

Exhibit Rules and Regulations for EntreFest! 2010

1- AGREEMENT FOR SPACE

- The application for booth space, upon acceptance by UNI Regional Business Center (UNI RBC), assignment of space and full payment of fees, constitutes an agreement for rental of the space assigned.

2- PAYMENT FOR SPACE

- Applications must be accompanied by the full payment, made payable to UNI RBC.
- UNI RBC reserves the right to delay space reservation if the full amount is not received with the application.

3- CANCELLATION OR WITHDRAWAL

- Upon giving written notice the exhibitor may cancel or withdraw from exhibiting at EntreFest 2010 subject to the following conditions and restrictions.
Written cancellations received before February 18, 2010 – FULL REFUND
Written cancellations received between February 18, 2010 and through February 24, 2010 - \$50.00 CHARGE
Written cancellations received after February 24, 2010 – NO REFUND

4- ALLOCATION OF SPACE

- Applications will be dated and time of receipt applied, allowing for a first-come first-served approach to assigning spaces.
- UNI RBC reserves the right to alter the exhibit floor plan, or change space assignments in case of emergency and/or in the interest of the event.

5- OCCUPANCY OF SPACE

- Set up may begin on Wednesday, February 24, 2010 at 4:00 PM.
- Exhibit space will need to be completely clean and exhibits cleared from the hotel by 3:00 PM on Friday, February 26, 2010.
- Vendors will be notified of any difference in the time schedule.
- UNI RBC reserves the right to occupy any space not occupied on the opening day.

6- USE OF SPACE

- All demonstrations or other activities must be confined to the limits of the exhibit booth space.
- Displays shall not be placed in such manner as to interfere with other exhibitors.
- No exhibitor shall assign, sublet, or share space allotted.

7- RESTRICTIONS IN OPERATIONS OF EXHIBITS

- UNI RBC reserves the right to restrict any exhibit which because of noise, method of operation, materials, or any reason, becomes objectionable, and also to prohibit or even evict any exhibit or person that in the opinion of the UNI RBC may detract from the general character of the exhibit or event as a whole. This reservation of right to UNI RBC applies and includes persons, things, conduct, printed matter, or anything of a character that the UNI RBC determines is objectionable to the exhibit or

event. In case of such restriction or eviction, UNI RBC is not liable for any damages or refunds of rental amount (s) or other exhibit expenses.

- Showing of projected pictures will only be permitted within the confines of the exhibitor's booth.
- Exhibitor's operation sound reproducing equipment will be expected to keep the sound at a reasonable volume in order to avoid disturbing, or interfering with other exhibitors.

8- CARE OF BUILDING AND EQUIPMENT

- Exhibitors, or their agents, shall not injure, damage or deface the walls, ceilings or floors of the building or the booths, or the equipment or other property in or around the booths or building. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

9- LIABILITY AND INSURANCE

- UNI RBC and The West Des Moines Marriott (including their officers, representatives, employees, agents, conference committee and any individuals or firms retained by them to assist in exhibit work) shall not be responsible for or liable for any claims, losses, bodily injury or property damage, loss or destruction that may occur to the exhibitor, or to any of the exhibitor's employees, personnel, or property, arising out of exhibitor's activities on the Hotel's premises except for any claims, losses, or damages arising directly from the gross negligence of the Hotel or UNI, respectively.
- The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, the University of Northern Iowa (UNI), as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

10- MISCELLEOUS REGULATIONS

- UNI RBC reserves the right to determine the eligibility of any company or organization to exhibit.
- UNI RBC reserves the right to make changes in the time schedule or in the general plan of the exhibit if the changes are deemed in the best interest of exhibitors or the exhibit or event in general.