

Table Top Exhibitor Rules and Regulations

1. ASSIGNMENT OF TABLE TOP EXHIBIT SPACE :

Table top exhibitor assignment is based on the order of receipt of contract and payment by the Virginia Oracle Users Group (VOUG).

2. CONTRACT FOR TABLE TOP EXHIBIT SPACE:

The application for space and the full payment of space rental together constitute a contract.

3. TABLE TOP EXHIBIT RENTAL AND PAYMENT:

Rental fee for one table top exhibit is \$1,275. Full payment is required at time of application for space. Make check payable to VOUG and forward it to:

VOUG 2009
c/o Event Planning Solutions, LLC
441 N. Crestwood Drive
Wilmington, NC 28405

4. TABLE TOP EXHIBIT SPECIFICATIONS:

Each table top exhibitor is furnished one 6-foot draped table and two chairs. Pop-up displays of 10 feet or less in width will be allowed.

5. TABLE TOP EXHIBIT REGISTRATION:

All persons working in the table top area must be registered as conference participants. Table top exhibits and conference sponsorships receive 2 complimentary registrations and may have additional table top attendants. Additional personnel may attend, at a cost of \$150/person.

6. ELECTRICAL AND TELEPHONE SERVICES:

Electrical services and charges will be handled by the hotel. Order forms will be provided in the exhibit materials kit. Each company is responsible for coordinating these requests and payment directly with the hotel.

7. CANCELLATION OF EXHIBIT SPACE:

Display space may be canceled prior to the opening date of the exhibit based on the following schedule:
70 days or more: Full refund
45 to 69 days: One-half the cost refunded
44 days or less: No refund

8. AUDIO DEVICES:

Table top exhibits that include the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noise-making machines must be approved by the conference manager. This equipment must be operated so that the resulting noise will not disturb adjacent exhibitors and their patrons.

9. GENERAL RESTRICTIONS:

VOUG reserves the right, without recourse, to control or prohibit any table top exhibit or part of any table top exhibit which, in its opinion, is not suitable or in keeping with the character of the conference. This reservation concerns persons, things, conduct, recruiting (see item 13), printed matter, souvenirs, catalogs, etc. Each table top will receive the participant list electronically after the conference. The participant list, in its entirety or any part thereof, is proprietary in nature and cannot be resold or loaned to any person or persons for any reason.

10. WAIVER OF LIABILITY:

The exhibitor agrees to protect, save, and hold VOUG, the Omni Richmond Hotel, 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 VOUG nor the Omni Richmond Hotel maintains insurance covering the 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 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 table tops.

12. SHIPPING INSTRUCTIONS:

All exhibitors must make arrangements to ship or carry their own materials to the conference. This is not an exhibition with a drayage company contracted to handle move-in and move-out.

13. RECRUITING POLICY:

No recruiting is permitted at VOUG conference. This applies to all conference attendees—including vendors/consultants. Any recruiting materials found at the conference will be confiscated. Conference attendees found violating any VOUG policies, including, but not limited to, these policies prohibiting recruiting activities at the VOUG conference, will be escorted from the conference and not allowed to return to the conference or any conference activities. In this event, there will not be any refund of conference fees.