

## **2017 Annual Workers' Compensation Conference Exhibitor Requirements**

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The following requirements apply to parties registered to exhibit at the 2017 Workers' Compensation Conference to be held at the Hershey Lodge and Convention Center in Hershey, PA on June 12-13, 2017. Exhibition space is available and offered to exhibitors in good standing. Registration requires a completed exhibitor registration form, payment in full, a signed Exhibitor Requirements Acknowledgement form (found at the end of this document) and a certificate of current insurance coverage.

### **Exhibitor Fees:**

- \$750 per booth.

### **Fee Includes:**

- This fee allows for the attendance of two individuals. Additional exhibitors are required to pay the conference registration fee of \$250 per person.
- Two BWC-issued name badges for two exhibitor representatives, which must be worn to obtain admission to all meals, breaks and sessions as indicated on the conference agenda.
- 8' x 10' carpeted booth with draped side rails and back drop
- One 7" x 44" head sign containing the company name, as supplied to BWC on the Exhibitor Registration Form, and the booth number
- One 6' skirted table
- Two chairs
- One wastebasket
- One 110V electrical outlet
- Wall to wall carpeting
- 24-hour roaming security with **limited** security during lunch breaks on June 12 & 13 (room will be locked during lunch periods)
- Morning and afternoon refreshments as provided to conference attendees
- Lunch(s) as provided to conference attendees
- Dinner as provided to conference attendees

### **Fee DOES NOT Include:**

- Receipt, storage or handling of shipped materials
- Internet access (you may contract for this service; Hershey Expositions will be the contractor for decorating, drayage and labor at this year's conference. Hershey Expositions will contact you via email with login information and further instructions for your use in ordering any additional items.
- Additional/supplementary chairs, tables, carpeting, skirting and other furnishings (you may contract for additional items through Hershey Expositions).
- Other meals not provided by BWC

- Hotel accommodations

### **Booth Location:**

Upon receipt of a completed exhibitor registration form, certificate of insurance coverage, a signed Exhibitor Requirements Acknowledgement Form and payment in full, BWC will issue a confirmation letter. A floor plan and booth assignment will follow via email. Exhibit space will be assigned in the order that registrations are received.

**BWC reserves the right to alter the exhibit maps and to change booth assignments at any time before or during the conference.**

### **Booth Display:**

Tabletop or floor displays are permitted, providing they do not exceed the 8' high backdrop or the depth from the back of the booth to the specified aisle. Displays may not protrude into the aisle or cause a danger to safe travel of exhibitors and guests. All lighting within the exhibit must be arranged and operate without distraction or obstruction to adjacent booths.

All draping and decorative materials used by the exhibitor shall be flame proof. All booth equipment shall be in keeping with and consistent with all rules, codes and regulations referred to under the "codes and agreements" section below.

**BWC reserves the right to require the removal or modification of displays it deems unacceptable.** If you have any questions about the propriety of any materials and/or equipment, please seek BWC's approval prior to your arrival at the show site.

### **Booth Operations:**

- **Exhibitor Registration and Set-Up.** Exhibitor set-up is scheduled for Sunday, June 11, 2017: 5:00 p.m. to 9:00 p.m. at the registration desk in the Great American Lobby, outside of the exhibit hall (White & Blue Rooms) at the Hershey Lodge and Convention Center. Exhibitors must wear the BWC-issued name badge in order to begin booth set-up.
- **Operations During Conference.** The exhibit hall (White & Blue Rooms) will be open to WC conference attendees on June 12, 2017, from 7:00 a.m. to 4:00 p.m. and closed for lunch from 12:15 p.m. to 1:45 p.m. On June 13, 2017, the exhibit hall will be open from 7:30 a.m. to 3:00 p.m. and closed for lunch from 11:30 a.m. to 1:00 p.m. We have set aside specific times in our agenda for conference attendees to visit the exhibit hall at morning registrations, morning breaks and afternoon breaks. BWC requests that your booth be manned when the exhibit hall is open.

- **Prizes and Contests.** Exhibitors are permitted to conduct a door prize drawing. Any exhibitor conducting a door prize drawing is solely responsible for its operation and results. Names of prize winners will be displayed in the exhibit hall lobby at 2:15 p.m. on June 13, 2017. Exhibitors are responsible for providing winners with their prize(s). Please have your winner sheet to the Exhibitor Registration Desk by 11:30 a.m. June 13, 2017.
- **Exhibitor Teardown.** BWC requires that the exhibit space be left as the exhibitor found it. Exhibitor booth teardown will begin no sooner than 3:00 p.m. on Tuesday, June 13, 2017. Exhibitors who begin teardown prematurely will not be assigned booth space for the subsequent conference unless space is available at the time of the exhibit registration deadline for the subsequent conference. All exhibit materials must be completely removed from the exhibit hall by 6:00 p.m. on Tuesday, June 13, 2017.

### **Exhibitor Responsibilities and Restrictions:**

- **Identification.** Exhibitors and their staff must wear BWC-issued name badges while on the exhibit floor and when attending any BWC-sponsored functions. Individuals not wearing a BWC-issued name badge will be asked to put it on or leave the function. Badges are not transferable.
- **Handling and Storage.** Exhibitors shall make their own arrangements for shipment, delivery, receipt and storage of display materials and empty crates through the exhibitor contractor company. An email will be sent from Hershey Expositions, within approximately one month of your confirmed registration, with online ordering instructions for your use in purchasing additional items and such services.
- **Food and Beverage.** Exhibitors may not sell food and beverage from exhibit booths in either the exhibit hall and/or foyer areas of the Hershey Lodge and Convention Center. Exhibitors are responsible for obtaining and adhering to the policies of the Hershey Lodge and Convention Center when making arrangements for catering, food delivery, service and setup.
- **Hospitality Suites.** At least one representative from the organization hosting the hospitality suite must be registered for the WC conference as an exhibitor or attendee. Hospitality suites may not be open during conference hours. Hospitality suites must be booked directly with the Hershey Lodge and Convention Center. **Vendors host hospitality suites at their own risk.**
- **Licensing.** Exhibitors must secure proper licenses and pay any and all licensing fees for any copyrighted materials such as music, motion pictures and printed publications, which may be on display in their exhibit space.

- **Equipment.** Exhibitors must return to Hershey Exposition Services, the drayage company, any furnishings leased from Hershey Exposition Services on June 13, 2017, by 6:00 p.m. complete and in good condition, normal wear and tear excepted. All other equipment shall be provided by the exhibitor at his/her own expense.

**Codes and Agreements:**

Exhibitors expressly agree to comply with all applicable fire, utility and building codes and regulations.

Exhibitors expressly agree to comply with any and all rules or regulations of the Hershey Lodge and Convention Center.

Exhibitors expressly acknowledge that smoking is prohibited in the Hershey Lodge and Convention Center and at all sponsored workshops, sessions and exhibit areas held within the confines of the Convention Center.

**Insurance and Identification:**

Exhibitors expressly agree that BWC, the Hershey Lodge and Convention Center, and/or any other officer or staff member thereof, are not responsible for the safety or well being of the exhibitor's person or property. Exhibitors expressly agree it is the sole responsibility of the exhibitor to protect his/her property, person and valuables.

Exhibitors expressly agree that BWC is not responsible for any damages or losses associated with the hosting of a hospitality suite.

Exhibitors expressly agree that BWC and its respective agents, employees, staff, officers and independent contractors shall not be responsible in any way for: (1) damage, loss, theft or destruction of any property owned or leased by the exhibitor, or (2) any accident or bodily injury to the exhibitor or its representatives, agency, employees, licensees or invitees.

Exhibitors expressly agree to indemnify, hold harmless and defend BWC from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever (including but not limited to costs, interest and attorney's fees) which BWC may be required to pay incident to or arising directly or indirectly from any intentional or negligent act or omission.

**Assignment and Sublease:**

Registration, the allocation of booth space, or any rights incident to registration are not assignable. Exhibitors shall not sublet the booth or any equipment provided by BWC or Hershey.

**Cancellation of Exhibit Space by Exhibitor:**

BWC limits vendor space to 100 booths per event. There is a waiting list. If a representative of a registered exhibitor cannot attend, you may send a substitute



representative, but you must notify BWC of this change in writing. If the exhibitor must cancel its registration, please notify BWC immediately.

Exhibitor registration fees will be refunded if BWC receives a written cancellation request at least 10 business days prior to the conference. Verbal cancellation requests or cancellation requests received by BWC less than 10 business days prior to the conference will be considered for refund on a case-by-case basis.

**Cancellation of Conference:**

In the event the conference is cancelled by BWC, the obligations of the parties under this agreement shall be automatically terminated, and all exhibitor registration fees made shall be refunded to the exhibitor, less a pro rata share of expenses actually incurred by BWC in connection with the conference.

**Amendments:**

BWC shall have sole authority to interpret and enforce all provisions of the Agreement; to make any amendments thereto; and to make further conditions as shall be necessary for the orderly conduct of the 2017 Annual WC Conference, June 12-13, 2017, at the Hershey Lodge and Convention Center in Hershey, PA.

## **EXHIBITOR LOSS PREVENTION AND SAFETY GUIDELINES**

- Smoking is prohibited except in designated areas.
- All materials in the exhibit area must be flameproof and fire resistant.
- Fire exits must be kept clear.
- Report any fires immediately or pull the nearest fire alarm.
- Live animals are prohibited in the exhibit area.
- Standing on chairs, tables and other furniture is PROHIBITED. Please use a ladder or ask BWC or Hershey Lodge and Convention Center personnel for assistance.
- Use appropriate caution in the exhibit hall. Watch your step in the aisles and stay away from the loading docks and storage areas.
- Use of frayed electrical wires and cords is prohibited. Any electrical code that traverses or is adjacent to a traffic area must be taped to the floor surface. Do not overload outlets or plugs.
- Clean up or report all spills immediately.
- Protect and secure your valuables.
- Dispose of waste properly.
- Keep your display and exhibit materials stacked securely.
- Notify a BWC or Hershey Lodge and Convention Center staff representative of any safety issues or concerns.

## Exhibitor Requirements Acknowledgement

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We, being duly authorized on behalf of \_\_\_\_\_ ,  
an exhibitor at the June 12-13, 2017, Workers' Compensation Annual  
Conference to be held at the Hershey Lodge and Convention Center in  
Hershey, PA, expressly acknowledge that we have received the exhibitor  
guidelines and assent to the Terms and Conditions contained therein without  
objection.

For: \_\_\_\_\_  
*Exhibitor*

By: \_\_\_\_\_  
*Exhibitor Representative Signature*

\_\_\_\_\_  
*Exhibitor Representative Signature*