

2008 Conference & Tradeshow

EXHIBITOR TERMS & CONDITIONS

The following materials comprise the contract regulations set forth by CRRA for all organizations and their personnel exhibiting at CRRA 2008.

CONTRACT FOR SPACE: The "Application and Contract" must be completed in its entirety and accompanied by full payment of the total fee for the number of booths requested. No applications will be processed or space assigned without both the contract and the payment being received. The signed "Application and Contract" and subsequent notice of assignment constitute a contract between the California Resource Recovery Association (hereinafter referred to as CRRA) and the exhibitor. Any point not specifically covered in these regulations is subject to the decision of CRRA, whose decision shall be final.

FLOOR PLAN: All measurements shown on the floor plan have been made as accurately as possible. However, CRRA reserves the right to make such modifications as may be needed, making equitable adjustments with the affected exhibitors.

ASSIGNMENT OF SPACE

Booth space will be assigned at the discretion of CRRA with due regard to the history of participation in such programs as industry partnership, past exhibitions, advertising, and sponsorship for the Association. Assignments will be made according to postmark date. Payments must be made before assignment of space. CRRA will attempt to assign requested spaces. However, exhibitors must be aware that other requests may have been made for the same booth space, especially for popular locations. The decision of CRRA with respect to booth space will be final and binding upon all exhibitors. Applications must be made by mail. Fax copies or telephone requests will be accepted on a conditional basis pending receipt of payment.

SUBLETTING OF SPACE: CRRA prohibits and enforces that exhibitors may not assign or sublet any part of their allotted exhibit space to another business or firm without the advance, written permission of CRRA. Contracts for exhibit space are between CRRA and each individual exhibitor, not between exhibiting companies. Therefore, the subletting of space is grounds for CRRA's termination of any contract that exists.

PAYMENT TERMS: Full payment of the booth fee must be received with contract for space to be reserved. Exhibitors will not be able to setup until the exhibit fees and any other delinquent payments to CRRA are paid in full.

REFUND AND CANCELLATION POLICY: Notice of cancellations must be made in writing (no exceptions) to CRRA. Cancellations received on or after June 1, 2008, will result in CRRA retaining 50 percent of the full rental cost of the booth space. No refunds for cancellations will be granted after June 30, 2008. CRRA shall not be liable for any interest on the amount refunded.

WASTE PREVENTION: Exhibitor acknowledges that a focus of this conference is on waste reduction, reuse, repair, and recycling. Therefore, exhibitors will minimize the generation of wastes in the construction, operation, and dismantling of their booth. Exhibitors are encouraged to bring only enough materials for the number of anticipated attendees as specified by CRRA. In addition, a full recycling program will be provided on-site for all materials readily recycled within the neighboring community. Exhibitors will be billed a disposal fee of \$25/box for any literature or souvenirs left at The SFO Airport Hyatt Burlingame for disposal after exhibitors dismantle their booth.

USE OF SPACE: Displays must be contained within the assigned booth spaces in such a way that they do not interfere with other exhibitors' displays. Canvassing, distributing advertising matter, or the posting of any advertising in any public space outside of the exhibitor's rented space is not permitted and is grounds for removal from the exhibit hall. In addition, companies violating this rule may be excluded from future CRRA exhibitions. All exhibits must conform strictly to the display guidelines set out in this notice. CRRA reserves the right to restrict any exhibit that might be considered undesirable or does not conform to these Terms and Conditions. CRRA also reserves the right to make any modifications to displays, at exhibitor's expense, so that the exhibit conforms to the Terms and Conditions.

HEIGHT AND CONSTRUCTION RESTRICTIONS:

- For all booth types, exhibit booth is considered to be contained in the space stated in the individual schematics set out within this document, to the maximum heights stated pipe and drape 8' high. In no case is the exhibit hall ceiling, whether directly above the booth or not, considered to be part of the booth. No ceiling projection will be allowed.
- In no instances will the exhibitor be permitted to install any item or structure (signs, booth structure, product, etc.) above the height of pipe and drape unless approved by CRRA in advance and in writing.
- No balloons or other helium-inflated items can be used in the exhibit hall unless approved in advance and in writing by CRRA.
- All materials within the exhibit booth area (including, but not limited to actual display unit, decorative items, furnishings, fabrics, floorings, etc.) must meet and comply with all national, local, and facility fire, electrical, plumbing, safety, and hazardous material codes. Proper written certification must be available for viewing at CRRA's request.
- Any item or items that do not comply are subject to immediate correction/removal at CRRA's discretion at the exhibitor's expense.
- CRRA 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 aforementioned removal requirements, and to order such work to be done at the sole expense of the exhibitor.

INSTALLATION AND REMOVAL OF DISPLAYS: The 2008 CRRA show will be treated as a set and leave and you the exhibitor are responsible for unloading/reloading of your freight as well as the installation of your booth. If you (exhibitor) require special services please contact CRRA or (EVENT PRODUCTIONS, INC Exposition Services (EVENT PRODUCTIONS, INC)). All displays must be erected and substantially ready for viewing by 3:30 p. m., on August 4, 2008. CRRA (or its designees) will begin its pre-opening inspection at this time. CRRA reserves the right to reassign any unoccupied space at this time, irrespective of any contracts made or payments received. Incomplete and/or vacant spaces may be furnished at CRRA's direction at the expense of the exhibitor. Noisy or unsightly work in any exhibitor's booth area after the above deadline and/or during show open hours is prohibited. Exhibitor goods/materials received after the opening of the exposition must be delivered to the booth at times approved in writing by CRRA, other than the official exhibit open hours. The deadline for removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment by the appropriate published move-out deadline. CRRA 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 aforementioned removal requirements, and to order such work to be done at the sole expense of the exhibitor.

CARPET: Exhibiting companies are NOT required to have carpet within their entire assigned area. There is carpet in the exhibit hall floor already, but if you would like to request additional carpet please contact EVENT PRODUCTIONS, INC, the official service contractor.

CONTRACT LABOR: Exhibitors may use contractors other than the official service contractor EVENT PRODUCTIONS, INC to setup, erect, and dismantle exhibits if, at least 45 days prior to the official move-in day, the exhibitor provides CRRA and EVENT PRODUCTIONS, INC, a written statement of authorization for such contractor. This authorization should list the name of the supervisor to be in attendance; assumes all responsibilities for acts of its contractors and hold harmless CRRA, the SFO Airport Hyatt Burlingame and EVENT PRODUCTIONS, INC from any injury to property of the contractors and the contractors' employees, subcontractors' agents, and servants; guarantees compliance with any and all laws, ordinances, and regulations; and guarantees all work will be coordinated through EVENT PRODUCTIONS, INC, the official service contractor, to assure orderly work flow.

2008 Conference & Tradeshow

EXHIBITOR TERMS & CONDITIONS

STORAGE OF BOXES AND CRATES: Exhibitors will not be permitted to store boxes or packing crates in or behind booths. Boxes and crates must be removed from the exhibit floor one hour prior to the exhibition opening, and will be placed in storage provided they are properly labeled for storage. Those not so labeled will be removed and destroyed as refuse.

BOOTH PERSONNEL: Each exhibiting company is entitled to (1) complimentary exhibit hall only badge per 8' x 10' exhibit booth space. Each exhibitor representative will be allowed entrance to the Exhibit Hall and participation in the trade show food function only (The Exhibit Hall Only pass has no entrance to meeting sessions or other Conference-associated events). Additional badges will be available at a cost of \$95 per badge, to include access to the Exhibit Hall. Badges must be worn at all times for admission to the Tradeshow and are nontransferable. Displays must be staffed during all CRRA Tradeshow open hours. Exhibitors assume all responsibility for their booth personnel and for all persons admitted to the Tradeshow using their exhibitor badges. Non-exhibitor personnel will not be permitted to enter the Exhibit Hall during Exposition hours. Please note that the cost for exhibitor registrants to attend the Conference is additional. Exhibitors are strongly encouraged to register in advance. Booth personnel registration is included on the exhibitor registration form. All exhibitor personnel must be registered before badges can be issued. Representatives registering onsite will be required to complete an onsite registration form and submit proof of company affiliation. Exhibitors must designate one individual who is the key contact for their display. This individual will be the primary contact between said exhibitor and CRRA. Booth personnel must be registered on the Booth Personnel Form, which is on the Exhibit Space contract.

CHILDREN IN THE EXHIBIT HALL: To maintain a professional atmosphere throughout the Tradeshow and to ensure the safety of CRRA members and their families, CRRA requires all children to register to gain entrance into the Exhibit Hall at anytime including installation and dismantling hours. Any children over the age of 15 needs to pay to get in.

OPERATING RESTRICTIONS: CRRA reserves the right to restrict displays, which, because of noise, methods of operation, materials, or for any reason, become objectionable, and to prohibit or remove any displays that, in the opinion of CRRA, detract from the general character, theme, purpose, or appearance of the Tradeshow. Unusual or distracting signs or illumination are subject to immediate removal by CRRA at the sole expense of the exhibitor. Any firm or organization NOT officially assigned space will NOT be permitted to engage in any activities within the exhibit hall. The following activities are forbidden within any part of the exhibit facility unless approved by CRRA in writing and in advance of the show's opening date:

- Serving or distribution of alcoholic beverages by exhibitors or their representatives within any part of the Exhibit Hall.
- No exhibitor or other organization is permitted to sponsor a food or beverage event (other than those arranged or sanctioned by CRRA) within the exhibit area, at the meeting hotels, or any facility used for the meeting, during meeting hours.
- The distribution of food/beverages, even if said food or beverage is the actual product produced by the exhibitor, within the exhibit area must be approved in advance and in writing by CRRA and must comply with all federal, local, facility, and exclusive contractor laws, codes, and rules. The use of live models, performers, and similar persons within the exhibit areas for product/service demonstrations, explanations, etc., must be approved in advance and in writing by CRRA and must comply with the following guidelines:
- All representatives occupying a booth shall dress in a manner appropriate for the overall goals and objectives of the Tradeshow.
- The activities/dress of these individuals shall in no way detract from or interrupt the activities of other exhibitors.
- The wearing of leotards, tights, swim apparel, or "suggestive" uniforms shall not be permitted within the Exhibit Hall. If the aforementioned items are the actual product being exhibited by the exhibitor, then approval must be requested from CRRA in advance and in writing.

SOUND: Ensure that the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember that the use of sound systems or equipment producing sound is an exception to the rule, not the norm. CRRA reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

MUSIC: The exhibitor agrees to pay all royalties, license fees, or other charges accruing or becoming due to any firm, person, or corporation by reason of any music, either live or recorded, or other entertainment of any kind or nature, played, staged, or produced by the exhibitor, its agents, or employees within the premises covered by the License agreement, including but not limited to royalties or licensing fees due to BMI or ASCAP. Exhibitor agrees to hold harmless CRRA, its agents, and employees against any and all such claims and charges and to defend, at its own expense, any and all such claims and charges. Exhibitors shall have the right, however, to protest and if desired, to litigate and adjudicate any and all such claims.

HOSPITALITY AND MEETINGS: Companies interested in reserving a hospitality suite must make arrangements with CRRA. Exhibitors are not permitted to display equipment or products or to conduct product demonstrations in suites or sleeping rooms during the Exposition. All company meeting arrangements must be approved by CRRA. NOTE: Neither hospitality nor meeting functions are permitted during official CRRA meeting hours. CRRA has attempted to leave ample time open to avoid conflicting events, giving each activity maximum support. Hospitality suites will only be permitted for sponsors and/or exhibitors in good financial standing with CRRA.

GIVEAWAYS/PRIZE DRAWINGS: Samples, catalogues, pamphlets, souvenirs, etc. may be distributed by exhibitors and booth personnel within their booth. Exhibitors interested in conducting prize drawings, awards for signing of names, address, etc., must submit their in-exhibit hall floorion in writing and receive written approval from CRRA prior to publishing ads or any other notice of such giveaway or prize drawing. Signs showing the price of prize items must not be displayed. Sales of product samples for cash, check, or credit card are prohibited on the Exposition floor.

LIABILITY/INDEMNITY: Except for liability claims and damage arising from the negligence or willful acts of CRRA, The SFO Airport Hyatt Burlingame, or their officers, directors, members, employees or agents, including but not limited to EVENT PRODUCTIONS, INC, the exhibitor shall indemnify and hold harmless CRRA, ARC, The SFO Airport Hyatt Burlingame, City of Burlingame or their officers, directors, members, employees or agents, including but not limited to EVENT PRODUCTIONS, INC, from all liability, claims, loss, damages or expense, including counsel fees and costs, arising by reason of the death or injury of any person who is an employee or agent of the exhibitor, or by reason of damage to or destruction of any property, including property owned by the exhibitor and any person who is an employee or agent of the exhibitor, caused or allegedly caused by (1) any cause whatsoever while that person or property is on the premise of the CRRA Annual Conference and Tradeshow at The SFO Airport Hyatt Burlingame or in any way connected with such premises or with any improvements or personal property in the premises; (2) some condition of the premises or some building or improvement on the premises; (3) some act or omission on the premises of the exhibitor or any person in, on or about the premises with the permission and consent of the exhibitor; (4) any matter connected with the Exhibitors occupation and use of the premises; or (5) exhibitor's use of, or publication of any information on, any internet web site owned, maintained sponsored, or hosted by CRRA. Except as stated above, the exhibitor waives all such claims for itself and assumes all liability for any such claims arising by reason of it's exhibit or presence at the CRRA Annual Conference and Tradeshow.

EXHIBITOR SERVICE KIT: The service kits will be available in May. Every effort will be made to have the entire kit available on the CRRA website. All contracted exhibitors will be notified when the kit becomes available online, or will be mailed a kit directly if it is not available electronically.