



## EXHIBITOR RULES & REGULATIONS

2010 U.S. Coast Guard Institute ESO Symposium

August 23-26, 2010 • Norman, Oklahoma • The Embassy Suites Hotel

1. The Exhibitor Showcase will be open as follows: Tuesday, August 24, 2010 (set-up beginning at 9:00 a.m.) exhibit from 3:00 - 8:00 p.m.; Wednesday, August 25, Noon – 8:00 p.m. for College Education Fair. Unless other arrangements are approved by the conference sponsor, the exhibitor agrees to have exhibits in place by 1:00 p.m. on Tuesday, August 24, 2010 and have all exhibit set-up materials removed.
2. The exhibitor agrees to accept responsibility for moving in, setting up, dismantling, and removing his/her own exhibit.
3. The exhibitor agrees not to affix any tape, staples, thumbtacks, nails, or other items to walls of the conference hotel or in any other way deface hotel property for which The U.S. Coast Guard Institute ESO Symposium might be held responsible.
4. The Exhibitor agrees to provide any a/v equipment needed for the exhibit and to keep a/v or video presentations with sound adjusted to low volumes. Exhibitor further agrees that music will not be played in and around exhibit area, unless exhibitor is selling music or musical instruments.
5. The exhibitor agrees to have at least one attendant present representing the exhibitor at said exhibit during all exhibit hours. Special arrangements with The U.S. Coast Guard Institute ESO Symposium will be necessary in order to exhibit equipment, supplies, processes, or services without an attendant present.
6. The exhibitor agrees to accept full responsibility for compliance with local, city, and state, fire, safety, and health ordinances regarding the installation and operation of equipment. This includes use of safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays. Any necessary fire precautions will be a responsibility of the exhibitor.
7. The exhibitor agrees to make no claim, for any reason whatsoever, against the conference sponsors, or other contractors for loss, theft, damage, or destruction of goods, or for any injury to the exhibitor or employees. The property of the exhibitors shall at all times remain in the sole possession and custody of the exhibitor and shall be the sole responsibility of the exhibitor.
8. In the event that the conference and/or exhibit is cancelled by the University of Oklahoma, a full refund of exhibit rental fees will be made. The University of Oklahoma's liability is limited to refunding the rental fees, and University shall not be liable for any damages by reason of failure to provide space for the exhibit, or for removal of the exhibit, or for failure to hold the conference as scheduled.
9. Further, exhibitor agrees to indemnify, defend and hold harmless the University of Oklahoma, its agents, representatives, and employees, from any and all liability for damages, fees, claims, and expenses (including attorney fees) for bodily injury, including death, and property damage arising out of exhibitor's attendance, participation, or exhibition at The U.S. Coast Guard Institute ESO Symposium.

### Exhibitor Information

Exhibits will be in a beautiful, carpeted ballroom at the Embassy Suites, located directly next to the General Session Ballroom.

**Booth Includes:** 6' Table • Pipe & Drape • 2 Chairs • Waste Basket

Move-in: Tuesday, August 24, 2010 beginning 9:00 a.m.

Show hours: Tuesday, August 24, 2010 3 p.m. – 8 p.m.

Wednesday, August 25, 2010 Noon – 8 p.m. College Ed Fair

Move-out: Wednesday, August 25, 2010 beginning 8 p.m.

Please contact Laurie Smith with questions or comments regarding the trade show or College Ed Fair.

405-325-0751 or [lasmith@ou.edu](mailto:lasmith@ou.edu)

Signature: \_\_\_\_\_ School \_\_\_\_\_ Date: \_\_\_\_\_