

Ignite Women's Leadership Summit Official Exhibition Regulations

All exhibits and exhibitors are subject to the following regulations.

Exhibit criteria - Exhibiting firms will be limited to those providing services, product, or publication that meet the professional and practical needs of our attendees. IGNITE reserves the right to restrict and deny prospective exhibiting organizations, for any reasons. This reservation includes persons, things, conduct, printed matter or anything of a character which the management determines offensive to IGNITE. In the event of such restriction or violation, IGNITE may evict the exhibit and will not be liable for any refunds of rentals or other exhibit expense.

Assignments – Assignment of space is dependent on a number of criteria, including the order in which contracts are received, product type, and number of requested booths/tables. Applications will not be processed without the required deposit. Applications by telephone will not be accepted. No exhibitor will be permitted to erect a display until space rental is paid in full. IGNITE reserves the right to alter exhibitor's assigned location at any time at its sole discretion in the best interest of the exhibit.

Contract for space – This application for exhibit space and full payment together constitute a contract for the right to use the space. The contracting exhibitor may forfeit any space not occupied by 7:45 am EST on Friday, June 9, 2017 and such space may be sold, reassigned, or used by IGNITE without refund of rental fee, unless prior arrangements for delayed occupancy have been made with IGNITE.

Cancellations/refunds – All notifications of cancellation must be made to IGNITE in writing. For cancellations received by April 6, 2018, the deposit will be refunded, less a \$50 service fee per booth/table. No refunds will be given for space canceled on or after April 6, 2018. Upon cancellation exhibitor loses all rights to space. IGNITE reserves the right to reassign the space to another exhibitor.

Reassignment – You may give your booth space to someone else, provided IGNITE approves the reassignment.

Exhibit set-up date – Exhibitors may set up their exhibits on **Thursday, June 7, 2018 from 3 to 5 PM or Friday, June 8, 2018 from 7:00 -7:45 am** unless other arrangements have been approved by IGNITE. Note: The doors are not locked until late in the evening, after the staff is finished setting up the ballroom for the event on Friday. **DO NOT LEAVE PRODUCT.** It is the duty and responsibility of each exhibitor to install their exhibit before the opening of the conference and to dismantle the exhibit immediately after the close of the conference. **YOU MUST BE READY FOR CUSTOMERS BY 7:45 AM.**

Exhibit dismantle date – Exhibitors shall dismantle their exhibit after 5:00 pm Friday, June 8, 2018. Exhibits may not be dismantled or removed before 5:00 pm Friday, June 8, 2018 unless authorized to do so by the Exhibitor Coordinator. Failure to observe this rule will jeopardize the exhibitor's space assignment and the right to exhibit at future Summits.

Staffing of booth – Exhibits must be open and staffed for business during the hours of the conference.

Arrangements of exhibits – IGNITE will supply the space only. If you will need access to electricity, please let IGNITE know at the time you reserve space. Displays may not be higher than eight feet in the back and four feet along the dividers and aisles. Display fixtures over four feet high must be confined to the back half of the booth as to not to interfere with the view of adjacent exhibits. No construction or built-up exhibit shall exceed the overall height of the back wall unless approved by IGNITE.

Security - Exhibitors are solely responsible for their own exhibit material and should insure against loss or damage.

Special regulations – (a) Reassignment or subletting of all or any part of booth/table space without approval from IGNITE is prohibited. (b) Solicitation and distribution of printed advertising must be confined to booth space only. Aisles must be kept clear at all times. (c) Operation of any objectionable sound devices will not be allowed. (d) Nothing shall be posted on, or tacked, nailed, taped, screwed, or otherwise attached to walls, floors, or other parts of the building or furniture. (e) Distribution of helium-filled balloons or adhesive-backed stickers or decals is prohibited.

Liability – Exhibitor must operate and maintain exhibits so that no injury will result to any persons or property. Exhibitor undertakes and agrees to indemnify and hold harmless IGNITE and its officers, board, agents, and representatives from any and all claims for damages, suits, etc. (including attorney fees) by any person by reason of negligence of the Exhibitor, its agents, representatives, or employees.

Exhibitor agrees to release and to indemnify and hold harmless IGNITE from any and all claims for damages, suits, etc., for injuries to themselves or their employees and for damages to property in their custody, owned or controlled by them, which claims for damages may be incidental to, grow out of, or be connected with their use or occupation of space contracted; however, nothing herein shall release IGNITE from any liability for claims, damages, suits, etc., that are the result of negligence of IGNITE.

Exhibitor must surrender space occupied by her/him in the same condition as it was at the commencement of occupation. The Exhibitor shall assume all responsibility for damage to the exhibit hall and shall indemnify and hold harmless Hilton Worldwide, Inc. (HWI), IGNITE, and their representatives for all liability which might ensue from any cause whatsoever arising out of the Exhibitor's participation in the exhibit program or in conference activities. In addition, Exhibitor acknowledges that neither HWI nor any of the other indemnities maintain insurance covering such losses by Exhibitor.

IGNITE will not be liable in any instance for any unseen expenses incurred by Exhibitor due to the terms of the lease that IGNITE has with HWI, or any consequential damages.

To the extent permitted by law, the Exhibitor hereby releases IGNITE, HWI, the City of Alcoa, Tennessee, Blount County, the State of Tennessee, its elected and appointed officials, employees and volunteers and others working on behalf of the aforementioned entities from any and all liability or responsibility to the Exhibitor or anyone claiming through or under the Exhibitor by way of subrogation or otherwise, for any loss or damage to property, even if the loss or damage shall have been caused by the fault of negligence of the aforementioned entities, its elected or appointed officials, employees or volunteers or others working on behalf of the aforementioned entities.

Insurance – Exhibitor is encouraged to procure and maintain adequate insurance coverage during the dates of the Summit, name IGNITE as additional insured. Exhibitor bears the risk of loss due to the inadequacy or failure of any insurance or any insurer, including any insurance that may be provided by Exhibitor, IGNITE, or HWI. IGNITE shall not in any event be liable to Exhibitor for any damages.

No Open Flames – Fire hose cabinets and extinguishers must be left accessible and in full view at all times.

Circulation and solicitation – Distributing of marketing materials and souvenirs must be restricted to the Exhibitor's booth. Canvassing or distribution of marketing materials or souvenirs in any location other than the Exhibitor's booth is prohibited.

Regulations and contract – All of the above rules and regulations are construed as part of all space contracts. Exhibitor recognizes and agrees that IGNITE retains the right to interpret and enforce all rules and regulations and make final decisions on all points not covered by the aforementioned rules and regulations.

Insurance – IGNITE shall not be liable for loss or damage of any article of equipment or property of Exhibitor which Exhibitor may suffer during installation or removal or during the exhibit itself due to robbery, fire, accident, or any other destructive cause. Insurance, if desired, must be placed by the Exhibitor.

Sales – Exhibitors are permitted to make direct sales on the exhibit floor. Obtaining the appropriate licensing or permits as required by law, collecting and remitting sales taxes and any other legal business requirements are solely the responsibility of the Exhibitor.