



Southeast Counter-Terrorism and Emergency Response Conference and Expo

The Blake Hotel • Charlotte, NC • November 16-18, 2010

EXHIBITOR CONTRACT

Organization Name (as it should appear on booth sign — limited to 40 characters and spaces)	
Point of Contact (for fees and exhibitor services kit)	Title
Street Address	
City	State Zip Code
Telephone	Fax E-mail
Marketing/Advertising Contact	
Telephone	Fax E-mail

EXHIBIT SPACE INFORMATION

Booth Price:
 \$1795. per 10' X 10' booth until Oct 1, 2010
 \$1995. per 10' X 10' booth after Oct 1, 2010

Exhibit Fee Includes:
 • Booth package (8' back drape, 3' side drape and 7" x 44" company ID sign)
 • Company listing on website

PAYMENT POLICY:

Booths will be assigned on a first paid, first served basis. Purchase orders are not accepted as payment unless paid in advance of the show dates according to payment policy. This contract is your invoice. Booth payment due within 5 days of application receipt.

CANCELLATION POLICY:

Fees will be refunded, less a service charge of 50% of total booth fee, with written notice of cancellation received by **August 15, 2010**. No refunds will be made for cancellations received after **August 15, 2010**.

PAYMENT COMPUTATION

\$1795 / \$1995 Booth Fee (circle one)

Booth Choice #1 _____, #2 _____, #3 _____

Card Holder Name _____ VISA MasterCard American Express
 Please Print

Credit Card Number _____ CVV2# _____ (security code)

Expiration Date _____ Authorized Signature _____

Agreement to Rules: Each Exhibitor, for himself or itself, his or its personnel, employees, agents, or representatives, agrees to abide by all rules and regulations provided and contained in these rules and regulations, the Exhibitors Manual, and by any amendments or additional rules that may be put into effect by the Lodestar Group, LLC.

Authorized Signature _____ Date _____

Check (payable to Lodestar Group) P.O. (Gov. Only)

Send or fax payment to Lodestar Group, 4501 New Bern Ave. Suite 130 #104 Raleigh, NC 27610
 919.954.1633 (phone) • 919.882.9260 (fax) • exhibits@Lodestar-Group.com • www.SouthEastCounterTerrorismConference.com

Office Use Only				
Date Received	Booth Assigned	Total Booth Size	Total Booth Cost	Exhibits Approval

www.SouthEastCounterTerrorismConference.com

EXHIBITOR RULES AND REGULATIONS

SouthEast Counter-Terrorism and Emergency Response Conference & Expo 2010 is managed and produced by the Lodestar Group, LLC, 4501 New Bern Ave. Suite 130 #104, Raleigh, NC 27610 and is referred herein as Show Management.

The Lodestar Group reserves the right to interpret these regulations as it deems proper to ensure the success of the Exhibition and Symposium and to further the educational purposes of the event. Exhibitor agrees to comply with the Lodestar Group Exhibitor Rules and Regulations which are in effect at the time this contract is signed. Exhibits are intended to supplement the information disseminated at the conference.

1. Exhibit Space will be allocated on a first-paid, first served basis. Priority will be determined by date of receipt of the application for booth space, accompanied by required payment.
 2. Application for space must be accompanied by the full fee in order to guarantee reservation. Booths for which payment has not been received in full will not be set up by the service contractor. Purchase orders are not accepted as payment unless paid in advance of the show dates according to payment policy. This contract is your invoice. **Payment is due within 5 days of receipt of application.** Fees will be refunded, less a service charge of 50% of total booth fee, with written notice of cancellation received by **August 15, 2010.** No refunds will be made for cancellations received after **August 15, 2010.**
 3. The standard booth size is 100 sq. ft (10' X 10') unless stated or marked otherwise on the floor plan or in the exhibitor prospectus. All exhibits must fit within the confines of their assigned space so as not to impede traffic flow, infringe on the space of other exhibitors, or violate the emergency exit routes set forth by the fire marshal.
 4. All exhibitors are subject to fire code regulations, which include exhibits that contain flammable combustible substances. All firearms, weapons, and ammunition must be inert.
 5. The Lodestar Group adheres to IAEE standards. All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.
 6. Exhibitors agree to abide by the installation and dismantling times established for event and to have at least one person staffing their booths during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantle time without permission of the show manager will be assessed a fine equal to one half the booth fees and will not receive priority status at future events. No Exhibitor shall assign, sublet, or share the whole or any part of the space contracted to them. All exhibits must have personnel present during show hours.
 7. Show Management reserves the right to rearrange the final floor plan.
 8. In the event that no representative of an exhibiting organization has claimed its space or freight by **8:00 a.m. November 16, 2010**, Show Management has the right to resell or relocate the exhibit space.
 9. Any booth not set up by **11:00 a.m. November 16, 2010** will be forcebuilt, at exhibitor cost, or removed at the discretion of show management.
 10. Exhibitors agree to limit the service and/or materials displayed in their exhibit area to those purveyed by the exhibitor, with the exception that other proprietary equipment may be used solely for the purpose of demonstrating the materials or services of the exhibitor.
 11. Exhibition fees cover only those items described in the prospectus. Any other booth furnishings and equipment must be contracted through the official exhibition service contractor as indicated in the exhibitor's service kit.
 12. The Lodestar Group reserves the right to impose limitation on noise levels and any other method of operation, which becomes objectionable.
 13. Any distribution of literature or samples shall be limited to the exhibitor's booth.
 14. If the Lodestar Group should be prevented from holding the exhibition for any reason beyond the Lodestar Group's control, such as, but not limited to, damage to the building, riots, strikes, acts of government, acts of God, or if an exhibitor cannot occupy the assigned exhibit space due to reasons beyond The Lodestar Group's control, the Lodestar Group has the right to cancel the exhibition, or any part thereof, with no further liability to the exhibitor other than a refund of exhibit space fee, less a proportionate share of the exposition cost incurred.
 15. Neither the management of the host facility nor the Lodestar Group shall be liable for the damage, loss or destruction to the exhibits by reason of fire, theft, accident or other destructive causes. Exhibitor shall lease booth(s) at his sole risk.
 16. Neither the management of the host facility, the Lodestar Group nor any of their agents, servants or employees will be accountable or liable for accidents to exhibitors, their agents or employees.
 17. The Lodestar Group, LLC will provide security to patrol the exhibit areas during the hours when the exhibits are closed. However, exhibitors are responsible for the security of their own exhibits. Exhibitors should secure or take with them all valuable items prior to leaving their booth each day.
 18. The exhibitor shall be liable to the host facility and or the Lodestar Group for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor.
 19. Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless The Lodestar Group, the host facility, their officers, employees, and agents against all claims, losses and damages to persons, property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitors installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including any outside exhibit areas.
 20. Exhibitor acknowledges that The Lodestar Group does not maintain and is not responsible for obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.
 21. No photography is allowed without the permission of the show manager.
 22. No admittance to anyone under the age of 18 in the exhibit hall at any time
 23. All food and beverage in booths must be approved by and contracted through, show management and must be provided as part of an event sponsorship or promotion program
 24. Only one Company/Organization may occupy each booth purchased, all booth personnel badges will be limited to the following: company/organization name as stated on original contract, and individuals name/title.
- Booth Sharing and Subleasing of Booth Space**
Exhibitors may not sublet their exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display. Exhibitor may not permit non-exhibiting company representatives to operate from their booth. Exhibitors in violation of booth sharing will be responsible for additional booth charges not exceeding the full cost of their booth per each violation, may be asked to leave and risk future opportunities to exhibit at Lodestar events per the discretion of Lodestar management. Rulings of the Lodestar Group, LLC shall, in all instances, be final with regard to use of exhibit space.
25. **Any matters not specifically covered by the preceding rules shall be subject solely to the decisions of the Lodestar Group, LLC and their representatives. The Lodestar Group may, at any time, amend or add rules, and all amendments made shall be binding on exhibitors equally with the foregoing rules and regulations.**