

SHRUG 2003 GIS Workshop - "Expanding Our Boundaries"

Exhibitor Terms and Conditions

1. SHRUG, Inc., hereby grants the Exhibitor the privilege to use space, upon payment of the agreed upon fee, provided in the Exhibition Hall, Tallahassee-Leon County Civic Center, during the North Florida GIS Workshop on November 19-21, 2003, subject to the conditions contained in this document.
2. A single exhibit booth space includes a 10' x 10' area, with a 8' high draped back wall, 3' high drape side rails, one 8' draped table, two chairs, one identification sign, and one electrical outlet (0-1000 watts). A double exhibit booth space includes twice the amount of all listed items. Each Platinum, Gold, and Silver Exhibitor will receive two free Workshop registrations, and each Bronze Exhibitor will receive one free Workshop registration. Additional personnel can register at the regular Workshop registration fee (\$50.00 each).
3. Special arrangements must be made for Internet service, telephone service, and additional electrical power. Please use the following instructions to acquire any additional services not provided in the base exhibitor package. Those requiring additional electricity (beyond one outlet up to 1000 watts) or Internet connection must contract directly with the Tallahassee-Leon County Civic Center. A completed electrical form and/or Internet service form (enclosed) must be received by the Civic Center by November 12, 2003. Please send the completed form(s) to: **Attention Christy Noftz, Civic Center, 505 W. Pensacola Street, Tallahassee, FL 32301** or fax to **(850) 222-6947**. The charges for additional electrical services are subject to the 7.5% Florida sales tax. Extension cords and power strips will not be provided. Those requiring telephone service will need to contract directly with Sprint. Local exhibitors can call Sprint at 811. Out-of-town exhibitors will need to call 1-800-339-1811.
4. The Exhibitor agrees to submit payment and completed registration form to SHRUG, Inc., by September 15, 2003 (to guarantee company information to be listed in the Workshop's program).
5. Exhibitor Space Selection will begin on September 15, 2003. All companies with payments received prior to that date will choose their space with their sponsorship level group in the order prescribed. All companies with payments received after that date will choose exhibitor space based on a first-paid, first-served basis. Final allocation of space shall be at the discretion of the SHRUG Workshop Exhibitor Coordinator. If it is determined that relocation of an Exhibitor is necessary to provide a more balanced exhibition, the Exhibitor shall abide by the decision of the SHRUG Workshop Exhibitor Coordinator.
6. The Exhibitor shall have the full right to distribute public relations information, advertising and/or promotional materials within the confines of his/her assigned exhibit booth(s).
7. All tables, exhibits and displays are to be self-contained within the booth(s) assigned to the Exhibitor and the Exhibitor will confine his/her business activities to this leased area. The booth(s) leases under this contract cannot be subleased or assigned to other parties without the consent of the SHRUG Workshop Exhibitor Coordinator.
8. Exhibits which include the operation of musical instruments, radios, talking motion picture equipment, public address systems, or any noise-making equipment must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors and their patrons. If the operation of any equipment disturbs exhibitors, their patrons, SHRUG, the Civic Center or their guests, the Exhibitor will discontinue the source of the annoyance, if requested by SHRUG. Operators of noise-making exhibits must secure approval from the Workshop Exhibitor Coordinator before the exhibit opens.
9. Every reasonable precaution will be taken to protect the property during the installation, exhibit period and removal. However, SHRUG will not be responsible for the safety of the property of the Exhibitor from theft, damage by fire, accident, vandalism or other causes. SHRUG will not be responsible for damage or injury to persons or property resulting from the negligence or actions of others. The Exhibitor accepts full responsibility for liabilities for damages to persons or property, public or private, arising out of its use of the exhibit space at the Tallahassee-Leon County Civic Center.
10. Shipping, erection, maintenance, dismantling, crating, uncrating and all other matters relating to the Exhibitor's exhibit are the sole responsibility of the Exhibitor. Exhibits shipped to the Tallahassee-Leon County Civic Center must not arrive before November 18, 2003. The exhibits being shipped to the Civic Center need the following information clearly marked on the outside of the boxes in order to be held by the Civic Center: **Company, Representative's name** (person setting up the booth), **SHRUG GIS Workshop, November 19-21, 2003, and Exhibit Hall**. Exhibits should be shipped to:
**Pam Lutton, Director of Maintenance, Tallahassee-Leon County Civic Center,
505 W. Pensacola Street, Tallahassee, FL 32301**
11. All exhibit material shipped to Tallahassee Leon County Civic Center will be subject to handling fees or may be declined upon delivery. Exhibitors must also make arrangements to return-ship their materials.
12. Exhibitors will conform to the following hours in the Exhibit space and/or any other hours as may subsequently be determined by SHRUG: **Tuesday, November 18, 2003**, set up exhibits from 6:00 PM until 10:00 PM; **Wednesday, November 19, 2003**, Exhibition in progress from 8:00 AM until 5:00 PM; **Thursday, November 20, 2003**, Exhibition in progress from 8:00 AM until 5:00 PM; **Friday, November 21, 2003**, Exhibition in progress from 8:00 AM until 12:00 PM, and exhibit removal from 12:00 PM until 3:00 PM.
13. The Exhibitor can cancel this agreement at any time by written notice to SHRUG. In the event of such cancellation received up to 60 days prior to the Workshop, SHRUG shall refund 50 % of payments made by your organization. No refunds will be made on cancellations received within 60 days of the Workshop.

If you have any questions or require additional information, please contact Erika Brandenburg (SHRUG Workshop Exhibitor Coordinator) by phone at (904) 722-2531 or via email at BrandenE@ctcgsc.org. Also, refer to the SHRUG Website at www.shrug-gis.info/.