Weddings and More! Exhibitor Decorum and Etiquette

Terms & Conditions
Exhibitors agree to abide by all terms and conditions laid out in this document, which is a part of the agreement between the exhibitor and Conference and Event Services (CES). Failure to abide by these terms could result in removal of the exhibit and or prohibit the exhibitor from participating in any CES event in the future.

Exhibit Space Specifications and Pricing
Three different space options are available for the showcase. They are as follows:

Diamond Package: Indoor booth that includes 10’x10’ pipe and draped space, 8’ table, 2 chairs and 2 exhibitor name badges. Your complete display must fit within the 10’x10’ space and may not exceed 8’ in height.
  - Until February 15th: $400
  - After February 15th: $450

Ruby Package: UC Davis Approved Caterers:
Indoor booth that includes 10’x10’ pipe and draped space, 8’ table, 2 chairs and 2 exhibitor name badges. Your complete display must fit within the 10’x10’ space and may not exceed 8’ in height.
  - Until February 15th: $200
  - After February 15th: $250

Sapphire Package: Indoor tabletop space that includes 8’ table, 1 chair and 1 exhibitor name badge. Your complete display must fit on top of your table and may not exceed 3’ in height.
  - Until February 15th: $200
  - After February 15th: $250

Emerald Package: Outdoor space that includes 8’ table, 2 chairs and 2 exhibitor badges. This is the perfect space for exhibitors that have large items to showcase or have large space needs (ex. Horse and carriage).
  - Until February 15th: $200
  - After February 15th: $250

Custom Package: For unique needs that require a custom package, please contact us for pricing and availability.

Use of Exhibit Space
Exhibits must be arranged so that they do not obstruct other exhibits. For booth spaces, all exhibitor representatives, materials, and equipment must be within the space purchased and may not exceed 8’ in height. Tabletop displays must be placed on the table provided and items placed on the table may not exceed 3’ in height. All decoration materials in any exhibit must be flame-retardant. For outdoor spaces, all exhibitor representatives, materials and equipment must fit within the marked space assigned.

Exhibitors may not use aisle space as part of their exhibit. Exhibitors are prohibited from handing our promotional materials of any kind anywhere outside of their designated booth or tabletop space. This includes aisle space.

Exhibitor Representatives
Only two representatives are permitted with the Diamond, Ruby and Emerald Packages unless additional exhibitor badges are purchased (maximum of 2). Only one individual is permitted with the Sapphire Package unless an additional exhibitor badge is purchased (maximum of 1).

Industry/Suppliers Tradeshow Access or Suit Casing Policy
Industry suppliers are not permitted on the tradeshow floor unless they are a registered exhibitor representative (identified with the official 2013 Weddings & More! Showcase badge). Any business at the show must be conducted within the confines of the purchased exhibit space.

I have read and understood the contents of this page. ___
Registration and Payments
To guarantee your space at the showcase you must return the following with your online registration:

1. Full Payment (check or credit card)
2. Signed Weddings & More! Exhibitor Decorum and Etiquette Sheet
3. Signed Waiver of Liability

If a payment plan is needed, approval must be granted in advance by CES. CES reserves the right to reject any registration for space at the showcase.

Cancellations and No Shows
Cancellations must be received by email. In the event an exhibitor must cancel, the following refund policy applies:

1. Cancellation prior to 5:00 PM on Friday, January 4, 2013 will result in loss of 50% of the total registration fee.
2. No refund will be issued for cancellations received after 5:00 PM on Friday, January 4, 2013.
3. Any space not paid in full by 5:00 PM on Friday, February 8, 2013 will be released and may be reassigned to another exhibitor.
4. There will be no refunds for no-shows per the cancellation policy.

Exhibit Space Location and Assignment
CES reserves the right to make all exhibit space assignments. Assignments are made with the following in mind:

1. Prevent clumping of like businesses.
2. Maximize space in the hall.
3. Location of electrical outlets.
4. Flow management.

Exhibitors will receive their booth assignment before 5:00 PM on Friday, February 22, 2013.

Noise and Music Licensing
Public address, sound, or amplifying systems that project beyond the exhibit are not allowed. Due to music licensing restrictions, exhibitors are prohibited from playing recorded or live music in their exhibit space.

Exhibit Set-up Times
Please arrive between the hours of 7:00 AM and 10:00 AM for unloading and setup. You will have 15 minutes to unload your vehicle in the unloading/loading area adjacent to the hall. Once inside the hall, a showcase representative will escort you to your exhibit location.

Vendor ready time is 10:30 AM

Any exhibitor who fails to set-up their display by 10:30 AM on the day of show may not be permitted to exhibit.

No refund will be issued to the exhibitors who fail to set-up their booth space by the specified time.

Food and Beverage Policy
Only UC Davis Registered Off Campus Caterers are permitted to distribute food and drink samples. Any other food or beverage distributed at an exhibit booth or table must be packaged and sealed (ex. Pre-packaged candies or sealed bottles of water).

Alcoholic Beverages are not permitted in the hall and may not be served or distributed during the showcase.

Raffle Prizes
The Weddings & More! Showcase will again feature a raffle prize program. During the registration process, exhibitors will indicate whether or not they want to participate. Participation will be limited to 10 prizes and the participating exhibitors will be showcased on the event website. CES will collect attendee information which will then be used to draw the names of the winners of the raffle prizes. Attendees must be present to win. Prizes not collected will be returned to the exhibitor.

Exhibitors may also choose to do private prize drawings within their exhibit booth or table. Exhibitors are responsible for the distribution of their prizes.

I have read and understood the contents of this page. ___
RELEASE/WAIVER OF LIABILITY

VENDOR DEMONSTRATION/SEMINAR

PRODUCT DEMONSTRATIONS FOR THE DATE OF:

**Sunday, March 3, 2013**

Date

**UC Davis, Freeborn Hall**

Location

In consideration of the permission granted me/my company by the University to demonstrate our equipment on the above date, I hereby agree to assume all risk of injury to myself or others under my control or company’s control and all risk of damage to or loss of my or my company’s property, arising out of my or my company’s participation in this event; to release and forever discharge the Regents of the University of California, its officers, agents, employees and students from any and all liability suffered by me, arising out of or in any way connected with my/my company’s participation in this event; and for myself, my heirs, executors, administrators and assigns, to indemnify and hold harmless the Regents of the University of California, its officers, agents, employees and students from all liability, claims, demands, action, loss and damage arising out of my/my company’s participation in this event.

I hereby certify that I have the authority to sign this release on behalf of my company.

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(Signature of Authorized Representative) (Date)