EXHIBITOR RULES & REGULATIONS

A. Complimentary Exhibitor Services

Colleges & Universities

- (1) 6ft Table
- (2) Chairs
- Up to four (4) Convention ID badges for representatives

Non-Educational Institutions

- (1) 6ft Table
- (2) Chairs
- Up to four (4) Convention ID badges for representatives

B. Exhibitor Hours and Representatives

Each exhibitor shall ensure that at least one representative is present at their booth during the published hours. The booth shall not be occupied by more than four (4) representatives from the exhibitor at any given time. All exhibitor representatives present within the National Convention facility must prominently display the National Convention ID Badge issued by National Beta Club at all times. Access to the convention facility shall be restricted to individuals possessing the appropriate and valid ID badge issued by National Beta Club.

C. Move-In/Move Out Hours

All exhibitors must schedule move-in of exhibit booth during the hours set forth in the exhibit booth registration form. Exhibitors may only dismantle their booth during move-out hours set forth in the exhibit booth registration form. Should extraordinary events occur requiring early or late move-in or move-out, the exhibitor must notify National Beta Club onsite and make arrangements for such an occurrence.

National Beta Club reserves the right to modify move-in hours with twenty-four (24) hours' notice. If hours are modified, National Beta Club will make all efforts to accommodate adjustments to modified move-in times in the event that such modifications conflict with exhibitor's pre-existing travel schedule. Both parties will make reasonable efforts to reach a mutually agreeable solution to ensure a smooth and successful event.

D. Prohibited Activities

- Advertising material or signs of firms other than those that have rented booth space are prohibited. Canvassing and solicitations of business except by exhibiting firms are prohibited. Exhibitors will be expected to adhere to ethical standards in their canvassing, interviews, demonstrations, etc.

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- Exhibitors are restricted from soliciting customers or recruiting students in the aisles, outside the booth, or any other area of the show. Exhibitors must remain within their own space while distributing literature, product samples, or other materials. No literature, product samples or other materials may be distributed outside the exhibit area.
- Exhibitors are strictly prohibited from selling any products during the event. This restriction includes accepting orders for future delivery, reservations, or any form of transaction intended for fulfillment at a later date.
- Exhibitors are strictly prohibited from distributing or selling food and beverages at the event. This includes complimentary samples, promotional giveaways, and any form of sale or exchange.
- Nothing shall be pasted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.
- No helium balloons, confetti, glitter, or rice is permitted in the exhibit area.
- Booth decorations, as well as any merchandise or materials attached to table skirts, must be non-combustible or flameproof. Electrical wiring must conform to all federal, state, municipal government regulations, and National Electrical Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel all, or such part of the exhibits deemed irregular.
- Lit candles are prohibited in the exhibit hall.
- All exhibitors must adhere to and be bound by all applicable fire, utility and building codes and regulations, any rules, and regulations of the Facility where the National Beta Club Convention is held, AND the terms of all leases and agreements between National Beta Club and the Facility.
- Unprofessional, inappropriate, and/or unethical conduct or infraction of rules on the part of an exhibitor or his/her representatives will subject the exhibitor or his/her representatives to dismissal from the exhibit hall, in which event it is agreed that no refund shall be made by National Beta Club and, further, that no demand for redress will be made by the exhibitor or his/her representative.

E. Violations

Exhibitor violation consequences:

- First offense: Verbal warning.
- Second offense: Written Violation Notice will be issued.
- Third offense: Determined by National Beta Club.

The Exhibits Manager reserves the right to restrict or discontinue exhibits which, because of undue noise, method of operation, material, or any other reason, become objectionable. In the event of such restriction or eviction, National Beta Club is not liable for any refunds or rentals or other exhibitor expenses.

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F. Audio & Audiovisual Sound Effects
In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Performance demonstrations by an individual or group shall not exceed five minutes in duration.

Demonstrations of a disruptive and/or inappropriate nature, as determined solely by National Beta Club, are not permitted.

Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth (Refer to OSHA at *www.osha.gov/SLTC/noisehearingconservation/* for more information). This will be strictly enforced.

G. Hanging Signs
Hanging signs: 20 feet (top of sign) height allowance.

H. Show Logo
As a National Beta Club exhibitor, you may use the official show logo to promote your attendance at the National Convention, subject to restrictions. Said logo will be sent to all exhibitors.

I. Cancellation Policy
All changes and cancellations regarding an exhibitor's booth must be submitted in writing on corporate/institutional letterhead by email to National Beta Club (*exhibitors@betaclub.org*). All refunds are subject to a $50 processing fee. Exhibitor booth cancellation must be received seven (7) days prior to event.

If the National Convention is canceled/terminated for any reason beyond the reasonable control of show management, including (without limitation) acts of God, war, strikes, labor disputes, civil disturbance, terrorism, epidemic, or any other comparable casualty or condition,

National Beta Club agrees to refund of all fees previously paid by exhibitor. Thereupon, this agreement shall be deemed canceled by mutual consent, and National Beta Club shall be relieved from all responsibility thereunder.

J. Revision or Cancellation of Exhibition
National Beta Club reserves the right to adjust booth assignments and/or change the floor plan without prior notice if National Beta Club determines it is in the best interest of the show. If the National Convention is canceled/terminated for any reason beyond the reasonable control of show management, including (without limitation) acts of God, war, strikes, labor disputes, civil disturbance, terrorism, epidemic, or any other comparable casualty or condition, National Beta Club agrees to refund of all fees previously paid

by exhibitor. Thereupon, this agreement shall be deemed canceled by mutual consent, and National Beta Club shall be relieved from all responsibility thereunder.
National Beta Club reserves the right to cancel, rename or relocate the National Convention or change the dates on which it is held. If National Beta Club changes the name of the National Convention, relocates the National Convention to another event facility within the same city no refund will be due to exhibitor, but National Beta Club will assign to exhibitor, in lieu of the original exhibit space, such other exhibit space as National Beta Club deems appropriate and exhibitor agree to use such space under the terms of the contract.

If the National Convention is relocated to a different city or changes the dates of the event, exhibitors may cancel their space within ten (10) days of the announced change to receive a refund.

K. Unclaimed Booth Space
Exhibit space not claimed by the event open time shall be considered abandoned and may be resold or reassigned with no obligation of refund whatsoever.

L. Subletting Booth Space
No exhibitor may assign, sublet, or apportion the whole or any part of the exhibit space assigned, nor permit any other party to exhibit in their occupied space.

M. Nonliability
It is expressly understood and agreed by each and every contracting exhibitor and his or her guests that neither the National Beta Club nor their employees nor their contractors shall be liable for loss or damage to the goods or properties of exhibitors.

Upon registration, exhibitor releases and agrees to indemnify National Beta Club, their managers, officers, members, sponsors, employees, and agents and hold them harmless from any suit or claim for property damage or personal injury (including punitive damages) by whomsoever sustained, including exhibitor and exhibitor's agents or employees on or about the exhibitor's display space or arising out of exhibitor's participation in the exhibition, expressly including such damage or injury resulting in any part from the negligence of one or more of the aforementioned indemnities.

The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, curtailment of transportation facilities, or other emergency over which neither party has control making it illegal or impossible to provide the facilities or to hold the function.

The exhibit hall is not liable to the exhibitors for any damage to or for the loss or destruction of any exhibit or the property of the exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by negligence of the hall, its officers, agents, servants, employees

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or otherwise, all claims for any such loss or damage being expressly waived by the exhibitor who agrees to indemnify and hold the exhibit hall harmless for such claims.

N. Application Eligibility

This Exhibit Application becomes binding and effective only when: 1) an authorized agent of the exhibiting company has submitted the Application, 2) booth rental fee has been paid, and 3) National Beta Club expressly accepts the Application via formal confirmation. The person signing Booth Application must have consent and authority to execute and legally bind the exhibitor to all the Rules & Regulations.

National Beta Club reserves the right to restrict exhibits that, because of undue noise, method of operation, materials, or any other reason, become objectionable. In the event of such restriction or eviction, National Beta Club is not liable for any refunds, rentals, or other exhibitor expenses.

These regulations become a part of the agreement between the exhibitor and National Beta Club. Any situations not covered are subject to the decision of National Beta Club officials.