



ABOUTFACE WOMEN'S EMPOWERMENT CONFERENCE

RULES & REGULATIONS



ASSIGNMENT OF SPACE: AboutFace Conference (AFC) uses best efforts to locate displays in accordance with exhibitor's listed preferences; however, guarantees cannot be made. Location assignments are on a first-come, first-served basis, and may be modified by AFC due to changes in event layout, venue, or other factors. Changes will be made solely at the discretion of AFC. AFC assigns spaces generally no later than three weeks before the Event. Select booth assignments may include specific non-negotiable instructions on how to orient the booth.

USE OF SPACE: Company is allowed to distribute literature, run demonstrations, and sell approved products within the boundaries of the Company's assigned space. Company's signage, products, demonstrations, placement or handing out of literature, all booth furnishings, and lighting must be well within the confines of the assigned space at all times and may in no way obstruct the site lines or interfere with adjacent exhibits. Demonstrations using audio must use headsets to demonstrate audio capabilities. All booth furnishings, equipment and displays are the responsibility of the Company, must be constructed safely, and must be installed, occupied, and dismantled in accordance with AFC's schedule. AFC may refuse permission to exhibit any products or services AFC deems objectionable or unsuitable for the Event. Company shall not assign, sublet, or share with a third party its space or any portion of that space without the prior written consent of AFC, which AFC may grant or withhold at its sole discretion. This includes needing specific authorization for participation by third parties designated as your Partners. If such permission is given, the Company assumes full responsibility for the conduct of the assignee and all its representatives. To be fair for all, Exhibitors are not allowed to distribute material from anywhere other than their assigned booths. Exhibits, displays, demonstrations, presentations, etc. are not permitted anywhere outside of the venue, including hotels, parking lot, or other meeting spaces. All presentations or similar activities shall be confined to the exhibit area rented under this agreement.

PAYMENTS & BALANCES: A minimal 50% of the total cost must accompany this application to be assigned a space. Remaining balance due in 45 days or less. Applications received 90 days from Conference require full payment. If space is not assigned, full deposit will be returned.

CANCELLATION OR TERMINATION BY AFC: If for any reason beyond its reasonable control, including without limitation fire, strike, earthquake, damage, construction or renovation to the venue site, civil disorder, government regulation, terrorist activity, public safety crisis, or emergency or economic

factors that would make it inadvisable, illegal, or impossible to host as scheduled, or act of God ("Force Majeure"), AFC may cancel the Conference or any part thereof. In that event, the liability of AFC is limited to the amount of fees paid, and AFC shall determine and refund to the Company its proportionate share of the balance of the fees received which remains after deducting expenses incurred by AFC. If AFC cancels the Conference for any reason other than Force Majeure, AFC shall refund to Company the full amount of the fees paid by Company.

CANCELLATION BY COMPANY: All payments made to AFC or agreed to under this Agreement shall be deemed fully earned and non-refundable in consideration for expenses incurred by AFC and AFC's lost or deferred opportunity to provide space and/or sponsorship opportunities to others. Cancellation notices must be in writing and sent to Sponsors@AboutFaceConference.com

INSURANCE REQUIREMENTS: Company is required to provide liability insurance certificate covering Company's contents, personnel, and conference guests within the exhibit space, listing AboutFace Conference as additional insured. Email proof to Sponsors@AboutFaceConference.com.

LIABILITY: Company releases AFC from any and all claims of every sort it may have against AFC based upon, arising out of, or in connection with Company's occupancy and use of Conference premises, or any action or inaction of any nature of AFC in conjunction with or related to the Conference, including, but not limited to: loss; theft; damage; destruction; or delay or non-delivery of goods, display materials and other effects; any injury to Exhibitor, its employees, agents, representatives or guests while on the Conference premises; any damage to Company's business by reason of the failure to provide space for the exhibit or removal of exhibit; failure to hold the Conference as scheduled.

LIKENESS: This show may be videotaped or photographed. By signing this agreement, the above-named Company consents to the recording and use of names, faces, likeness, trade name, and logo or company trademark and its representatives in photos or videos for public or commercial use without further express notification or detail.

INDEMNITY: Company is solely responsible to its employees, agents, and all third persons, including invitees and the public for claims, liabilities, actions, costs, damages, and expenses arising out of or relating to the operation, maintenance, or control of the exhibit or leased space for negligence or

willful misconduct.

Exhibitor and Company shall indemnify, defend, and hold harmless AboutFace Conference, its directors, officers, employees, agents, volunteers, and participants of all costs, claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorney's fees, for any liability, accident, injury, loss, or damage to personal property related to Company's showcase, employees, or agent.

COMPANY CONDUCT: Company and all of its representatives shall conduct themselves at all times in accordance with highest standards of decorum and good taste. This includes no early dismantling. All Booths are to Remain Open Until End of Show Day. A Two Hundred Dollar (\$200.00) Fee is assessed for non-compliance. AFC reserves the right to eject from the Conference Company or any Company representative(s) violating those standards. Banner graphics must be approved by Event Management.

AGREEMENT TO TERMS, CONDITIONS AND RULES: By submitting this agreement, Company, its employees, and representatives agree to comply with the foregoing terms and conditions, the hosting facility's policies, and any additional terms, conditions, and rules made by AFC for the efficient and safe operation of the Conference. Any matters not specifically covered by this agreement will be subject to the decision of AFC Management Team, who in best effort and good faith, will promote and prioritize the objectives of the event. This Agreement represents the final, complete, and exclusive agreement between the Company and AFC concerning the subject matter of this Agreement. AFC does not make any warranties or other agreements except as set forth above. Any amendment to this contract must be in writing signed by AFC. No business forms shall modify, interpret, supplement, or alter in any manner the express terms of this Agreement. The rights of AFC under this Agreement shall not be deemed waived except as specifically stated in writing and signed by an officer of AFC. If any term of this Agreement shall be declared invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect. This Agreement shall be binding upon the heirs, successors, and assigns of the Company subject to the terms of this Agreement regarding consent to assignment.

I am authorized to complete this agreement. Having read and understood the conditions, I agree to participate in AboutFace Women's Conference in accordance with the terms set forth in this agreement.