



FLORIDA LINUX SHOW 2009 JACKSONVILLE

University of North Florida,

University Center

March 9, 2009

Email: rod@floridalinuxshow.com

Conference Exhibit Rules & Regulations

1. Assignment of Booth Space:

Booth assignments are based on a first-come first-serve basis.

2. Contracts for Exhibit Space:

The application for space, the notice of space assignment by the Exhibit Manager, and the full payment of rental, together constitute a contract for the right to approve/disapprove applications and to reassign the exhibit space allotted under such contract.

3. Exhibit Space Rental and Payment:

Each exhibits area is at least 8' x 10' area. Full payment is required at time of application for space. Make checks payable to **Beachside Technical Media, Inc.** and forward to:

Beachside Technical Media, Inc.

1835 US 1 HWY S

Suite 119, Box 273

St Augustine, FL 32084

4. Booths:

Each Exhibitor is furnished a standard booth with one table, two chairs, and one wastebasket. Other furniture and booth furnishings may be obtained from the official exhibition contractor. Carpet rental is not necessary; the entire show floor is carpeted. The Exhibit Manager must approve any special exhibits or construction or installation in advance.

5. Exhibitor Registration:

All persons working in the exhibit booth area must be registered with the Exhibit Manager as a conference participant or booth attendant. No more than two exhibitor attendants are allowed at the exhibit at one time. No one will be admitted to the exhibit area without a badge or guest pass. Exhibition guest passes will be available for Exhibitor's clients.

6. Exhibitor Services:

All signage and furniture needs must be ordered from the official exhibition contractor. Individual booth cleaning, if desired, must be ordered through the Conference center.

7. Electrical and Telephone Services:

The Conference center will handle telephone services/charges. Telephone services order forms are supplied upon request. Each booth is supplied with one electric duplex receptacle. Contact the Exhibit Manager for additional receptacles.

8. Cancellation of Booth Space:

Booth space may be cancelled prior to the opening date of the exhibit area based on the following schedule:

- **10 working days prior to the show: 20% refunded**
- **After 10 working days: No refund**

9. Booth Regulation:

A. Subletting/sharing of Both Spaces:

No Exhibitor shall assign, sublet, or apportion the whole or any portion of space allocated, nor exhibit therein any products and/or services other than those produced or distributed by the Exhibitor in the regular course of his/her business. No Exhibitor can share a booth with any another company. However, an Exhibitor can share a booth with divisions or departments within the same company.

B. Audio Devices:

Exhibits that include the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noise making machines must be operated so that the resulting noise will not annoy or disturb adjacent Exhibitors and their patrons and must be approved by the Exhibit Manager.

C. Compliance with Schedule:

An attendant must be in charge of each booth during the hours when the exhibit area is open, and further, each Exhibitor agrees to maintain installed display space through all exhibit days and hours. In the event the Exhibitor fails to install or have installed his display within the time limit set for opening the exhibit or fails to comply with any provisions concerning the use of display space, the Exhibit Manager reserves the right to take possession of said space.

D. Security:

Security arrangements are provided by the Exhibit Manager on a 24-hour basis. Exhibit area remains unlocked during conference and exhibit hours.

E. General Restrictions:

The Exhibit Manager reserves the right without recourse to absolutely control or prohibit any exhibit or part of any exhibit which, in its opinion, is not suitable or in keeping with the character of the exhibition. This reservation concerns, things, conduct, printed matter, souvenirs, catalogs, etc. Aisle space may not be used for exhibit purposes or for display signs.

10. Liability:

Exhibitor agrees to protect, save, and hold Beachside Technical Media, Inc. and the Florida Linux Show 2008 of the Conference Center, official contractor, and all agents and employees thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance whether occasioned by the negligence of the Exhibitors or those holding under the Exhibitors and further, Exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs (including attorneys' fees), damages, liabilities, or expenses arising from or out of any accident or bodily injury or other occurrence to any person or persons, including the Exhibitor, its agents employees, and business invitees, which arises from or out of or by reason of said Exhibitor's occupancy and use of all or part of the exhibition premises. The Exhibitor understands that neither the Florida Linux Show 2008, official contractor, nor University of North Florida, University Center maintains insurance covering Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

11. Fire Protection:

All display material must be flameproof and are subject to inspection by the Fire Department in the city where the conference is conducted. No flammable fluids or substances may be used or shown in booths.



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12. Shipping Instructions:

All Exhibitors must make arrangements with the official contractor or the University Center, in shipping materials to the conference site or handling crates or boxes once at the site. Make sure shipping labels have the "Show Name (**Florida Linux Show 2008**) and Start Date (**February 11, 2008**)" on it. After the conference, shipping of small packages using Federal Express, UPS, and Airborne Express can be arranged with the University Center. The University has a ground-level loading entrance. Federal Express and UPS are notified in advance about the conference date and that extra packages will be ready for pickup.

13. Exhibit Rules and Regulations:

Exhibitor Agreement and Exhibitor Booth information form together constitute the entire contract. Amendments and/or exclusions to this contract are not legally binding unless written into the contract and initialed by authorized representatives of both parts.

14. Convention Center Name:

Address, phone number, email, and contact name.

University Center

12000 Alumni Drive

Jacksonville, FL 32224 – 2678

Phone: 904-620-4222

Email: univ-ctr@unf.edu

Brian T. Blakeslee, Asst. Director

15. Setup/Tear Down:

Booth setup is Saturday and Sunday February 9th and 10th. Setup **must** be completed before February 11th at 8:00 AM. Booth tear down starts at February 11th at 5:00 PM and must be completed by 7:30 PM. If an exhibiting company dismantled before the scheduled tear down, the exhibiting company will not be allowed to exhibit with Florida Linux Show for one year.

16. Exhibit Manager:

<http://www.floridalinuxshow.com>

Telephone: 904-824-1140

Email: rod@floridalinuxshow.com