



THE 46TH ANNUAL LEGISLATIVE CONFERENCE

DEFINING THE MOMENT ► *BUILDING THE MOVEMENT*

SEPTEMBER 14-18

CBCFINC.ORG/ALC

GREETINGS EXHIBITORS:

The Congressional Black Caucus Foundation, Inc. (CBCF) is pleased to invite you to exhibit at its 46th Annual Legislative Conference (ALC) Exhibit Showcase to be held Thursday, September 15, through Saturday, September 17, 2016. The Showcase is **FREE to the general public** with an anticipated attendance of nearly 9,000 conference attendees from around the world having access to the Exhibit Hall over the 3-day period and will provide an excellent marketing opportunity for you. The conference will be held at the Walter E. Washington Convention Center in Washington, DC.

Benefits of exhibiting at the ALC Exhibit Showcase include special exhibit hall activities providing a fantastic opportunity to have special events at your booth and drawings. We will have a designated area on the mobile app for you to post all of the drawings or give-a-ways! Every congressional member and attendee will be encouraged to walk through and visit with each exhibitor. A special drawing will be held for attendees who made an effort to visit at least 25 exhibitors. *Notable programmatic attractions in the Exhibit Hall to drive traffic include:*

- Job Diversity Connection
- College Recruitment
- Sessions on the Spotlight Stage
- Networking Receptions
- Culinary Stage - *Celebrity Chefs*
- Celebrity Author Book Signings
- Free Health Screenings and Seminars
- Glam Lounge
- Professional Image Studio
- It's A Man's World Lounge
- Raffles & Give-a-ways
- Scavenger Hunt
- Discounted Travel Packages
- Media "Red Carpet" Spotlight
- Trailer Screenings
- And so much more.....

As an Exhibitor, your company will receive (*per 10'x10' booth purchased with each confirmed exhibiting company*) - (4) four complimentary registrations for your booth personnel, which will allow access to Issue Forums/ Braintrusts, National Town Hall Meeting, General Session Luncheon, and the CBCF Chair's Reception. Also included in the cost of exhibiting, your company will be listed in the ALC Keepsake Journal and on the ALC Mobile App accessed by attendees and non-attendees of the conference.

You will also have the opportunity to increase your company's presence through financial support and promotional activities, including evening receptions, luncheons, coffee breaks, and signage.

If you have any questions or would like to increase your company's presence in the exhibit hall, please feel free to contact the ALC Exhibits Department at 202-263-2800 or via email: VFore@CBCFinc.org. I look forward to seeing you in Washington, DC!

Victoria Fore
Exhibit Management Consultant

About the 2016 Exhibit Showcase

The 46th Annual Legislative Conference Exhibit Showcase features over 200 exhibit spaces for corporations, government and nonprofit organizations, small businesses and a select number of vendors. More than 15,000 people visit the Annual Legislative Conference each year. Attendees find it helpful to locate companies when exhibitors are arranged in Pavilions according to products and services offered. Additionally, companies find it more strategic to be housed in one of several themed pavilions listed below:

Authors Pavilion

The nation's premier African-American literary and scholarly talent from all over the country converge at the ALC to greet and meet conference attendees. Prominent authors share the spotlight with a diverse range of novelists, scholars, poets and self-published authors. Attendees will have the opportunity to meet some authors for book signings.

Career and Job Diversity Connection

Employers representing major organizations and corporations realize that the ALC brings in top-notch candidates. Attendees are instructed to bring resumes and be ready for on-the-spot interviews. The Job Fair attracts numerous qualified job seekers.

Enterprise Pavilion

This pavilion is designed to attract influential industry leaders from around the world to introduce NEW products, services or advanced technology. Exhibitors can showcase the latest communication device, computer gadget or industry updates to attract new buyers and generate new sales leads. In addition, attendees are anxious to learn more about foreclosure prevention, refinancing options, home-based businesses, franchise opportunities, retirement, investment, asset protection and credit/debt management. Lenders, investment professionals, credit counselors, government and private agencies and others join together to create one of the most informative pavilions

Fitness and Health Pavilion

Life-saving health screenings to all exhibit hall visitors. Vital information on health issues and preventative measures will also be provided to increase awareness of the negative impact of health disparities on the well-being of African Americans in particular and on society as a whole. Interactive health and wellness symposiums designed to provide useful and practical tools, information, and tips to transform your health and your life. Prepare to be energized, excited, and empowered with information to help you create and sustain balanced health! Meet with experts and talk about living an active and healthy lifestyle, see demonstrations on cooking healthy, tasty meals and sample healthy foods, and practice new exercises to stay fit.

Global Travel Pavilion

Certified travel agents, tour operators, cruise lines, fun family attractions and travel services professionals from the tourism industry featuring the latest products, services, destination information and trends.

Marketplace Pavilion

Exclusively for professional artisans, designers and unique craftsman and businesses. The Marketplace Pavilion is a source for one-stop shopping and features handmade artistry at its best. ALC attracts high-end consumers seeking one-of-a-kind, high-quality artistry, jewelry and clothing.

Frequently Asked Questions

For full policies, refer to the Exhibit Terms & Conditions

How are booth numbers assigned?

Booth numbers are assigned on a first-come, first-served basis to paid exhibitors with priority selection given to sponsors and 2016 exhibitors in good standing. CBCF reserves the right to change booth assignments when deemed necessary with notification to the exhibitor. Booth assignments will be announced beginning July 1. Exhibitors may request their pavilion location based on their product or service offering; however, CBCF reserves the right to determine all booth placement. Otherwise, booth numbers will not be changed once assigned.

How do I obtain badges for my booth personnel?

Each fully paid exhibiting company will receive four (4) conference registrations for each 100 square feet of exhibit space contracted. These registrations are for use for exhibitor personnel only. Installation and dismantle (I&D) personnel not participating in the Exhibit Showcase will receive passes to enter the Hall during booth set-up and tear-down.

Am I permitted to share my booth space with another company?

Vendors are not permitted to share booth space at any time, for any reason.

Can food taste samples be offered to my booth attendees?

Companies offering taste samples of their food products must obtain permission by the Walter E. Washington Convention Center. For further information, please refer to the Catering Order form in the Exhibit Service Manual.

Am I required to carpet my booth area?

All exhibiting companies are required to have a floor covering (i.e. carpet) in their booths. Floor coverings can be ordered through Hargrove Inc. or vendor can bring own carpet.

May I set-up a small table outside of the exhibit hall to share information?

ALC vendors are only permitted to exhibit within their contracted booth space in Hall E of the Walter E. Washington Convention Center. No other rooms or locations will be provided for exhibits of any type.

Can I cancel my booth after the cancellation deadline?

Cancellation requests received after 5:00 p.m. (EST) on August 1, 2016, will be processed without a refund. Cancellation requests will only be accepted in writing.

Will my company be permitted to dismantle our booth one day early or a few hours before the show ends due to special travel arrangements?

ALC vendors are NOT permitted to dismantle for any reason prior to the end of the Exhibits Showcase. Dismantling must occur on the days and time as specified in the exhibitor's contract. Exhibitors who dismantle early will be subject to a penalty fee of \$200 and loss of priority booth selection for the 2017 Exhibits Showcase.

Is the Career & Job Fair Connection open to the general public?

The Job Fair is open to conference attendees and the general public. Attendees are instructed to bring resumes and be ready for on-the-spot interviews. Radio announcements are featured during the days leading up to the conference.



Exhibit Showcase

One of the premier exhibit showcases in the African-American community, the Congressional Black Caucus Foundation, Incorporated (CBCF) Annual Legislative Conference (ALC) showcase features the latest goods and services of interest to African Americans. The showcase offers free health screenings, a job fair, and a contract procurement platform. There is also an Authors pavilion and Marketplace with product demonstrations and much more. Nearly 200 exhibiting companies participate in the exhibit showcase.

EVENT DETAILS

Showcase Dates: Thursday, September 15 – Saturday, September 17, 2016

Times: Thursday: 11:30 A.M. – 7:00 P.M.

Friday: 9:00 A.M. – 7:00 P.M.

Saturday: 8:00 A.M. – 1:00 P.M.

Location: Walter E. Washington Convention Center, Hall E

Attendance: Nearly 9,000 conference attendees have access to the Exhibit Hall over the three-day period

Attendee Demographics

* Annual Income:

Description	% Answered
\$0 - \$14,999	9.89%
\$15,000 - \$29,999	3.97%
\$30,000 - \$44,999	6.71%
\$45,000 - \$54,999	7.57%
\$55,000 - \$69,999	10.06%
\$70,000 - \$84,999	12.46%
\$85,000 - \$99,999	11.06%
\$100,000 or above	36.37%
Invited Speaker	1.91%

* Occupation:

Description	% Answered
Elected Official	4.23%
Retiree	11.38%
Health Practitioner	3.15%
Government Employee	15.58%
Non-Profit Employee	12.59%
Corporate Representative	5.86%
Business Owner	13.10%
Student	8.08%
Grassroots Organizer	1.21%
Educator	8.28%
Religious Leader	1.55%
Lobbyist Industry	1.80%
Other	13.18%

*Indicate the number of ALCs You have attended.

Description	% Answered
First ALC	45.21%
2nd	11.08%
3rd	8.94%
4-9	17.88%
10-14	7.97%
15-19	3.19%
20 or more	5.72%

* Highest level of education completed?

Description	% Answered
High School	10.69%
College (BS or BA degree)	37.87%
Masters	36.62%
Ph.D.	14.81%

* Gender:

Description	% Answered
Male	36.78%
Female	63.22%

* Age:

Description	% Answered
Under 18	2.13%
18 - 25	6.71%
26 - 35	14.57%
36 - 45	17.32%
46 - 55	22.36%
56 - 61	12.61%
62 or older	24.30%

APPLICATION AND EXHIBIT SPACE CONTRACT

46th Annual Legislative Conference Exhibit Showcase

September 14-18, 2016 • Walter E. Washington Convention Center in Washington, DC
Exhibit Showcase: September 15 - September 17 | Thursday 11:30 a.m. – 7 p.m. | Friday 9 a.m. – 7 p.m. | Saturday 8 a.m. – 1 p.m.

Priority space selection will be held beginning **July 1, 2016**. Exhibit Space Contracts received will be handled on a first-come, first-served, space-available basis. This Exhibit Space Contract for the 2016 Annual Legislative Conference ("ALC") will become effective upon written acceptance by CBCF.

(These areas must be completely filled in - Incomplete forms will not be processed)

EXHIBITOR INFORMATION

Company Name: _____

***Important *** Print Company Name as it should appear on the Exhibit Identification Sign

Street Address (No P.O. Boxes): _____

City: _____ **State:** _____ **Zip:** _____

Company Contact: _____

Title: _____

Office: _____ **Cell:** _____

E-mail Address: _____

Website: _____

☐ **First-time ALC Exhibitor? Check Here!** If not, year last exhibited at ALC _____

EXHIBIT PRODUCT CATEGORIES

This category will be used to determine your exhibit location (pavilion) and your 2016 exhibit space priority selection process. Failure to adhere to this rule will result in the loss of ALL priority points and will affect your selection order at future ALC in the future.

Indicate the ONE (1) category that represents 60% of your exhibit product or service you will be showing in your exhibit.

- | | |
|--|--|
| <input type="checkbox"/> Career & Job Diversity Connection | <input type="checkbox"/> Fitness & Health Pavilion |
| <input type="checkbox"/> Enterprise Pavilion | <input type="checkbox"/> Global Travel Pavilion |
| <input type="checkbox"/> Marketplace Pavilion | |

Please provide a brief description of product or service:

By signing this Contract, Exhibitor agrees that they have received, read and agree to the attached 2016 Annual Legislative Conference (ALC) Exhibit Space Contract Terms and Conditions, incorporated in their entirety herein and expressly made a part of this Contract.

This document, when signed by Exhibitor and accompanied by full payment, constitutes a binding legal agreement and agrees Exhibiting Company is consistent with CBCF eligibility requirements and policies. Exhibitor understands CBCF will assign exhibit space to the company name listed above on a space available basis.

The individual signing this document represents and warrants that he/she is duly authorized to execute this binding contract on behalf of Exhibiting Company.

Authorized Company Rep (print): _____

Title: _____

Signature _____ **Date:** _____

CANCELLATION POLICY **August 1, 2016** is the last day to cancel exhibit space and receive a refund less a \$50 administrative processing fee. Cancellations made after 5:00 PM EST on **August 1**, will be processed without refund. For cancellations eligible for refund, CBCF will issue refunds within 30 days of the conclusion of ALC. Cancellations will only be accepted in writing. Phone and faxed cancellation requests cannot be accepted. Cancellation requests must be sent to VFore@cbcfinc.org.

EXHIBITORS: PLEASE DO NOT WRITE IN THIS SPACE — FOR CBCF USE ONLY

Accepted by CBCF: _____ Accounting: _____

RETURN COMPLETED EXHIBIT CONTRACT TO:

Congressional Black Caucus Foundation, Inc. | 1720 Massachusetts Avenue, NW Washington, DC 20036
Telephone: **202-263-2800** • Email: VFore@cbcfinc.org

EXHIBIT SPACE CHOICES

Refer to the 2016 ALC floor plans and list three (3) space choices in order of preference. We will try to accommodate your preference, but space requests are for guidance and are not guaranteed. Assignments are based on: a) Product Category; b) Priority Points; c) Special Requirements; and d) Space Availability. All requests received will be handled upon receipt of this executed Contract, on a first-come, first-served, space-available basis. ALC will not process illegible, or incomplete Contracts.

1. _____ 2. _____ 3. _____

EXHIBIT RATES

Booth Size	Corporate	Booth Size	Category
Tier 1: 100 sq. ft. 10' x 10'	\$27.50 sq. ft. \$2,750	\$20 per sq. ft. \$2,000 per 10'x10'	Government
200 sq. ft. (i.e. 10x20, 10x30)	\$25.00 sq. ft. \$5,000	\$10 per sq. ft. \$1,000 per 10'x10'	Marketplace
Tier 2: Island Booths	\$22.00 sq. ft.	\$9.00 per sq. ft. \$900 per 10'x10'	Small Business and Private Non-Profit
20' x 20'	\$8,800	\$22 per sq. ft. \$2,200 per 10'x10'	Career & Job Diversity
20' x 30'	\$13,200		
30' x 30'	\$19,800		
30' x 40'	\$26,400		
40' x 40'	\$35,200		
40' x 50'	\$44,000		
50' x 50'	\$55,000		

See the Contract Terms and Conditions for complete specifications and details.

Marketplace Vendors: The sale of merchandise is only allowed in the Marketplace Pavilion.

Small Business: Organization grossing less than \$500,000 annually and not selling merchandise.

Non-Profit: Include a copy of IRS 501(c) (3) Determination Letter.

Please be advised!!! The selling of raffle tickets for prizes is not allowed on the Showcase floor.

Late Fee - \$50 Payments received after **September 1, 2016**

TOTAL EXHIBIT SPACE COSTS AND REQUIRED PAYMENT:

☐ **Cornerboothsurcharge** ☐ Add 10% per 10'x10' corner booth

Booth Size _____ **TOTAL Exhibit Space Cost: \$** _____

☐ **Visa** ☐ **MasterCard** ☐ **American Express** ☐ **Check or Money Order**

Card #: _____

Expiration Date: _____ **CVV Code:** _____

CBCF Inc. reserves the right to charge correct amount due if listed incorrectly in "Total Due" column

Name as it appears on Card: _____

Authorized Signature: _____

☐ **Purchase Order Number** (Govt. Only - Purchase order must accompany contract) _____

PAYMENT POLICY AND SCHEDULE

Exhibit space and location will be confirmed upon receipt of signed contract and FULL PAYMENT for the total cost of exhibit space. CBCF will not accept contracts without full payment. Exhibit booth fees are tax-deductible to the extent allowed by law. Please allow 5-7 days processing time.

☐ **Make all checks payable to:** Congressional Black Caucus Foundation, Inc. **Send Payments To:**
Congressional Black Caucus Foundation, Inc.
Attn: 2016 ALC Exhibit Showcase
1720 Massachusetts Avenue, NW
Washington, DC 20036

ALC 2016 EXHIBIT CONTRACT TERMS AND CONDITIONS (as of Jan 2016)

THIS CONTRACT is made between The Congressional Black Caucus Foundation, Inc. (hereafter, "CBCF") and the Exhibitor that completed the contract for exhibit space (hereafter, the "Exhibitor") for lease of certain exhibit space, to be assigned by CBCF, during the 46th Annual Legislative Conference, September 14-17 2016, in Washington, D.C. (Hereafter, the exposition shall be referred to as the "Exhibit") This contract shall be in effect upon its execution by CBCF as follows:

- 1. ELIGIBILITY TO EXHIBIT**—Companies with an intended business interest in promoting products and services to the public. Those products or services that are of a pornographic or illegal or of a nature that is incompatible with the mission/vision of CBCF are NOT eligible to be exhibited at the Annual Legislative Conference Exhibit Showcase. CBCF reserves the right to reject exhibit contracts that propose to exhibit any such products/services.

2. EXHIBIT SCHEDULE

Installation	Show Hours	Dismantle
Tue., September 13.....12:00 p.m. - 5:00 p.m.	Thurs., September 15..... 11:30 am - 7:00 pm	Sat., September 17.....1:01 p.m. - 3:00 p.m.
Wed., September 14.....9:00 a.m. - 5:00 p.m.	Fri., September 16..... 9:00 am - 7:00 pm	
	Sat., September 17..... 8:00 am - 1:00 pm	

The Exhibit Hall E in the Walter E. Washington Convention Center will be open **Tuesday, September 13** from 1:00 p.m. - 5:00 p.m., for set-up (Pre-Authorized Set-up Only!). The CBCF Exhibitor Service Desk will be open during these hours. All shipping crates must be removed from the aisle and all booths must be show ready by 5:00 p.m. on **Wednesday, September 14**. Exhibit space not occupied by 5:00 p.m. on **Wednesday, September 14, 2016** will be deemed cancelled and will be reassigned by CBCF to another exhibitor without refund of the rental paid. The Exhibitor expressly agrees **not** to dismantle the exhibit or to do any packing before the final closing of the exhibits. **Breakdown may begin at 1:01 p.m., Saturday, September 17, 2016, and must be completed by 3:00 p.m.** The Exhibitor Service Desk will be open during these times. Exhibitors that dismantle before specified dismantle times risk receiving a priority point violation.

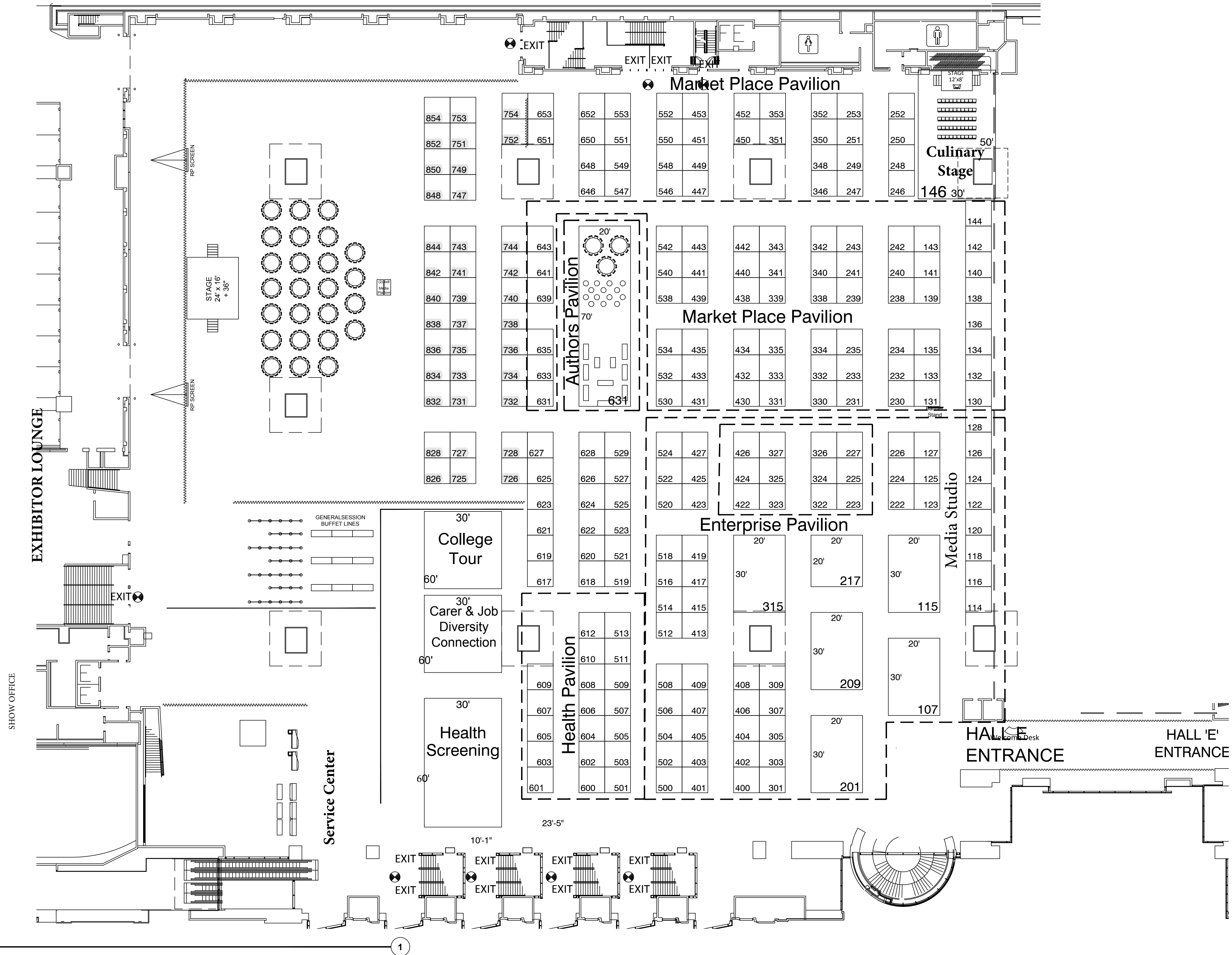
- 3. EXHIBIT BOOTH PACKAGE**—The exhibit fee includes an 8-foot-high back wall drape, 3-foot-high side dividers, 6-foot draped table, two (2) chairs, a wastebasket and a booth identification sign measuring 7" x 44" with the company name and booth number (in-line booths only). The Exhibit fee also covers conference registration as outlined on the Exhibitor Registration Form located in the Exhibitor services manual.
- 4. EXHIBITOR BADGES**—Exhibit personnel must be registered for the conference and wear Annual Legislative Conference identification badges during set-up, while on the exhibit floor, and during dismantling. Exhibitor badges are for use by exhibit personnel only. Each exhibitor will receive an exhibitor registration form upon confirmation of booth space. **Badge Allotment:** each exhibiting company will receive four (4) exhibit/standard badges per 100 square feet of exhibit space contracted up to a maximum of 15 badges. These badges allow entrance to conference functions as outlined on the Exhibitor Registration form. Additional "Exhibit Hall Only" badges up to a maximum of four (4) per company will be available upon request.
- 5. PAYMENT SCHEDULE/CONTRACT DEADLINE**—Contract is for exhibit space as outlined above. Receipt of full payment for exhibit space is required at time of contract submission. Contract is not valid without payment. **All contracts are due to CBCF no later than 5:00 p.m. EST, Monday, August 1, 2016. Contracts received after this deadline may be rejected.**
- 6. CANCELLATION, REFUND POLICY**— **August 1** is the last day to cancel exhibit space and receive a refund less a \$50 administrative processing fee. Cancellations made after 5:00 PM EST on **August 1st**, will be processed without refund. For cancellations eligible for refund, CBCF will issue refunds within 30 days of the conclusion of ALC. **Cancellations will only be accepted in writing. Phone and faxed cancellation requests cannot be accepted.** Cancellation requests must be sent to VFore@CBCFinc.org.
- 7. ASSIGNMENTS OF SPACE**—Exhibit space will be assigned by priority point system. Under the priority point system exhibitors will be assigned exhibit space based on priority points with priority selection given to companies represented on the CBCF Board of Directors, sponsors and past exhibitors (most recent year first) number of priority points accumulated for contracts received by July 18. After July 20, exhibit space will be assigned on a first-come, first-served basis. Space will only be confirmed upon receipt of contract with full payment.
- 8. SUBLEASE**—No exhibitor shall assign, sublet or share booth space. CBCF shall have the right to remove materials from a non-exhibiting company, agency or organization on display in an exhibit booth. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit hall.
- 9. SECURITY**—Perimeter security service is provided by CBCF from move-in through move-out. The furnishing of security guards shall not be deemed to increase the liability of CBCF, HARGROVE Inc., the District of Columbia and the Walter E. Washington Convention Center, or to modify in any way the assumption of risk and release provided for those above. It is recommended that exhibitors take precautionary measures of their own such as the securing of small or easily portable articles of value, and their removal to a place of safekeeping after the exhibit hours. Information on security services will be included in the Exhibitor Services Manual. CBCF, Hargrove, Inc. and WCC are not liable for damages or property loss. Exhibitors are responsible for the security of the items/products within their exhibit booth.
- 10. PRIORITY POINTS**—The Priority Point System will govern how CBCF assigns booth space to Exhibitors. Priority Points can be deducted for violation of any of CBCF terms and conditions of the exhibit contract. The Priority Point System for exhibit space assignment sets forth the policy of CBCF and does not constitute or create any rights, contract or otherwise, on behalf of any Exhibitor. CBCF reserves the right to modify or discontinue the Priority Point System at any time. Contracts received by the Early Bird Exhibit Contract Deadline (**May 15**) will be assigned exhibit space based on priority point rankings. After the contract deadline, booths will be assigned strictly on a first-come, first-served basis and not based on priority points. Exhibitors accrue one priority point for each square foot of paid exhibit space.
- 11. EXHIBIT REQUIREMENTS AND RESTRICTIONS**
 - 11.1 Use of Space**—All demonstrations or other sales activities in the Exhibit Hall must be confined to the limits of an exhibitor's contracted exhibit space. Aisles are under the control of CBCF and may not be used for exhibits, nor may exhibits change the size or shape of the aisle or span over the aisle. It is the Exhibitor's responsibility to bring a display that fits within the contracted space. For complete booth specifications, consult the Exhibit Prospectus which can be downloaded by visiting www.cbccfinc.org, then selecting ALC then Exhibit Showcase.
 - 11.2 Line of Sight Restriction**
 - In-line booth displays, including the sign, may not exceed the 8-foot back-wall height. Display materials will not be permitted to exceed 4 feet in height in the front 5 feet of the booth. For example, in a standard 10' x 10' or multiples thereof, structures above 4 feet must begin at least 5 feet back from the aisle line (Line-of-Sight exceptions: Split Island Booth, Peninsula and Perimeter Booths). For complete booth specifications, consult the Exhibit Prospectus which can be downloaded by visiting www.cbccfinc.org, then selecting ALC then Exhibit Showcase.
 - Island booth displays will be permitted to a maximum height of 20 feet (no two-story exhibits permitted). A 50 percent, see-through effect on the portion of the booth from floor to 8-feet minimum height is required to prevent blocking views of adjacent exhibits.
 - 11.3 Hanging Signs & Graphics**—Hanging signs and graphics are permitted in *all standard peninsula and island booths*, to a maximum height of sixteen feet (16'). Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type). Hanging Signs & Graphics should be set back ten feet (10') from adjacent booths. **Approval for the use of Hanging Signs & Graphics must be received from CBCF at least 60 days prior to installation. Drawings/renderings must accompany each request and be stamped by a certified structural engineer. Signage & Graphics hung without prior CBCF approval may be removed or moved accordingly at the exhibitor's expense.**
 - 11.4 Structural Integrity**—All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them. Exhibitors agree to hold CBCF harmless for displays, fixtures and incidents resulting from non-compliance of this policy.
 - 11.5 Floor Covering**—**Floor covering is mandatory for all exhibit booths and must cover the entire net square footage of contracted exhibit space. Exhibitors may use their own floor covering, carpet or hardwood or order it from the show decorator.** Order forms will be included in the Exhibitor Services Manual. Exhibit spaces without floor covering will not be allowed to open. CBCF or the show decorator will charge the credit cards of any exhibitors who fail to provide their own carpet/floor covering or purchase the same from show decorator.
 - 11.6 Fire and Safety Regulations**—All local regulations will be strictly enforced and the Exhibitor assumes all responsibility for compliance with such regulations. All decorations must be flameproof. No combustible materials, merchandise or signs shall be attached to, hung, draped over or stored in or around the exhibit booth(s) or under tabletops.
 - 11.7 Storage of Packaging Boxes and Crates**—Exhibitors will not be permitted to store empty packing boxes or crates in booths during the exhibit period. These items will be stored and delivered through the drayage service at standard rates.
 - 11.8 Demonstrations**—As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or in neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance.

- 11.9 **Sound/Music/ Video/Copyright**—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 so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Projection machines are limited in their operations to demonstrations only and shall not be used for showings designed to attract or amuse visitors. All projections must be in accordance with the requirements of the fire prevention authorities and in harmony with any agreements entered into by CBCF and labor unions. **Approval for the use of live entertainment should be received from CBCF at least 60 days prior to installation.** Exhibitors should be aware that music or video played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted composition. Exhibitors shall defend and hold harmless CBCF for any copyright laws associated with the exhibitor's use of copyrighted music in their exhibit.
- 11.10 **Photography**—Taking pictures in the exhibit hall, other than by the official convention photographer and attendees visiting the Authors Pavilion, is prohibited during the exhibit hall hours including setup, dismantling, and non-show hours. Cameras will not be allowed on the exhibit floor during these times. Each exhibitor has control over its space and may want to prevent competitors from gaining access to, photographing, videotaping or otherwise recording their exhibit or presentation. Individuals found taking photographs in the exhibit hall will be asked to leave the show floor.
- 11.11 **Show Decorator & Unions**—Hargrove is the official show decorator. **Information for ordering furniture, carpeting, A/V, utilities, telecommunications, shipping, material handling and other services will be sent via e-mail by the decorator to exhibitors within days of contract receipt with payment.** Exhibitors wishing to receive a printed Exhibitors Service Manual may do so by sending their request to VFore@cbcfinc.org. Exhibitor shall abide by agreements made by, between and among CBCF, the Exhibit Facility, Hargrove and any unions or other labor groups having jurisdiction at the Exhibit. All work involved with setting up and dismantling exhibits must be performed by authorized personnel.
- 11.12 **Labor & Drayage**—Skilled labor to assist exhibitors in erecting/dismantling and/or packing/unpacking exhibits as well as drayage will be handled by Hargrove. Forms for these services will be available via the Exhibitor Services Manual. **CBCF is not responsible for labor issues, shipping delays or materials shipped via other methods.**
- 11.13 **Exhibitor-Appointed Contractors (EACs)**—Any contractor other than those identified as "official CBCF contractors" must be approved by CBCF. **Exhibitors using contractors other than the official CBCF contractors for labor, supervision or any other service must notify CBCF, in writing, by July 22, 2016. This written notification must include the contractor's certificate of insurance and should be sent to exhibits@cbcfinc.org.** Notification to use an EAC and submission of Certificates of Insurance received after the **July 22, 2016** deadline will not be accepted by CBCF. **There are no exceptions.** See Insurance section below for requirements for insurance certificates.
- 11.14 **Vehicles on Display**—The following conditions and safety precautions are enforced for all vehicles on display:
- Vehicle displays requested must be submitted to CBCF by **August 12, 2016** for approval in advance of the exhibit.
 - Battery cables must be disconnected and taped.
 - Fuel tanks must be at least half-filled, and not more than three-quarters filled to capacity.
 - Fuel tanks must be locked and sealed in an approved manner to prevent the escape of vapors.
 - Refueling or removal of fuel from vehicles on the premises is prohibited.
 - Vehicles may not be started up or moved during show hours.
 - Keys to vehicle must be maintained by show management and/or show security.
 - Appropriate protection must be placed under vehicle to protect the floor in the event of fluid leaks.
 - Exhibitor is responsible for being aware of and paying any/and all fees to the convention center and/or show decorator that are associated with a vehicle display. Such fees include, but are not limited to "spotting fees" and security. **CBCF will not cover the cost of any fees associated with vehicle displays. CBCF provides general conference security only. Exhibitors are responsible for securing their vehicles during non-show hours.**
- 11.15 **Care of Premises & Compliance/Exhibit Facility Regulations**—No part of the exhibit nor signs or other materials may be pasted, nailed or otherwise affixed to walls, doors or other surfaces in a way that might mar or deface the facility's premises or booth equipment and furnishings. Nothing may be rigged, suspended from or attached to any Walter E. Washington Convention Center mechanical system. Damage from failure to observe this notice is payable by the Exhibitor. See the Walter E. Washington Convention Center Event Services Handbook at <http://www.dconvention.com/> for full disclosure of the facility rules and regulations.
- 11.16 **Over-the-Counter Sales**—Product sales are only permitted in designated areas. Each vendor must complete D.C. Department of Finance and Revenue tax form FR-500 by calling (202)727-4TAX. These regulations are a part of the contract between the exhibitor and CBCF.
- 11.17 **Americans with Disabilities ACT(ADA)**—All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301 and from the Web at www.usdoj.gov/crt/ada/infonline.htm.

12. LIABILITY

- 12.1 The Exhibitor shall be solely responsible to third parties, including invitees and the public, for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the Exhibitor's participation in the Exhibit.
- 12.2 The Exhibitor shall indemnify and hold harmless CBCF and the Walter E. Washington Convention Center, their officers, directors, members, agents, employees and sponsoring organizations against any and all actions, suits, proceedings, damages, losses, costs, and expenses asserted, brought or claimed by third parties arising out of the Exhibitor's participation in the Exhibit. The Exhibitor agrees to pay any and all costs and expenses (including reasonable attorneys' and experts' fees and litigation costs) incurred by CBCF, its officers, directors, members, employees, and agents in defending or resolving such claims as may be asserted against them.
- 12.3 CBCF shall not be responsible for any bodily injury or other damages or losses suffered by the Exhibitor, its employees, or agents or for loss or damage to property owned, leased or used by Exhibitor, either while in transit to or from the Exhibit or while in the Exhibit Facility from any cause whatsoever. Exhibitor agrees to safeguard its own exhibit materials or goods from the time they are placed in the Exhibit Facility until they are removed. **Exhibitor acknowledges that CBCF does not maintain insurance covering the Exhibitor, its agents, or its property and that it is the sole responsibility of the Exhibitor to obtain liability, business interruption, property damage and other insurance covering such losses or liability by the Exhibitor.**
- 12.4 Under no circumstances, including but not limited to cancellation of the Exhibit Contract or removal or expulsion from the Exhibit Facility, shall CBCF be liable for any indirect, special or consequential damages, including but not limited to lost sales, lost profits, administrative expenses, transportation costs, travel expenses, salaries or any other expenditures incurred by the Exhibitor as the consequences of its participation in the show. The maximum liability of CBCF to Exhibitor, regardless of the basis for any claim, shall be the amount paid by Exhibitor to CBCF for rental of exhibit space.
13. **INSURANCE**—Each party involved in the Exposition—exhibit hall, Convention Center, owners and exhibitors—agrees to be responsible for any claims arising out of its own negligence or that of its employees or agents. The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract comprehensive general liability insurance against claims for bodily injury or death and property loss or damage occurring in or upon or resulting from the premises leased by CBCF. Such insurance shall include contractual liability and product liability coverage. Such insurance shall name CBCF and the Walter E. Washington Convention Center and the Washington Convention Center Authority as additional insured's. The exhibitor shall be required to provide CBCF with said certificate of insurance coverage upon request (in advance or at show site). Said insurance must carry minimum coverage of \$2 million of general liability. This insurance requirements must all be met by any Exhibitor Appointed Contractor (EAC).
14. **FORFEITURE/RIGHT TO REMOVE EXHIBITOR'S PROPERTY**—If an Exhibitor does not follow the rules and regulations set by CBCF, the Exhibitor shall forfeit the amount paid for space rental and contracted space, regardless of whether or not the exhibit space is subsequently leased. CBCF reserves the right to remove from the Exhibit Facility any or all of the property of the Exhibitor, and at the exhibitor's expense should the CBCF Annual Legislative Conference be canceled or relocated or should the Exhibitor violate any of the conditions of the Exhibitor's agreement. This right may be exercised without prior notice or hearing.
15. **INTERPRETATION AND ENFORCEMENT**—These terms and conditions outline here are part of the contract between the exhibitor and CBCF, as well as their officers, directors, employees, agents, successors and assigns. CBCF has full power of interpretation and enforcement of these rules. All matters in question not covered by these regulations are subject to the decision of CBCF and all decisions so made shall be binding on all parties affected by them as by the original regulations. In addition to the above terms and conditions, **CBCF reserves the right to cancel or refuse rental of display space without refund and/or to refuse admission to future exhibitions by any person or company whose conduct or display of goods is, in the opinion of CBCF, incompatible with the general character and objectives of the exposition and/or CBCF.**
16. **FORCE MAJEURE**—CBCF shall not be financially obligated or otherwise committed to the Exhibitor if the convention and/or the exposition is cancelled or deferred due to strikes, fires, casualties, war, acts of war, government regulation, government policy action, civil disorder, curtailment of transportation facilities, acts of God or causes beyond its control.
17. **CONTROLLING LAW AND FORUM SELECTION**—The Exhibit Contract, including these Terms and Conditions, shall be governed by and construed according to the laws of the District of Columbia without regard to conflict of laws principles. For any legal action, the exclusive jurisdiction and venue shall be the applicable court for the District of Columbia and Exhibitor agrees to submit to the jurisdiction of the same.

AGREEMENT—By signing and submitting the Exhibit Contract, the Exhibitor has read, understood, and agreed to each of the terms and conditions set forth. The Exhibitor further agrees to defend and hold harmless CBCF against any claims arising from the Exhibitor's participation in the Exhibit Showcase or violation of any of CBCF's policies outlined here, or adapted after the publication of the exhibit prospectus, governing the Exhibit Showcase.



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