



VCI-Group 2010 Annual Conference Exhibitor Guidelines

Visual Communications Industry Group (VCI-Group) invites your company to participate in its 2010 Annual Conference to be held October 3-6, 2010 at the Marriott Harbor Beach Resort & Spa in Ft. Lauderdale, Florida, USA. The Exhibit Hall offers the opportunity to display literature, demonstrate equipment, and promote product & service offerings

1. **ELIGIBILITY** – Supply collaboration technologies products and/or services, or complementary products and/or services
2. **SHIPPING** – The official drayage contractor whom is responsible for the unloading, delivery, reloading, and processing of exhibitors' freight shipments will be provided. Instructions regarding how and when to ship exhibition materials will be sent to exhibitors no later than August 1, 2010. Exhibitors are responsible for all drayage costs.
3. **SETUP AND BREAKDOWN** – Exhibits must be set up by 2:00 p.m. on Sunday, October 3 and must be dismantled between 12:00 p.m. and 5:00 p.m. on Wednesday, October 6. The exhibition area will be accessible for setup Saturday, October 2 & Sunday, October 3, times to be determined. Booth personnel may not set up the exhibit booth until all outstanding fees have been paid (including annual membership dues).
4. **ANALOG LINES** – Instructions regarding how and when to order analog telephone lines & telephone sets will be included in the exhibitor's tool kit which will be sent to exhibitors after receipt of registration and payment. The usage of phone lines is not included in the cost of the Exhibitor Packages. Any cost incurred as a result of phone usage is the responsibility of the exhibiting party and not Visual Communications Industry Group.
5. **PRE-EVENT MEETING & EXHIBITOR REGISTRATION** – An Exhibitor's Meeting will be held on Sunday, October 3, time and location to be determined. At least one representative from each exhibiting company must attend this meeting. Exhibitors may register on Saturday from 1:00 p.m. to 5:00 p.m. & Sunday from 8:00 a.m. to 5:00 p.m.
6. **SECURITY** – Security will be provided during the hours that the Exhibit Hall is closed.
7. **OCCUPATION OF EXHIBIT SPACE** - Exhibitors will occupy their contracted exhibit space during the entire exposition. No early tear-downs are permitted. No subletting of any part of an Exhibitor's space is allowed, including subletting to distributors or other companies affiliated with the Exhibitor. No rights under this contract may be assigned without VCI-Group's written consent.

VCI-Group reserves the right to restrict any exhibit, which, due to noise or other reason, is objectionable to VCI-Group. VCI-Group also reserves the right to prevent any Exhibitor from displaying beyond the bounds of the Exhibitor's rented exhibit space, either inside or outside the exposition facility.

8. **DAMAGE TO THE EXPOSITION FACILITY** - Exhibitors will not damage the exposition facility in any way, or permit it to be damaged by any substance or activity. If any Exhibitor, or the Exhibitor's agents, employees or guests, cause damage to the exposition facility, the Exhibitor will pay Exposition Facility Management the amount necessary to restore the facility to the condition it was in before being damaged by the Exhibitor.
 9. **INDEMNIFICATION** - The exhibitor assumes all responsibility for any and all loss, theft and/or damage to exhibitor's displays, equipment and other property while on Marriott Harbor Beach Resort & Spa premises and hereby waives any and all claims and/or demands it may have against Marriott Harbor Beach Resort & Spa, its parent and/or any of its affiliate companies arising from such loss, theft and/or damage. In addition, the exhibitor agrees to defend, indemnify and hold harmless Visual Communications Industry Group and Marriott Harbor Beach Resort & Spa and their respective parent, subsidiary and other related and affiliated companies from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees, costs of court and costs of other professionals, arising from directly and/or indirectly and/or in connection with the exhibitor's occupancy and/or use of the exhibition premises and/or any part thereof and/or any act, error and/or omission of the exhibitor and/or its employees, subcontractors and/or agents.
 10. **DEMONSTRATIONS** – Exhibitors are responsible for providing their own far-end support. The exhibiting company must provide all equipment for demonstration. Exhibit packages *do not include* equipment.
 11. **EXHIBIT HALL SCHEDULE** – Exhibiting companies are *required* to have a representative at their booth during the hours the Exhibit Hall is open (the Exhibit Hall will be closed during lunch each day).
 12. **PRIZES AND DRAWINGS** – Exhibiting companies are encouraged to utilize drawings in their booths. If you would like to take part in the grand prize drawing at the end of the conference, please provide your company name and information regarding the prize to the VCI-Group registration desk staff. All drawing prizes must be brought to the conference.
 13. **PAYMENT TERMS** – Payment is due at the time of registration. Booth space will not be confirmed until payment is received. Once booth space is confirmed, exhibitors will be listed in all applicable VCI-Group conference materials.
 14. **CANCELLATION POLICY** – All cancellations must be made in writing via email to info@vci-group.org or to the VCI-Group Office at 4248 Park Glen Road, Minneapolis, MN 55416. If you cancel on or before September 1, 2010 you will receive a refund less a \$500 (US) cancellation fee. NO REFUNDS WILL BE MADE AFTER September 1, 2010.
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EXHIBITOR PACKAGE

- Space allocated for each demonstration measuring approximately 8' deep x 10' wide. There will be 8' high pipe & drape along the rear of the space.
- A skirted table (minimum 6'), two chairs, pipe & drape, one standard electrical outlet, sign (11" x 24"), & carpeting (please see Exhibitor Tool Kit for additional electrical or other needs).
- The opportunity to set up a "tabletop" display & reasonable amount of stand-alone equipment. Display materials must comply with the following specifications:
 1. Back 4 feet can be 8' high & the front 4 feet can only be 4' high to avoid blocking the surrounding booths.
 2. The booth may not be what is traditionally considered a structured booth; backdrops & pop-ups allowed.
- The inclusion of the Exhibiting company's name in the, on-site program (including a brief company description).
- Two complimentary booth personnel (additional booth personnel may register at the rate of \$590/person). All booth personnel are required to register for the conference.
- Network is not included in the package price, but you may order it using the form provided in the exhibitor services kit