

1. OFFICIAL EXHIBIT SCHEDULE

Tuesday, July 28	
12:00 PM - 6:00 PM	Installation
Wednesday, July 29	
8:00 AM - 1:00 PM	Installation
6:30 PM - 8:00 PM	President's Welcome Reception
Thursday, July 30	
7:30 AM - 3:30 PM	Exhibit Hall Open
7:30 AM	Continental Breakfast
10:15 AM	Coffee Break
12:15 PM - 2:00 PM	Networking Luncheon
Friday, July 31	
7:30 AM - 10:30 AM	Exhibit Hall Open
7:30 AM	Continental Breakfast
10:00 AM	Coffee Break
10:30 AM - 5:00 PM	Dismantle

This schedule is tentative and subject to change. If the official exhibit hall schedule changes, all exhibitors will be notified in writing.

2. SHOW MANAGEMENT

The exhibition is organized and managed by NACCHO. Any matters not covered in these Rules and Regulations are subject to the interpretation of the NACCHO Board of Directors and the NACCHO Executive Director or his or her designee, and all exhibitors must abide by their decisions. Exhibitors must comply with the Rosen Shingle Creek Resort, Orlando, Florida procedures. The Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with preceding sentence.

3. ASSIGNMENT OF BOOTH SPACE

Booth assignments are made on a first-come, first-served basis. The preferences stated on the application are for guidance and are not guaranteed by NACCHO.

4. INSTALLATION AND DISMANTLE OF EXHIBITS

Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation must occur only during the installation times designated in the Exhibitor & Sponsor Prospectus. All booths must be properly installed, fully operational, and show-ready no later than 2:00 PM on July 29, 2009, for the final inspection of the exhibit hall by Show Management. Dismantle must not begin until after 10:30 AM on July 31, 2009, and must be completed by 5:00 PM on July 31, 2009. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows. The hours in Rule 1 are tentative and subject to change. If the official exhibit hall schedule changes, all exhibitors will be notified in writing. Exhibitors are expected to make travel arrangements in accordance with this schedule. If erection of any exhibit has not started by 8:00 AM on July 31, the NACCHO exhibits manager or his or her designee shall order the exhibit to be erected and the exhibitor billed for all charges incurred. Each exhibitor will complete arrangements for removal of his or her material from the Rosen Shingle Creek Resort in accordance with the instructions provided in the Exhibitor Services Manual. All material must be packed and ready for shipment by 5:00 pm on July 31, 2009. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

5. FAILURE TO OCCUPY SPACE

Space not occupied by 8:00 AM on July 31, 2009 will be forfeited by exhibitors and their space may be resold, reassigned or used by the exhibit management without refund.

6. RATES, DEPOSITS AND REFUNDS

Space will be rented at the rate in accordance with the application form. No application will be processed or space assigned without a deposit in U.S. funds in the amount of 50% of the total cost. Space must be fully paid for by May 22, 2009. If assigned space is not paid for by May 22, 2009, it may be reassigned at the discretion of Show Management. Any exhibitor who cancels all or part of purchased booth space on or prior to May 22, 2009, will receive a full refund less a \$100 administrative charge. Any exhibitor who cancels all or part of purchased booth space between May 23 - June 2, 2009 (inclusive) will not receive a refund and NACCHO

will retain as liquidated damages all monies paid. If cancellation in whole or in part is made after June 2, 2009, the exhibitor shall be liable to NACCHO, as liquidated damages, for the unpaid balance of the total rental value of the space cancelled. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether or not the Show Management enters into a further lease for the space involved. In the event that fire, strike, or other circumstances beyond the control of the management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made which is the limit and extent of NACCHO's liability for such cancellation. All cancellation requests must be submitted in writing to NACCHO's Exhibits Manager, 11260 Roger Bacon Drive, Suite 500, Reston, VA 20190.

7. CONTRACTOR SERVICES

An official contractor will provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical services, furniture, etc., will be included in the Exhibitor Services Manual to be forwarded from the official contractor in April, 2009. An exhibitors' service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Under no circumstances will NACCHO or the Rosen Shingle Creek Resort, assume responsibilities for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit material must be made to official contractor as specified in the Exhibitor Services Manual. Should any shipments not be made as specified in the manual, it will be removed by the official contractor and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to exhibiting company. Exhibitors are responsible for all information provided in the Exhibitor Services Manual.

8. ARRANGEMENTS OF EXHIBITS

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The show management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished backwalls, etc., at the exhibitor's expense.

9. BOOTH DESIGN

Each exhibitor will be provided with an official Exhibitor Services Manual. The Exhibitor Services Manual describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Services Manual. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Services Manual guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Island booths are restricted to 16' in height. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991(ADA). Any exhibit with raised flooring must be ramped.

10. SUBLEASING OF SPACE

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

11. CONDUCT

All exhibits will be to serve the interest of the NACCHO members and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. Show Management reserves the right to request the immediate withdrawal of any exhibit that NACCHO believes to be injurious to the purpose of NACCHO. Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by NACCHO to be objectionable are expressly prohibited in the exhibition area and in any meeting room.

12. EXHIBITOR'S PERSONNEL

Exhibitor badges will be made available to the official representatives for distribution to exhibitor personnel. The official NACCHO badge must be worn whenever a representative is in the exhibit hall. All personnel representing the exhibitor or his or her agents on the exhibit floor during installation and dismantling must be properly identified. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in rule 1. Booths should be staffed by company specialists who are qualified to discuss details of their company's products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is strictly prohibited.

13. SOUND DEVICES AND LIGHTING AND OTHER PRESENTATION DEVICES

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibits. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. NACCHO reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited. Equipment for demonstrations must not, in the judgment of NACCHO, pose a radiation hazard. In addition, if the equipment has energy beams that might be potentially hazardous, such energy beams must be deactivated or made non-operative before installation.

14. HANDOUT MATERIALS

Promotional give-aways and exhibitor prize drawings will be permitted. All materials and prizes must have prior approval by NACCHO. All hand-out materials are expected to be of a professional nature. NACCHO reserves the right to disallow any material that it believes to be inappropriate. Send samples to: NACCHO Exhibits Manager, 11260 Roger Bacon Drive, Suite 500, Reston, VA 20190 by June 18, 2009.

15. SOLICITATION OF EXHIBITORS

No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of NACCHO.

16. FIRE, SAFETY AND HEALTH

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

17. LABOR

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Services Manual.

18. STORAGE

The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. NACCHO assumes no responsibility for damage or loss of packing boxes or crates.

19. FOOD AND BEVERAGE

Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing.

20. LIABILITY AND SECURITY

NACCHO makes no warranty, expressed or implied, that security measures will avert or prevent occurrences which may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment and display at all times. NACCHO will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident or other causes. NACCHO will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incidental to or arise from, or be in any way connected with their use or occupation of display

space, and exhibitors will indemnify and hold harmless against such claim. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any government authority and of the contracted facility. The exhibitor will pay and save NACCHO, its Board, members, staff and representatives, the City of Orlando and the Rosen Shingle Creek Resort, harmless from any all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Rosen Shingle Creek Resort or property adjacent thereto occasioned by any act, neglect, or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect NACCHO, the city of Orlando and the Rosen Shingle Creek Resort, against any and all such claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees which shall be in compliance with the laws of the State of Florida; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before July 29, 2009 through July 31, 2009, which shall include exhibitor's move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person's attendance at the exhibitor's exhibit during the term of the NACCHO Annual Conference and Exhibition. (c) Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection.

21. PHOTOGRAPHING OF EXHIBITS

Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing or videotaping its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Cameras will not be allowed on the exhibit floor. The use of a camera cell phone is prohibited during the above mentioned hours. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or the official photographer for permission to photograph the exhibit from outside the perimeter of the booth.

22. LIST PUBLICATION

The list of NACCHO exhibitors, in whole or in part, shall not be published other than in NACCHO official publications.

23. FACILITY USE

All public function space in the Rosen Shingle Creek Resort is controlled by NACCHO. No function space will be released to exhibiting firms or other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered members or guests of NACCHO by exhibiting firms other than on the exhibit floor during the stated hours (see Rule 1) is expressly prohibited.

24. VIOLATIONS

NACCHO may at its discretion take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, violation of any of these Rules and Regulations by the exhibitor or his or her employees or agents shall at the option of NACCHO forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to NACCHO all monies paid or due. Upon evidence of violation, NACCHO may take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that NACCHO may incur thereby.

25. SEVERABILITY

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

26. CONTACT

For questions or more information, please contact:
NACCHO Exhibits Manager
11260 Roger Bacon Drive, Suite 500
Reston, VA 20190
Phone: (703) 964-1240 / Fax: (866) 417-1315