exposure and benefits at the conference can become a Corporate Partner of ICE. Please visit the conference website for more information or contact Illinois Computing Educators at 630.628.1088 or by email at aglowaty@iceberg.org.

AMENDMENTS

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of ICE. ICE shall have full power to interpret, amend, and enforce these rules and regulations, providing any amendments, when made, are brought to the notice of the exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

LIABILITY AND INSURANCE

All property of the Exhibitor remains under its care, custody and control in transit to and from Exhibit Hall, during installation and removal; and while it is within the confines of the Exhibit Hall, neither Exhibit Management, ICE, or the Exhibition Sponsor, the owners or management of the Exhibit Hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism or other causes. Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of Exhibit Management, ICE, the owners or management of the Exhibits Hall, or the Exhibition Sponsor, their agents or employees, arising out of Exhibit Management's, ICE's, the owners or managers of the Exhibit Hall or Exhibitors Sponsor's duties and responsibilities under this agreement.

Exhibitor understands that neither Exhibit Management, the Exhibit Hall, nor the Exhibition Sponsor carry business interruption and/or property damage insurance coverage for loss or damage of Exhibitor's property. The Exhibitor agrees to obtain commercial general liability insurance coverage including protective and contractual liability for bodily injury and property damage during the dates of the Exhibition including move-in and move-out days.