



COABE/ProLiteracy Joint Conference

Exhibitor Guidelines

These guidelines are to be considered as part of the Exhibitor Contract. The Conference Exhibit Chair reserves the right to interpret them, as well as make final decisions on all points which guidelines do not cover.

1. **EXHIBITION SPACE:** Exhibits will be conducted in the Southeast Hall at the Hilton Chicago Hotel lower level.
2. **EXHIBIT HALL HOURS:** The exhibit hall will be open to conference attendees for the following hours:
Wednesday, March 17, 2010 10:30 a.m. – 5:00 p.m.
Thursday, March 18, 2010 8:00 a.m. – 5:00 p.m.
3. **INSTALLATION AND DISMANTLING OF EXHIBITS:** Exhibits must be set up by 4:30 p.m. on Tuesday, March 16, 2010. Exhibitors may begin preparation at 10:30 a.m. on that day.

All exhibits must be dismantled by 7:00 p.m. on Thursday, March 18, 2010. Any equipment or materials of the Exhibitor remaining past that time may be deemed abandoned and disposed of as is deemed advisable. Any costs will be incurred by the Exhibitor.

4. **BOOTHS:** All booths are 10' x 10' and consist of a 8' high back drape and a 3' high side drape, one (1) 8' skirted table, two (2) side chairs, one (1) wastebasket and a 7" x 44" one-line ID sign. No walls, partitions, decorations or any other obstructions may be erected which in any way interferes with the view of any other exhibitor. Aisle carpeting will be provided in the exhibit hall, not in the individual booths. Carpeting for booths and other decorating can be arranged through Freeman Decorating Co. (See #8)

All booths will be assigned by the Exhibit Chair with priority given first to those sponsoring activities and/or providing materials for the conference and then based upon the chronological receipt of registrations. Register Early!

5. **EXHIBITOR REGISTRATION:** Exhibitors need to sign-in at the Exhibitor Registration located in the conference registration area in the lower level of the hotel.
6. **CONFERENCE PROGRAM MATERIALS:** All participants and Exhibitors attending the conference will receive a program listing of all firms who are exhibiting. To be listed in the conference program, Exhibitors must register by February 1, 2010.

7. **CALL FOR PRESENTATIONS:** All paid Exhibitors are invited to submit a proposal for presentation at the conference. The Call for Presentation Form is available on the COABE/ProLiteracy Conference Website. All Exhibitors proposals must be clearly marked and proposals will be equally evaluated by the Conference Program Committee. The deadline for submission is October 15, 2009.
8. **DELIVERY AND STORAGE:** To help you with your exhibit, contact Freeman's Exhibitor Services Department at 773-473-7080 for information regarding shipping, delivery, storage of exhibit materials, and display assembly or by accessing show information at www.freemanco.com . Whatever your exhibit requires, Freeman has the resources to help you.
9. **CANCELLATION:** Cancellation must be made in writing to the exhibit Chair and is subject to a \$75 service fee. Refunds will be mailed after the COABE/ProLiteracy Conference. **No refunds will be granted after January 15, 2010.**
10. **CHARACTER OF EXHIBITS:** Products and/or services related to the educational and professional development of our members are suitable for exhibition. The Exhibit Chair reserves the right to decline or prohibit any exhibit that, in their judgment, is not suitable to, or in keeping with, the character of the conference.
11. **DISPLAY SPACE NOT CLAIMED:** Booths not occupied by the opening of the exhibition may be cancelled or reassigned without refund. The Exhibit Chair reserves the right to assign labor to set up any display that is not in the process of being erected at that time. The charge for this labor will be billed to the Exhibitor.
12. **SUBLETTING SPACE:** No Exhibitor may assign, sublet, or apportion the whole or any part of the space allotted to him/her nor exhibit therein, nor permit any other person or firm to exhibit therein, any goods other than those manufactured or distributed by the Exhibitor in the regular course of its business, without written consent of the Exhibit Chair.
13. **CANVASSING, SOLICITING, EXHIBITING OR DISTRIBUTING SAMPLES:** Exhibitors are confined to their own booth(s). Printed advertising is not permitted beyond the confine of the purchased booth space.
14. **RESPONSIBILITY CLAUSE:** Exhibitor assumes responsibility and hereby agrees to indemnify and defend **COABE, ProLiteracy, IACEA**, Hilton Chicago, Hilton Hotels Corporation, and the Hotel's Owner, as well as, their respective owners, managers, subsidiaries, affiliates, employees, and agents against any claims or expense arising out of the use of the exhibit premises.

The Exhibitor understands that neither **COABE, ProLiteracy, IACEA**, nor the **Hotel parties** maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

15. **SECURITY:** Security personnel will be provided by the conference in the Exhibit Hall during hours that the Exhibit Hall is not open to conference attendees beginning at 4:30 p.m. Tuesday, March 16, 2010 and continue until 10:00 a.m. on Wednesday, March 17, 2010. It will resume at 5:00 p.m. on Wednesday and continue until 8:00 a.m. on Thursday, March 18, 2010.

16. **FIRE PROTECTION, MACHINERY, FLAMMABLE LIQUIDS AND ELECTRICITY:** All display materials must be fireproofed. No person shall erect an engine, motor, or other machinery on the premises, or use any gas, electricity, inflammable liquid or charcoal therein, without prior written approval of the Hilton Chicago. All electrical work and equipment required in addition to that provided must be ordered through the Hilton Chicago to insure that it will meet all state and local codes.

17. **LIGHT AND POWER:** General house lighting is provided for adequate illumination of exhibit area.

18. **CHICAGO AREA UNION JURISDICTIONS:** The Exhibitor agrees to adhere to the union jurisdictions as described in the *Chicago Area Union Jurisdictions*.