



# EAPA's 2008 Annual World EAP Conference

Hilton Atlanta ♦ Atlanta, GA ♦ October 15-18, 2008

Phone: (703) 387-1000 x317 ♦ Fax: (703) 522-4585 ♦ Email: [confmgr@eapassn.org](mailto:confmgr@eapassn.org)

Mail To: EAPA Conference, 4350 N. Fairfax Drive, Ste 410, Arlington, VA 22203

Sales Information: Jaime Barnhart, CMP, (703) 387-1000, Email: [confmgr@eapassn.org](mailto:confmgr@eapassn.org)

## Exhibitor Rules and Regulations

### PAYMENT TERMS

- A. All reservation fees are drawn in U.S. dollars. Payment can be made by credit card (Amex, MC, Visa, Discover) or by check drawn in U.S. dollars.
- B. The booth space reservation fee includes carpeting, (1) 6' table, (2) side chairs, (1) wastebasket, (1) 7" X 44" company identification sign, an 8' back wall drape, and (2) 3' draped side rails. **Exhibitors are solely responsible for ordering any/all furniture accessories, signage, cleaning, electrical outlets, telephone, etc.** they may need through the official show decorator contractor; such payments to be made directly to contractor.
- C. Exhibitors receive the following benefits: (2) Full Conference Registrations, Exhibitor Staff Passes (2-for single booth, 4-for double booth), Boxed Lunch Meal Tickets for staff passes, (1) complimentary pre-registered attendee mailing list, web listing and link from EAPA's conference website, complimentary listing in Conference Preview and Final Program (dependent on print deadlines), 24 hour exhibit hall security, and exclusive exhibit hall hours and events.
- D: A 50% deposit is required to reserve booth space. Balances must be paid by August 31, 2008. If a balance remains on September 1, 2008, the booth space will be released for resale and all deposits made will be kept by EAPA. If the exhibiting company chooses another space and pays the remaining balance for the new space, deposits made previously will be applied to the new space.
- E. If the 2008 booth space was reserved while onsite at the 2007 Annual World EAP Conference at the special onsite rate, a 50% deposit is required to reserve the rate. Specific booth space will be determined in November and December 2007. Payment in full is due by December 31, 2007 for this special rate. If an exhibiting company has not made full payment on the special booth rate by that date, the booth reservation will be cancelled and all deposits kept by EAPA. If the exhibiting company wished to reinstate their reservation, all deposits will be applied to their new booth reservations at the existing booth prices.

### CANCELLATION OF EXHIBIT SPACE

Cancellations **must** be made in writing and received at the EAPA office in Arlington, Virginia.

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| A. RECEIVED ON OR BEFORE APRIL 30, 2008          | 75% REFUND |
| B. RECEIVE BETWEEN MAY 1, 2007 AND JULY 31, 2008 | 50% REFUND |
| C. RECEIVED ON OR AFTER AUGUST 1, 2008           | NO REFUND  |

"NO SHOWS" RECEIVE NO REFUND AND RISK NOT BEING INVITED TO PARTICIPATE IN FUTURE EAPA EXHIBITIONS.

### EXHIBIT SPACE ASSIGNMENT

EAPA will assign space on a "first come, first served" basis (EAPA reserves the right to relocate booth spaces for the benefit of the exhibitor or for the betterment of the exhibition). In the event all requested spaces are occupied, EAPA will assign the first available space as applicable.

### ACCEPTANCE OF EXHIBITS

EAPA shall have the sole right and authority to approve the tone, general content, and subject matter of exhibits so that nothing may be offensive to attendees or other participating exhibitors. EAPA reserves the right to cancel any exhibit contract that does not comply with the official EAPA rules and regulations governing exhibits.

### STAFFING OF BOOTHS

Exhibits must be staffed during all show hours.



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## Exhibitor Rules and Regulations

### INSTALLATION OF EXHIBITS AND DISPLAYS

- A. All displays must be erected and completely arranged for viewing by the date and hour officially announced for the opening of the exhibition. Space not occupied by the close of the exhibitor move-in period, as specified by EAPA management, will be forfeited. The space may then be resold, reassigned, or used by EAPA without refund, unless prior approval is obtained in writing from EAPA management. If the exhibit or materials are on hand, EAPA reserves the right, with no liability whatsoever for damage, spoilage, or loss, to setup any display that is not in the process of being erected by the given move-in deadline or to order such work to be done at the sole expense of the exhibitor.
- B. Noisy or unsightly work in any exhibitor's booth area is prohibited during show hours.
- C. Goods received after the opening of the exhibition must be delivered to the booth and arranged at times other than the official show hours.

### REMOVAL OF EXHIBITS AND DISPLAYS

- A. Any exhibitor who tears down (dismantles booth and/or booth display) prior to the official close of the show will be in violation of their contract. Early dismantling will affect invitation to future EAPA shows or assignment in future EAPA exhibitions.
- B. The deadline for clearance of all materials from the exhibit area will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment by the end of move out hours.
- C. EAPA reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, or clear from the premises, any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirement, or to order such work to be done at the sole expense of the exhibitor.

### USE OF DISPLAY SPACE AND OPERATING RESTRICTIONS

- A. No exhibitor shall assign, sublet, or share the booth space without consent of EAPA management.
- B. All demonstrations, sales and/or promotional activities, and distribution of merchandise, circulars, and promotion materials must be confined to the exhibitor's booth space.
- C. No firm or organization not assigned space in the exposition will be permitted to solicit business on the premises.
- D. Exhibits that include any sound-generating equipment must be operated so that the sound resulting there from will not annoy or disturb neighboring exhibitors or their patrons.
- E. At no time can an exhibitor's display extend beyond the border of the booth space(s) reserved.
- F. The back half of the side wall/draping may extend to the height of the back wall/draping (eight feet), but the front half of the side wall/draping must be open to permit side viewing through the booth.
- G. EAPA promotes professionalism in the appearance of the exhibition. Any part of an exhibitor's display that does not lend itself to an attractive and professional appearance, such as unfinished sides or end panels will be draped at the exhibitor's expense. Management reserves the right, with no liability whatsoever for damage, spoilage, or loss, to order such work to be done at the sole expense of the exhibitor.

### UNION INFORMATION

- A. Material handling – Please Refer to the Exhibitor Service Kit for material handling information and regulations
- B. Exhibit set up and dismantle – Please Refer to the Exhibitor Service Kit for any show site work rules.
- C. Flameproofing – all electrical wiring must conform to national electric code safety rules. In addition, all draperies, decorations and materials must be flame proofed in accordance with local fire codes. Materials may be inspected and/or tested by the local fire marshal at any time.



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## **Exhibitor Rules and Regulations**

### **SECURITY**

EAPA Management will provide necessary security during hours the exhibit area is closed. Exhibitors, however, are solely responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an Exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the Exhibit Hall.

### **CARE OF EXHIBIT AREA AND EQUIPMENT**

Exhibitors and their agents shall not injure, or otherwise cause harm or damage to any part of the exhibit area, or to booth materials, or equipment of another exhibitor. If such damage occurs, the exhibitor causing such damage is liable to the owner of the property so damaged.

### **PUBLIC POLICY**

- A. Exhibitors agree to be in compliance with all federal, state, and local laws, ordinances, and regulations pertaining to health, fire prevention, electrical safety codes, public safety, and to the sale of merchandise to the public.
- B. All booth decorations must be flame-proof and all hangings must clear the floor.
- C. If during booth inspection, non-compliance with these rules and regulations is found, or if the exhibit presents a fire hazard/danger or a danger to public safety, EAPA management, with no liability whatsoever for damage, spoilage, or loss, may cancel all or such part of a display as may be suspect, and effect the removal of same at the exhibitor's expense.
- D. There is no exemption from sales tax for sales made by exhibitors at trade shows sponsored by tax- exempt organizations. EAPA bears no responsibility for the collection of sales tax on sales made by exhibitors. The exhibitors are required to assess and collect all required sales taxes on all sales of taxable items made to organizations not exempt from sales tax. Sales tax exemption identification numbers should be requested from exempt organizations by the exhibitors in order to properly document the waiving of sales tax.

### **EXHIBITOR'S AUTHORIZED REPRESENTATIVES**

Each exhibitor shall provide EAPA show management, in advance, with the name and title of the person(s) who will be in attendance at the exhibition and responsible for the installations, operations, and removal of the exhibit. Said representative(s) shall be authorized to enter into such service contract(s) as may be necessary, for which the exhibitor shall be responsible.

### **LIABILITY AND INSURANCE**

- A. The Employee Assistance Professionals Association, inc. (EAPA), its service contractors, any officers, staff members, or directors of any of the same will not be responsible for any loss, injury, or damage, including that by fire, theft, flood, and labor disputes, which may occur to an exhibitor, or to his/her agents, employees, guests, or customers, or to his/her or their property or wares, arising from any cause whatsoever, prior to, during, or subsequent to the period of this exhibit.
- B. Each exhibitor by signing the contract to exhibit expressly understands that he/she releases EAPA from, and agrees to indemnify it against any and all claims for any such loss, injury, or damage.
- C. The exhibitor assumes all responsibility for any and all loss, theft, or damage to exhibitor's displays, equipment and or property while on Town and Country Resort and Convention Center premises and hereby waives any claim or demand it may have against Town and Country arising from such loss, theft, or damage.
- D. It is the sole responsibility of the exhibitor to carry insurance protection covering damage and loss to exhibitor's property and to obtain business interruption and public liability insurance against the injury to the person and property of others.