



SEPTEMBER 28-30, 2007 ROCHESTER, NY

## Frederick Douglass International Underground railroad Conference

**September 28-30, 2007**

Rochester Riverside Convention Center  
Rochester, New York

---

### Exhibitor Rules & Regulations

*Please read these rules and regulations.*

- 1. Contract for exhibit space** - Booth assignments and payment of the charges constitutes a contract.
- 2. Assignment of space** - Allocations of space will be made on a first come first serve basis beyond designated preference based on sponsorship level. The conference organizers reserve the right to change assignments.
- 3. Payment for space** - Applications/contracts must be accompanied by full payment at the time of reservation and mailed to the address enclosed on the application/contract prior to the registration deadline.
- 4. Cancellation or withdraw** - An exhibitor may cancel or withdraw from the Conference in writing before September 1, 2007 for a full refund minus a \$100.00 cancellation fee. After September 1, 2007 no refunds will be given.
- 5. Occupancy of space** - Setup begins Friday September 28 at 8 a.m. The Rochester Riverside Convention Center (RRCC) Move-In and Move-Out Procedures will apply. The exhibit area will officially close at 6 p.m. on Saturday September 29, 2007. All exhibitors are encouraged to avoid taking down displays until this time and all displays must be removed by 8:00 p.m. Saturday September 29, 2007. The Conference is not responsible for items remaining after this time.
- 6. Termination of the contract** - If the premises where the Conference is to be housed is destroyed or damaged, or the exhibition fails to take place as scheduled or is relocated, interrupted or discontinued; or access to the premises is prevented due to any strike, lockout, injunction, act of war, act of God, or emergency declared by any government agency, this contract may be terminated by the Conference and representatives. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of the Conference and representatives is to return the payment in full.
- 7. Exhibitor's representative**  
Each exhibitor organization must have at least one person acting as its representative with authorization to enter into service contracts necessary for the installation and removal of exhibits and the provision for which each exhibitor is responsible. All materials placed with an

exhibitor's booth are the responsibility of that exhibitor. The exhibitor agrees not to sublet any of their assigned space as provided.

**8. Exhibit standards** - The CONFERENCE and representatives retain the right to prohibit any exhibitor part of an exhibit that they do not deem suitable for the exposition, or in keeping in character with or the purpose of this conference.

**9. Liability and insurance** - Exhibitors agree to protect, save or keep the CONFERENCE and representatives forever harmless from any damages or charges imposed for a violation of any law or ordinance by the negligence of the exhibitor, as well as strictly comply with the applicable terms and conditions contained in the agreement between the convention center and the CONFERENCE regarding the exposition premises. Further, the exhibitor shall at all times protect the CONFERENCE, representative organizations and their members against and from any loss, damage, liability or expense arising from the exhibitor's occupancy of the exhibit space. The CONFERENCE and representatives will exercise great care as to the protection of the exhibitor's property; however by signing this contract the exhibitor releases all conference representatives and the hotel from any liability.

**10. Safety** - Fire regulations require that all display material used for decoration be flame proof. All electrical equipment, including signage and lights shall be in good condition and be able to pass inspection by the fire marshal. Use of flammable materials necessary to the exhibit where no alternative can be used must first be brought to the attention of the CONFERENCE 60 days prior to the event in writing.

**11. Shipping** - The exhibitors agree to ship at their own risk and expense property to be exhibited. All shipments must be prepaid. Further information will be forwarded upon the receipt of this application/contract.

**12. Booth furniture and special work** - Information will be forward upon request and the receipt of this application/contract.

**13. Electrical & Internet** - There will be a charge for the exhibitors' electrical and Internet needs in accordance with fees charged by the RRCC. See the following pages for details and forms or visit <http://www.rcc.com/publictrade.htm>.

**14. Copyright permission** - The exhibitor represents and warrants that no work protected by copyright will be staged, produced or otherwise performed without the expressed written consent of the owner of the copyrighted material.

**15. Miscellaneous regulations** - The exhibitor shall not foster or conduct outside activities which would take participants from the conference functions and/or exposition during scheduled hours.

**16. Specific site rules and regulations** - By signing this application/contract the exhibitor agrees to all rules and regulations set forth by the Convention Center as well as any union rules specific to the location.

**17. Amendments and regulations** - Any and all matters not related or mentioned in these rules and regulations shall be the decision of the CONFERENCE. The aforementioned items covered in these rules and regulations may be changed at anytime by CONFERENCE in the interest of the conference and notice thereof shall be binding.

**18. Responsibility** - It is the responsibility of the exhibitor to be fully familiar with these rules and regulations.

**19. Rights reserved** - The CONFERENCE, reserves the right to refuse space to any potential exhibitor or advertiser.