

This Annual Exposition is managed and owned by the California-Nevada Section, AWWA (hereinafter, the Section).

- (1) Eligibility - Any company manufacturing products for or providing services to the drinking water industry.
- (2) Complimentary and Purchased Registrations for Exhibitor Personnel - Two booth personnel registrations will be provided with the purchase of each booth. Additional registrations for exhibit personnel may be purchased; however distributor and spouse registration is not complimentary. A maximum of two (2) additional exhibitor personnel registrants may be purchased. Making a total of four (4) booth personnel per show per booth (2 complimentary and 2 purchased).
- (3) Assignment of Space - Complete and return the "Application for Exhibit Space" contract. No application will be processed nor space assigned without payment in full. Once application is accepted by the Section, it becomes a binding contract according to the listed rules. All contracts will be date stamped upon receipt at the Section Office. This contract is the only means by which space may be reserved. Assignments are made upon receipt. Consideration for any space choice listed on the application is assigned on a first come first serve basis in order of date and time received. The Section reserves the right to assign or reassign booth space so that the arrangement of the Exposition is in the best interest of the attendees and exhibitors. Special consideration of location is given to groups requesting more than three spaces to facilitate flow of attendees.
- (4) Exhibit Space - The Section reserves the right to limit the amount of space assigned if necessary, to take care of all contracts on hand.
- (5) Payment for Exhibit Space - A check or credit card number and expiration date for the full booth rental amount must be mailed or faxed to:  
CA-NV Section AWWA  
10435 Ashford Street  
Rancho Cucamonga, CA 91730  
Fax (909) 481-4688
- (6) Cancellation & Withdrawal - Cancellation by exhibitor of space application or contract will result in the following if the cancellation notice is received by the Section:
  - A. Up to 60 days prior to conference, prospective exhibitors will receive full refund of monies paid minus a \$50 administrative fee, if canceling.

- B. 60 to 30 days prior to conference, 25% of the total contract amount will be refunded to the exhibitor.
  - C. Within 30 days of conference no refunds will be made. Within 30 days space cannot be negotiated with venues for changes. Unoccupied space after the opening of the conference is at the discretion of the Section and may be reassigned.
- (7) Liability - Neither the Section, nor the convention hall, nor hotel assume any responsibility for the protection and safety of exhibitors, their representatives, agents or employees for the protection of exhibits or other property of exhibitors or their representatives. Small portable articles should be properly secured or removed after Exposition hours and placed in safekeeping. Any guard service, security room or other protective measures that the Section may take shall be deemed to be purely gratuitous on its part, and the Section shall have no responsibility for the effectiveness or failure of such measures or for the conduct of personnel involved therewith.

Each exhibitor agrees to indemnify and hold harmless the Section, including its officers, directors, agents, employees, contractors, assignees and insurers, and the other exhibitors at the Conference from and against any and all claims, losses, damages, liabilities and expenses, including attorneys' and consultants' fees and expenses and court costs, incurred by the Section or such other exhibitors in defending against, satisfying or compromising any such claim arising out of any injury to persons or property caused by any act or omission of the exhibitor or its representatives, agents, employees or contractors. Furthermore, the exhibitor shall indemnify and hold harmless the Section and such other exhibitors from and against any penalties, damages or charges imposed for any violations of any law or ordinance by the exhibitor or its representatives, agents, employees or contractors and shall also indemnify and hold harmless the Section and such other exhibitors from and against any and all claims, losses, damages, or expenses arising out of any failure by the exhibitor in any respect to comply with and perform all the requirements and provisions of these Rules and Regulations. The exhibitor shall procure and continue in force, general liability insurance of not less than \$1,000,000 covering any and all claims for injuries to persons in or upon the assigned booth space, including all injuries or damages from booths, signs or other appurtenances now or hereafter erected on such space, and insuring the indemnity agreement contained in this paragraph. Any insurance policies required hereunder shall name the Section as an additional insured, and the exhibitor shall furnish the Section with evidence of such insurance coverage upon request. During set up and breakdown of exhibits, only exhibitor booth personnel and Section staff are permitted on the exhibit floor.

- (8) Use of Exhibit Space
- A. Exhibits are confined to products manufactured by or services rendered by the exhibitor. Exhibitors may not display or otherwise feature names, products, or advertisement of distributors or agents, but may display names and exhibitors' parent and subsidiary corporations. No exhibitor shall assign, sublet, or share the space allocated and shall be required to have the assigned exhibit space neat and clean at all times.
  - B. During show hours, each exhibit must be manned by a company representative substantially all of the time.
  - C. All material used in the exhibit hall and/or exhibitor's booth(s) must be fireproofed and conform to all fire department regulations. All exhibitors planning demonstrations requiring open flames, and kinds of compressed gas or explosive fuels, heat, etc., are required to contact the city fire marshall giving all information so they can obtain approval in advance. Copies of all correspondence should be sent to the Section Conference Staff. Exhibitors must accept full responsibility for compliance with national, state and local fire safety regulations.
  - D. Any sound tracks or spiels must be at a low volume in order that nearby exhibitors will not be bothered, and any form of attention-getting device or presentation must be terminated when crowds jam aisles or infringe upon another exhibitor's display.
  - E. No cementing, nailing, tacking, taping or attaching of any material to any floor, walls or columns will be permitted unless approved by the Section Staff.
  - F. Exhibitors shall be allowed to distribute prizes, favors, buttons, etc. from their booth only.
  - G. The sale of goods and services by exhibitors will not be permitted in the exhibit hall during show hours. Exhibitors may accept requests for purchases and orders may be taken. However, there will be no exchange of currency or monies in any form (including checks or credit cards).
- (9) Arrangement of Exhibits
- A. The booth size and height of back wall and side rails are shown on the floor plan. A one-line sign will be provided and it may not extend above the back wall.

Displays should be located so as not to obstruct other exhibits and to conform to the confines of space assigned under basic engineering principles. All exposed parts of displays and/or equipment must be finished or covered in a workmanlike and neat manner so that they will not present an unsightly appearance when viewed from adjoining booths or aisles. Show Management may order masking, at the exhibitor's expense, without the prior consent or knowledge of the exhibitor, where it is necessary.

- B. No carpeting, overhead roofs or bridge-type structures, etc., will be permitted across aisles.
  - C. All exhibits must remain intact until the exhibit floor closes, and may not be dismantled or removed before that time. Any early breakdown while the floor is open to the public must be pre-approved. Acting without permission will be considered a hazard to attendees and may result in a fine of 50% of the price to exhibit.
- (10) Contractor Services - Complete information, instructions and schedules of prices regarding shipping, drayage, labor for erection and dismantling, electrical, furniture, carpets, etc. will be included in the Exhibitors Service Kit to be forwarded from the official decorator after space assignment has been confirmed. An exhibitors' service center will be maintained at all times to facilitate service requests for additional needs of exhibitors. Outside service contractors, display houses, etc. shall notify the Section Conference Staff thirty (30) days prior to the first move-in day of the Exposition the approximate number of regular and/or supervisory employees that will be working in the exhibit area during the move-in and move-out periods and provide a Certificate of Insurance for liability and workman's compensation. All outside contractors will be asked to sign and agree to comply with the Exposition Rules and Regulations.
  - (11) Union Labor - Exhibitors are required to observe all union contracts in effect between the Show Management, Official Contractors, and various labor organizations represented.
  - (12) Interpretation and Enforcement - These regulations are binding rules of the contract between the exhibitor and the Section which has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decision of the Section and all decisions so made shall be binding on all parties affected by them as by the original regulations. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of the Section conduct themselves unethically, may be immediately dismissed from the Exposition without refund or other appeal.

These Rules and Regulations, together with the Application for Exhibit Space, constitute the entire agreement between the exhibitor and the Section as to the subject matter thereof. This agreement may not be amended, modified, supplemented or rescinded except with the written consent of both parties hereto, except as otherwise provided in this section.

- (13) Change of Location or Cancellation of Exposition - Should for any reason the selected meeting place not be available for exhibiting or should other contingencies prevail which, in the opinion of the Section would prohibit or greatly limit attendance at the Conference, the Section has the right to cancel the Exposition or move the exhibit locations to another facility or city at the discretion of the Board of Directors and shall not be liable for any expense incurred by reason thereof. In the event of cancellation of the Exposition (which are not caused by acts of God, war, labor actions or terrorism), the Section will refund to exhibitors all space charges paid by them.
  
- (14) Function Planning - Participants in the Section exhibits program are reminded that all private functions, including hospitality reception functions and social events, must not be scheduled during conference hours or Section social and special events. All private functions are to be pre-approved and arranged through the Section Office.