

## **CCL Policies and Procedures**

1. Application for space indicates you are in harmony with the Statement and Purpose of the CCL outlined in this vendor packet.
2. CCL will furnish 1 8' table, 2 chairs, and a tablecloth and skirt . All other equipment must be furnished by the exhibitor.
3. Exhibits are to stay within the designated booth area. Do not block EXITS or hallways.
4. Exhibits are not to infringe on other vendors' space. This includes, but is not limited to, noise level, hanging props, and/or flashing lights.
5. Exhibitors, or their agents, must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. Nothing shall be nailed, stapled, or otherwise fixed to the walls, floors or any part of the exhibit space. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property so damaged.
6. All promotional materials are to be distributed or handed out at the vendor's booth only. Vendors are not allowed to have employees stationed at any other location on the campus distributing their material or handouts.
7. Vendors are responsible for any tax collection.
8. All cancellations must be in writing and received by May 1, 2004.
9. Full payment must accompany your registration form. Make checks and money orders payable to "CCL Convention 2004". All payments must be in US funds. Returned checks will not be resubmitted and must be paid by cashier's check or money order.
10. CCL will not be liable for any liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the show is to be produced, being before, or during the show destroyed by fire or other calamity, or by any act of God, public enemy, strikes, statutes, ordinances, or any cause beyond its control.
11. Neither CCL or Lewis University, shall be responsible for any loss, damage, or injuries suffered by an exhibitor from any cause whatsoever prior to, during, or subsequent to the period covered by this exhibit contract. Exhibitor agrees to release, indemnify and hold harmless CCL and Lewis University from all liability, loss and damages resulting from any and all suits, proceedings, claims, demands or action of any kind or nature arising from, or otherwise connected with the Exhibitor's occupation and negligent use of the booth space.
12. Exhibitors and their helpers must exhibit professional behavior at all times while on the show site. CCL reserves the right, in its sole discretion, to determine what constitutes professional behavior. Violation of this rule will result in the exhibitor, their helpers and exhibits being excluded from the show site with no refund or allowance whatsoever.
13. CCL reserves the right without recourse to absolutely control or prohibit any exhibit, which in its opinion, is not suitable or in keeping with the character of the conference. This regulation concerns persons, things, conduct, printed matter, souvenirs, catalogues, etc. All property of the exhibitor is understood to remain under custody and control of the exhibitor, in transit to and from or within the confines of the exhibit area. Exhibitors are advised to carry floater insurance to cover exhibit material against loss or damage and public liability insurance against injury to the person or property of others. CCL assumes NO responsibility for the safety of the properties of the exhibitor, his officers, agents, or employees from theft, damage by fire, accident or any other cause.
14. Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the CCL. CCL shall have full power to interpret, amend, and enforce these rules and regulations, providing any amendments, when made, are brought to the notice of the exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

15. I, \_\_\_\_\_, have read the above Operating Policies for the CCL

**PRINT NAME**

**Convention 2004 Vendors, and I hereby agree to abide by the policies set forth above.**

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**SIGNATURE REQUIRED**