

## **ILLINOIS STATE BAR ASSOCIATION SOLO & SMALL FIRM CONFERENCE EXHIBITOR RULES & REGULATIONS**

**These regulations become a part of the contract between the Exhibitor and the Illinois State Bar Association (“ISBA”). Any issues not addressed by these rules and regulations are at the sole discretion of Illinois State Bar Association.**

**CONTRACT FOR SPACE** - The application for space and the formal notice of assignment by Illinois State Bar Association constitutes a contract for the right to use the space allotted.

ISBA shall not be liable for a failure or delay in performance hereunder arising from acts of God, acts of public enemy, acts of a sovereign nation or any state or political subdivision or any department or regulatory agency thereof or entity created thereby, acts of any persons engaged in subversive activity or sabotage, fires, floods, explosions, strikes, slow-downs, lockouts, or labor stoppages, or freight embargos.

**PAYMENT FOR SPACE-CANCELLATION FEE** – Payment for exhibit space must be made with this application. One-half of the exhibit rental fees will be charged to you as a cancellation fine if your contract is cancelled prior to **August 17, 2012**. No refund will be made for cancellations made after September 16, 2012.

**SPACE SERVICES** – Standard exhibit equipment will be provided as follows: one 6’ skirted table; two chairs; one small waste basket; one 110 volt-20 amp electrical outlet, one wireless Internet connection, and one name badge. If the Exhibits table is staffed by two or more people, each additional representative must pay the additional per person fee.

Upon receipt of the completed contract and payment, confirmation will be sent to you. All other requirements and arrangements must be made by the exhibitor, at the exhibitor’s expense, with the Hotel staff. To make these arrangements, contact Audrey Garcia, [audrey.garcia@ihrco.com](mailto:audrey.garcia@ihrco.com) or 630-775-1462. Additional equipment required by the exhibitor will be charged at the prevailing Hotel rate.

**EXHIBIT DATES AND HOURS** – Exhibit hours are Thursday, September 13, 2012 from 11:00 a.m. – 6:30 p.m. and Friday, September 14, 2012 from 8:00 a.m. to 2:35 p.m. A reception will be held in the exhibit area Thursday from 5:30 p.m. – 6:30 p.m. Beverage breaks will be held in the exhibit area throughout the duration of the conference. The Illinois State Bar Association reserves the right to make modifications in the exhibit hours to meet program needs.

**INSTALLATION** – Installation/set up may be started at **8:00 a.m.**, Thursday, September 13, 2012 and must be completed no later than Noon that same day. Any space not claimed and occupied before 8:00 a.m. on Friday, September 14, 2012 will be reassigned to another without refund of rental fee.

**SECURITY** – Security will be provided from 6:30 p.m. Thursday, September 13, to 7:30 a.m. Friday, September 14. The exhibitor is solely responsible for its exhibit materials.

ISBA assumes no responsibility for exhibitor goods or materials. It is suggested that the exhibitor carry insurance covering loss or damage to the exhibitor’s materials.

**RESTRICTIONS IN USE OF SPACE** – All exhibits and sales activities must be confined to the limits of the space reserved in the exhibit area. Any exhibitor whose exhibit or sales activities are conducted outside of the exhibit hall will be fined \$200.

No exhibitor shall assign, sublet, or share the whole or any part of the space allotted. No exhibitor is permitted to show goods other than those manufactured or dealt in by it in the regular course of business. Displays shall not be placed in such manner as to interfere with other exhibits. Nothing shall be displayed beyond the assigned exhibit space or the exhibit hours.

**NOISE-MAKING EXHIBITS** – Exhibits which include the operation of musical instruments, radios, sound systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations does not annoy or disturb adjacent exhibitors and their patrons. Operators of noise-making exhibits must secure ISBA's approval of operating methods before the exhibit opens. Noise must be kept to a minimum during education programs or assemblies.

**DISMANTLING** – The exhibitor expressly agrees not to dismantle its exhibit or do any packing before the final closing hour of the exhibit, which is Friday, September 14, 2012 at 2:35 p.m. Goods must be removed from the exhibit hall by 4:00 p.m. that same day.

**LIABILITY** – The Illinois State Bar Association and its directors, officers, agents, employees, and volunteers are not responsible for any injury, loss, theft or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. The exhibitor, on signing the contract, expressly releases the Illinois State Bar Association from any and all claims for such loss, damage, theft or injury.

Contractor agrees to indemnify and hold ISBA and its directors, officers, agents, employees, and volunteers harmless from and against any and all costs (including reasonable attorney fees), losses, damages, liability, claims and causes of action in any way resulting from acts or omissions of exhibitor in connection with or in any way related to the exhibition.

**CIRCULARIZATION AND SOLICITATION** – Circulars or advertising matter of any description may be distributed and patronage may be solicited only within the space assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall.

**PROJECTION EQUIPMENT** – Portable projection machines, operated with slow-burning or non-flammable films, may be used in the exhibit space. Projection machines and equipment exhibited for promotion of sales of such machines and equipment are limited in their operation to sales demonstration only and shall not be used for showings designed to attract or amuse visitors.

**FIRE PROTECTION** – All exhibitor decorations must be flame-proofed. Electrical wiring must conform to the hotel rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, ISBA reserves its right to cancel all or such part of the exhibit.

**RESTRICTIONS IN OPERATION OF EXHIBITS** – ISBA reserves the right to restrict exhibits which because of noise, method of operation or any reason, become objectionable, and also to prohibit or evict any exhibit, which in the opinion of ISBA may detract from the general character of the exhibit as a whole. The reservation includes persons, things, conduct, printed matter, or anything of a character, which ISBA determines is objectionable to the exhibit. In the event of such restrictions or eviction, ISBA is not liable of any exhibit expense.

**CARE OF BUILDING AND EQUIPMENT** – Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the space, or the equipment of the space. When such damage appears, the exhibitor is liable to the Hotel.