



2022 WBENC NATIONAL CONFERENCE RULES & REGULATIONS

This document sets forth the rules and regulations between WBENC and you when you register for the 2022 WBENC National Conference & Business Fair (Conference). By registering for the Conference, you are agreeing to these rules and regulations. You should read this document carefully.

General dates and policies for the 2022 WBENC National Conference & Business Fair:

The following information relates to any attendee, sponsor, or exhibitor (collectively "Participant(s)"):

- Early Bird Registration deadline is Monday, April 6, 2022.
- Payments made by check will not be accepted after Friday, May 27, 2022.
- To be listed in the exhibitor directory, payment must be received no later than Monday, May 6, 2022.
- Participant registrations made online and paid by credit card will be accepted until Monday, May 30, 2022 at 11:59 p.m. PST.
- When purchasing an Exhibitor Package, you may elect to pay by credit card or by invoice. Invoice will only be an option up until May 13, 2022. After May 13, 2022, you must pay by credit card for any Exhibitor Package.
- You can register on-site beginning Monday, June 6, 2022 at the Georgia World Congress Center in Atlanta, GA.
- On-site registrations must be paid for by check or credit card.
- Questions regarding the conference can be directed to wbenccustsvc@wbenc.org. Information is available at www.wbenc.org/conference.
- Policy for the Atlanta Marriott Marquis and The Westin Peach Tree Plaza, Atlanta: All hotel reservations will include a first night non-refundable deposit, equal to the room rate at the conference hotel of your choice. Upon check-in, this deposit will go toward your hotel stay.
- REFUND POLICY: All registration/ticket sales are final; no refunds will be issued. All exhibitor and sponsor package purchases are final and non-refundable.
- Registration transfers – paid attendee registrations may be transferred to another individual if you notify WBENC in writing by May 30, 2022. Send transfer and substitutions via email to wbenccustsvc@wbenc.org. Please include complete contact information for yourself as well as for the colleague who will be using the registration. All requests must be made in writing by May 30, 2022. Registrations are not transferable between events or years.
- Please make checks payable to Women's Business Enterprise National Council and mail to: WBENC, PO Box 418391, Boston, MA 02241-8391.
- For courier delivered mail, please address to: Bank of America Merrill Lynch Lockbox Services, Lockbox 418391, MA5-527-02-07, 2 Morrissey Blvd, Dorchester, MA 02125.



DISCLAIMER – SPEAKERS/EXHIBITORS

The descriptions of speakers and times are correct at the time of publishing and, in the event of unforeseen circumstances, the organizers reserve the right to alter or delete items from the conference program. The Women's Business Enterprise National Council (WBENC) and its agents act only as organizers of the conference. The views expressed in presentations made at the conference are those of the speaker and not, necessarily, of WBENC. Presentations or the presence of exhibitors at the conference, do not constitute and endorsement of the exhibitor or speaker's views, products, or services. WBENC does not make any warranty, express or implied, including warranties of merchantability and fitness for a particular purpose, and specifically disclaims any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, service or process presented and makes no representation that any use would not infringe upon privately owned rights.

USAGE OF PHOTOGRAPHIC AND VIDEO MATERIALS– RELEASE AND DISCLAIMER

To comply with global privacy laws, WBENC imposes certain restrictions on the use of visual media (meaning photography, video, audio, online streaming, and all future mediums) at its events. A Participant is permitted to use hand-held cameras or smart phones to take photographs and capture digital images for personal, non-commercial use, provided the photography is not disruptive. Photographs may not be published, sold, reproduced, transmitted, distributed or otherwise commercially exploited in any manner whatsoever. Additionally, under no circumstances, may photographs be taken of any exhibitor or exhibits without the express authority of the exhibitor concerned in each case. WBENC disclaims all liability for the capture of your image in any visual media format by other Participants at the Conference.

WBENC may hire professional service providers or use in-house resources to take visual media of any portion of the conference to document and display the conference experience. These visual media materials may be used in future marketing materials or on WBENC's website. WBENC may also use social media (e.g., Facebook, Twitter, Instagram, LinkedIn) to post real-time photographs and videos to its social media feeds and display select submissions from those feeds on monitors during the conference. By attending the conference as a Participant of the Conference, you acknowledge and agree that WBENC has permission to use your name, likeness, image, voice, and/or appearance as such may be embodied in any visual media materials taken or made on behalf of the 2022 Conference. You further acknowledge and agree that WBENC has and will have complete ownership of such visual media, including the entire copyright, and may edit and use them for marketing and promotional activities, (including being used and reused in whole or in part for publication, broadcast, cablecast, multimedia production, internet distribution, illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, advertisements, and any promotional or educational materials in any medium now known or later developed) and for any other lawful purpose in the ordinary course of its business. You



also acknowledge and agree that you will not receive any compensation for the use of such visual media and hereby release WBENC and its agents and assigns from any and all claims that arise out of, or are in any way connected with such use.

CONFLICTING EVENTS DURING NATIONAL CONFERENCE PUBLISHED SCHEDULE

All attendees and exhibitors agree not to extend invitations, call meetings, host hospitality events, or otherwise encourage the absence of industry professionals or registered conference attendees from the Exhibit Hall, scheduled conference sessions, and meeting rooms during the hours of all WBENC National Conference & Business Fair activities. If an exhibitor cancels their exhibit space, they will automatically lose the opportunity to use any approved meeting rooms, hotel suites, or special function rooms. Please contact wbenccustsvc@wbenc.org for additional guidance on private functions.

INFORMATION RELEASE - RESERVATIONS/SURVEY

As a Participant of the Conference, you agree that WBENC and its registration management firm, Experient, has permission (i) to provide your registration information (name and contact information) to any and all conference hotel properties for the purpose of verifying that your reservation has been correctly credited to the group's room block in the records of your chosen hotel property, and (ii) to obtain from any and all conference hotel properties your registration information (name and contact information) for such purpose.

We may additionally share your personal information with third-party partners or vendors who help deliver or administer the services and programs. In these cases, our partners and vendors are only permitted to use the information in connection with the delivery or administration of those services and programs.

In addition to our use of photographic and video materials, described above, we may contact you after the Conference for participation in an optional survey.

WAIVER OF LIABILITY AND RELEASE OF CLAIMS

In consideration of being allowed to register for, and participate in the Conference, you (whether as a conference attendee, [sponsor, and or exhibitor) hereby warrant and represent that you are age 18 or above and acknowledge a willingness, freely and voluntarily, without any inducement, assurance, or guarantee being made to you, to attend the Conference and HEREBY FREELY AGREE TO DEFEND, INDEMNIFY, WAIVE, RELEASE FROM LIABILITY, COVENANT NOT TO SUE, ASSUME ALL RISKS, AND FOREVER DISCHARGE ANY AND ALL LIABILITY, CLAIMS, AND DEMANDS OF WHATEVER KIND OR NATURE AGAINST WBENC AND THE GEORGIA WORLD CONFERENCE CENTER, INCLUDING IN EACH CASE, WITHOUT



LIMITATION, THEIR DIRECTORS, OFFICERS, EMPLOYEES, VOLUNTEERS, AGENTS, SERVANTS, AND BOARD MEMBERS (THE “RELEASED PARTIES”), EITHER IN LAW OR IN EQUITY, TO THE FULLEST EXTENT PERMISSIBLE BY LAW, INCLUDING BUT NOT LIMITED TO DAMAGES OR LOSSES CAUSED BY THE NEGLIGENCE, FAULT OR CONDUCT OF ANY KIND ON THE PART OF THE RELEASED PARTIES, INCLUDING BUT NOT LIMITED TO DEATH, BODILY INJURY, ILLNESS, INCLUDING BUT NOT LIMITED TO COVID-19, ECONOMIC LOSS OR OUT OF POCKET EXPENSES, OR LOSS OR DAMAGE TO PROPERTY, WHICH ARISE OR MAY HEREAFTER ARISE FROM PARTICIPANT’S PARTICIPATION WITH THE CONFERENCE. THIS LIABILITY WAIVER AND RELEASE IS SPECIFICALLY BINDING UPON PARTICIPANT HEIRS AND ASSIGNS AND IS KNOWINGLY GIVEN.

ASSUMPTION OF RISK:

Participant acknowledges and understands the following:

- (1) Participation in the Conference includes possible exposure to and illness from infectious diseases including, but not limited to, COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist;
- (2) Participant knowingly and freely assumes all such risks related to illness and infectious diseases, such as COVID-19, even if arising from the negligence or fault of the Released Parties; and
- (3) Participant hereby knowingly assumes the risk of injury, harm and loss associated with the Conference, including any injury, harm, and loss caused by the negligence, fault, or conduct of any kind on the part of the Released Parties.

AGREEMENT

By submitting your registration, you, as the Participant (and your guests) agree to be bound by and to abide by these Rules and Regulations and all amendments thereto, as well as all decisions of WBENC.

AMENDMENT OF RULES

WBENC reserves the right to make changes, amendments, and additions to these rules at any time, and all changes, amendments, and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by WBENC.



FOR ADDITIONAL INFORMATION:

Send request via email with “NCBF 2022 Information Request” in the subject line to: wbenccustsvc@wbenc.org

Exhibitor Information

EXHIBIT FACILITIES

Exhibits for the 2022 WBENC National Conference will be located at the Georgia World Congress Center Tuesday, June 7th through Thursday, June 9th.

WHO IS ELIGIBLE TO EXHIBIT AT THE NATIONAL CONFERENCE?

Companies may exhibit at the WBENC National Conference if they are a: WBENC National Corporate Member, WBENC Regional Corporate Members from the Georgia Women’s Business Council or Women’s Business Enterprise Council – Ohio River Valley, WBENC or WEConnect-Certified Women’s Business Enterprise (WBE), and pre-approved nonprofits or Government agencies. WBENC reserves the right to approve all exhibitor applicants.

EXHIBIT CRITERIA

Exhibiting firms will be limited to those providing services, products, or publications that are directly applicable to WBE businesses and procurement needs. The Women’s Business Enterprise National Council, as show manager, reserves the right to require any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of WBENC, is misleading or deceptive, in poor taste, or unsuitable to or not in keeping with the character and objectives of the conference.

APPLICATION FOR BOOTH SPACE

Application for booth space should be made on www.wbenc.org/conference via the registration system and must be accompanied by full payment to be accepted. Exhibitors must submit application and payment prior to Monday, May 6, 2022 to be listed in the exhibitor directory. If your application and/or payment is received after May 6, 2022, your information will not be guaranteed to be in the exhibitor directory. Full payment must be received by Wednesday, June 1, 2022 to participate as an exhibitor.



SPACE CANCELLATION

Booth space may be cancelled, but booth payments are non-refundable. WBENC reserves the right to re-sell space. Cancellations must be sent via email with the subject line "Booth Cancellation" to exhibit@wbenc.org

INSTALLATION AND REMOVAL OF EXHIBITS:

EXHIBITOR MOVE-IN

Select Early Exhibitor Move-In: Sunday, June 5 | 12:00 PM – 5:00 PM

Full Exhibitor Move-In: Monday, June 6 | 9:00 AM – 5:00 PM

Limited-Service Exhibitor Move-in: Tuesday, June 7 | 7:00 AM -10:00 AM

NOTE: All day Sunday and after 4:30 PM, overtime rates apply.

SHOW HOURS

Tuesday, June 7, 2022 | 1:00 PM – 5:00 PM

Wednesday, June 8, 2022 | 9:00 AM to 5:00 PM

Thursday, June 9, 2022 |10:00 AM to 4:00 PM

EXHIBITOR MOVE-OUT

Thursday, June 9, 2022 |4:00 PM – 11:00 PM

Friday, June 10, 2022 | 8:00 AM to 2:00 PM

NOTE: After 4:30 PM overtime rates apply.

All displays must be erected and completely arranged for viewing by 10:00 AM on Tuesday, June 7, 2022 for official inspection by WBENC's show management representative. Noisy or unsightly work in any exhibitor's booth area is prohibited during official exhibit hours.

Goods received after the opening of the exposition must be delivered to the booth and arranged at times other than the official exhibit hours. Goods and materials used in any display (except bona fide samples) may not be removed from the Exhibit Hall without the approval of WBENC until the exposition has been officially closed.

All materials must be cleared from the Exhibit Hall by 2:00 PM on Friday, June 10, 2022. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment by that time.



Outside carriers must be checked in by Thursday, June 9 at 10:00 PM, or by Friday, June 10 at 10:00 AM for all remaining outbound shipments.

WBENC reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirement, or to order such work to be done at the sole expense of the exhibitor.

Exhibits must not be disturbed, dismantled, or removed before 4:00 p.m., on Thursday, June 9, 2022 or a fee of \$1,000 will apply.

Use of Display Space

In the event the exhibitor fails to install the display by 10:00 AM on Tuesday, June 7, 2022, fails to pay the full space rental at the time specified, or fails to comply with any provisions concerning the use of display space, WBENC shall have the right to take possession of said space and re-sell same, or any part thereof. All demonstrations, sales activities, and distribution of circulars and promotional materials must be confined to the limits of the exhibitor's booth except that which is specifically authorized by WBENC. Exhibitors must display only goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by WBENC. Exhibits, which include the operation of audiovisual equipment or any noisemaking machines, may not operate or be displayed in a manner that will disturb other exhibitors and their patrons. Exhibitors who play music within their booth space are solely responsible for securing all licensing rights for that music prior to performance at the conference. Exhibitor hereby indemnifies and holds harmless WBENC from any expenses or damages resulting from or relating to Exhibitor's performance or playing of music at this conference. The above and any other special or unusual exhibit construction or installation must be approved, in advance, by WBENC.

STAFFING OF EXHIBIT BOOTHS

Exhibit booths must be staffed during official Open Expo hours in the exhibitor's assigned hall. Exhibitor representatives are restricted to persons engaged in the display, demonstration, application, or sale of the company's products and services. Booth personnel shall wear an Exhibitor badge identification furnished by WBENC at all times while in the Exhibit area. **Booth personnel will have access to the Exhibit Hall 60 minutes before published show hours** Exhibitors may enter through the Exhibitor Entrance starting at 12:00 PM on Tuesday, June 7; 8:00 AM on Wednesday, June 8; and 9:00 AM on Thursday, June 9.

NOTE: The WBENC Arena will remain open from across Tuesday, Wednesday and Thursday's show hours. Exhibitors are required to staff their booth during the Open Expo hours in the exhibitor's assigned hall. Outside of the official Open Expo hours, exhibitors may staff their booth as much or as little. Additionally, the Hall will not close



for lunch, however a lunch will be available for those that have purchased either a Full Conference Pass or a Day Pass.

OFFICIAL DECORATOR

The official Business Fair decorator and drayage firm is Hargrove, LLC. (301-306-4627). An Exhibitor Service Manual will be available online approximately five months prior to the conference.

BOOTH DECORATIONS

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de-facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

NOTE: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space that is within 10ft (3.05m) of an adjoining booth.

A **Corner Booth** is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

A **Perimeter Booth** is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m). Exhibitor agrees to arrange Table displays so that the general view of the floor will not be obstructed nor hide other exhibits. Display space is 6 ft by 2 ft. Maximum height of the display is 8 ft including the table, or 5 ft 6 inches from the table's surface. If the table provided by WBENC is not utilized, the entire display must fit into a space 6 ft wide by 2 ft deep by 8 ft high. All materials must be displayed within the above-mentioned space and cannot be adhered to walls.

An **Island Booth** is any size booth exposed to aisles on all four sides. An Island Booth is typically 20' x 20' or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height.



A **Split Island Booth** is a Peninsula Booth that shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions.

An **Extended Header Booth** is a Linear Booth 20ft (6.10m) or longer with a center extended header. All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall. All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them. All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flameproofing certificate should be available for inspection. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

GENERAL INFORMATION

The following services are exclusive to Georgia World Congress Center:

- FedEx Business Center
- GWCCA Engineering
- electrical and utility services
- CCLD – IT services
- Levy Restaurants - food & beverage
- ONSITE AUDIO VISUAL – rigging services
- SP+ - all parking on the GWCCA campus.

Outside providers will not be permitted to work within the property.

Helium balloon columns and arches are permitted in public space or meeting room areas as long as they are properly anchored. Helium balloons may not be distributed within the facilities but are permitted as permanent fixtures on authorized event displays.

Aerosol cans containing flammable gases or liquids are prohibited. No flammable liquids may be brought into or stored in the building.



All attendees and exhibitors are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials (as defined by federal, state and local law) unless the hazardous materials are possessed and used in compliance with all federal, state, and local laws.

Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to Georgia World Congress personnel.

Under no circumstances shall anyone other than Georgia World Congress Center personnel make service connections.

Georgia World Congress Center is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditions, back flow prevention devices, etc.

All equipment and connections regardless of source of power must comply with federal, state, and local safety codes.

Special equipment connections requiring company engineers or technicians for assembly, services, preparatory work and operation may be executed Georgia World Congress Center personnel. All service connections to Georgia World Congress Center utilities must be made by Georgia World Congress Center or their contractor's personnel only.

Exhibitor agrees to indemnify and hold harmless Georgia World Congress Center, and their respective officers, agents, and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility service equipment, etc..., supplied to the exhibitor by Georgia World Congress Center under this order.

Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor equipment, acts, and/ or omissions.

If by reason of any default on the part of exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by Georgia World Congress Center in connections herein.

Exhibitors may:

Georgia is a Right-to-Work state. Therefore, there are no restrictions or requirements to use union labor for product or equipment installation or dismantling (I/D) provided exhibitors use full-time permanent employees. Spouses, children, friends and temporary employees/help are NOT permitted in the I/D activities.



Simply stated, exhibitor personnel can set-up their own products and equipment within the confines of their contracted exhibit area. Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized

I/D equipment would order same and related operations from the Official Service Contractor – Hargrove, LLC. Exhibitors may not “borrow” tools from the Exhibit Facility and/or the Official Service Contractor.

Hargrove, LLC shall be the sole authority on all matters in the dock area. This shall include but not be limited to such items as assignment of dock space, and the loading/ unloading of materials and equipment requiring labor in excess of any exhibitor’s full-time employee(s).

Hargrove personnel shall be used for:

A. The operation of forklifts, cranes and all other power equipment for material handling (the loading/unloading of display materials, machinery, product and equipment). Exhibitors cannot “borrow” forklifts, dollies, hand trucks, carts, etc. from the Exhibit Facility and/or the Official Service Contractor to uncrate, unskid, move, position, assemble, reskid, and/or recreate, etc. their equipment, product or displays.

A. Material handling between the dock and exhibit space when exhibitors’ full-time employees are unable to complete the tasks themselves.

B. Installation and/or dismantling of exhibits when exhibitors’ full-time employees are unable to complete the tasks themselves.

Any conflicts or disagreements regarding the union jurisdiction or interpretations thereof shall be resolved with representatives of the Official Service Contractor and Show Management. Hargrove will not be responsible for any material we do not handle.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the designated Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.



A Note about Gratuities

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate, professional wage scale. Exhibitors must comply with all rules and regulations outlined in the Georgia World Congress Center Event Policy and Procedures Manual.

ELECTRICAL

ELECTRIC SERVICE IS NOT PROVIDED COMPLIMENTARY WITH THE RENTAL OF BOOTH SPACE.

All electrical equipment must comply with federal, state, and local codes. Extension cords must be a minimum of 14 gauge, two-wire, and grounded. Two-wire extension cords are prohibited. All non-current carrying metal parts of fixed equipment, which are able to be energized, shall be grounded.

The provider is required to refuse connections where the wiring or equipment is not in accordance with electrical codes and therefore reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred.

Utility panels and mechanical equipment rooms must not be blocked under any circumstance. Additionally, any damages resulting from improper installation or defective equipment not approved or installed by an authorized employee will be charged directly to the user.

LIGHTING

Exhibitors cannot take out/replace already existing light fixtures in the halls or meetings room.

CHARACTER OF EXHIBITS

The general rule of the exhibit floor is “be a good neighbor”. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, hostesses, and models, are required to confine their activities within the exhibitor’s booth space. Apart from the specific display space for which an exhibiting company has contracted with WBENC, no part of the Georgia World Congress and its grounds may be used by any organization other than WBENC for display purposes of any kind or nature.

A. Hanging Signs & Graphics Hanging signs are permitted for 20x20 and larger booths. This signage should be a maximum height range of 16ft from the bottom of the sign to the floor. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. Hanging Signs and Graphics should be set back 10ft from adjacent booths and be directly over contracted space only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 45 days prior to



installation. Variances may be issued at the Organizer's discretion. Drawings should be available for inspection.

B. Sound videos or movies relating to exhibitor's equipment will be permitted, provided projection equipment and screen is located on the rear one-third of the booth, and all viewers stand or sit within the booth. Sound videos or movies will be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors.

C. Lighting: In the best interest of the Business Fair, WBENC reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs or lights is not permitted.

D. Booth Exteriors: The exterior of any display cabinet or structure facing a side aisle, or an adjacent exhibitor's booth must be suitably decorated at the exhibitor's expense.

E. Noise and Odors: In fairness to all exhibitors, no noisy or obstructive activity will be permitted during expo hours, nor will noisily operating displays or exhibits producing objectionable odors be allowed.

OPERATING RESTRICTIONS

WBENC reserves the right to restrict displays which, because of noise, methods of operation, materials, or for any reason, become objectionable; and WBENC reserves the right to prohibit or remove any displays which, in the opinion of WBENC, detract from the general character or appearance of the exposition.

SHIPPING AND STORAGE

Georgia World Congress Center has no facilities for the storage of exhibit materials. Shipments will be received and stored by the official drayage agent, Hargrove, LLC., prior to the conference. Delivery of the shipment to the booth, removal of the empty crates to storage, return of empty crates at the close of the show, and delivery of your shipment to the loading platform will be provided by Hargrove, LLC. at prevailing rates. A material handling information rate sheet will be included in the online Exhibitor Service Manual. It is the exhibitor's responsibility to mark and identify his or her own crates. Crates not properly marked and identified may be destroyed.

EXHIBITOR'S REPRESENTATIVE

The exhibitor will name one individual as its duly authorized representative to have charge of the exhibit and will accept and assume responsibility for such representative being in



attendance at the exhibit throughout exhibit periods. This individual will be responsible for the installation, operation, and removal of the exhibit. Said representative must have the authority to enter into such service contracts as may be necessary, for which the exhibiting company shall be responsible.

LIABILITY AND INSURANCE

24-hour security guard service will be provided in the Exhibit Hall beginning on Sunday, June 6, 2022 through teardown on Friday, June 10, 2022. No registrants will be allowed into the Exhibit Hall outside of regular show hours; Exhibit Hall personnel will only be allowed into the Exhibit Hall during installation hours, 60 minutes before the show, during the show, and during dismantle hours.

WBENC, Hargrove, LLC., and Georgia World Congress Center does not assume any obligation or duty with respect to the protection of the property of exhibitors, which shall, at all times, be the sole responsibility of each exhibitor. Each party involved in the exhibit shall be responsible for any claims arising out of their own negligence or that of their employees or agents. Each party agrees to be responsible for their own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policy.

MUSIC LICENSING

Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between WBENC and ASCAP or BMI for meetings, conventions, trade shows, and expositions. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present WBENC with a copy of such license or grant no less than 30 days prior to the start of the Business Fair.

RELOCATION OF EXHIBITS

WBENC reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the exposition.

FIRE AND SAFETY EXHIBIT GUIDELINES

All portable and temporary tents and canopies must comply with National Fire Protection Association (NFPA) code standards for grandstands, folding and telescopic seating, tents, and membrane structures. The GWCCA will review all installation requests to ensure that they comply with facility regulations and do not interfere with other events. Written requests for each



installation should be submitted to the Event Manager at least twelve (12) weeks prior to the event.

All requests should include:

- Size of the installation
- Location
- Height
- Anchoring details
- Utility services required
- If applicable, plans for repair of damaged floors or pavements

Tent installations will not be allowed in fire lanes or in areas reserved for GWCC activities. The Event Manager can provide additional details.

MULTI-LEVEL AND/OR COVERED EXHIBITS

Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.

The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.

Spiral stairways are not recommended for areas occupied by the public, visitors, or clientele, unless specifically approved.

Exhibit booth plans must be submitted to the Georgia World Congress Center Authority Event Manager for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans.

The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.

Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space). Enclosed areas of the booth greater than 300 square feet shall have at least two remote means of egress.



PERMITS

Lasers and x-ray equipment may only be used after receiving approval from the Georgia Department of Human Resources—Radiological Division.

PROPANE TANKS

The use of a small propane bottle is allowed with the following restrictions:

1. The bottle must have a capacity of two pounds or less.
2. The bottle must be of the non-refillable type.
3. If multiple bottles will be needed, they must be separated from each other by at least 20 feet.
4. The exhibitor must have a portable fire extinguisher readily available in the booth.

PYROTECHNICS AND SPECIAL EFFECTS

Each planned use of pyrotechnics, welding equipment, open flames, smoke-emitting materials, or large amounts of combustible materials as part of an exhibit must be reviewed and approved by the Event Coordinator and the Fire Marshal

VEHICLES

- Fueling or defueling of the vehicles shall be prohibited inside the building.
- Vehicles shall not be moved during open event hours.

GASOLINE VEHICLES:

- Fuel tank should be 100% full.
- Fuel tank should have a locking fuel cap or be sealed off in a manner approved by the fire marshal.
- Battery cables must be disconnected and taped to avoid sparking. Separate batteries that are used for auxiliary equipment are allowed to remain connected. If battery cables cannot be disconnected to the display request of the vehicle electronics, at a minimum, cables to the starter shall be disconnected and taped to avoid sparking



DIESEL VEHICLES:

- Fuel tank should be ¼ full or 10 gallons, whichever is less.
- Fuel tank should have a locking fuel cap or be sealed off in a manner approved by the fire marshal.
- Battery cables must be disconnected and taped to avoid sparking. Separate batteries that are used for auxiliary equipment are allowed to remain connected. If battery cables cannot be disconnected to the display request of the vehicle electronics, at a minimum, cables to the starter shall be disconnected and taped to avoid sparking.

ELECTRIC VEHICLES:

- Vehicles need to be wheel chocked into place.

COMPRESSED NATURAL GAS (CNG), LIQUID NATURAL GAS (LNG), PROPANE, OR HYDROGEN VEHICLES:

- Fuel tank should be ¼ full or 10 gallons, whichever is less.
- These vehicles are required to have a shut off valve on the storage container.
- Batteries can be left on for display.

Visqueen or other floor protector must be placed under the vehicle.

A \$325.00 vehicle handling charge will be assessed for each vehicle needing to be placed on any upper level of the GWCC. The GWCCA Engineering Team will guide vehicles to their final placement location.

For locations other than exhibit halls, use of motorized vehicles, forklifts, gas or electric carts, bicycles, scooters, and similar equipment must be approved by the EC and must remain on authorized walkways.

Vehicles may not be driven or operated on the exhibit hall floor during event open hours.

Vehicles used for sponsorship opportunities in public areas should be communicated to the GWCCA Advertising

Sales Manager as fees may apply



FOOD SERVICE

Levy Restaurants has exclusive food and beverage distribution rights within the Georgia World Congress Center Authority. Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute sample food and/or beverage products ONLY upon written authorization.

PLEASE RETURN FORM TO LEVY RESTAURANTS AT LEAST TWO WEEKS PRIOR TO START OF SHOW

General Conditions:

1. Items dispensed are limited to products manufactured or processed by exhibiting firms and are related to the purpose of the show.
2. All items limited to SAMPLE SIZE.
 - Beverages limited to maximum of 4 oz.
 - Food items limited to maximum of 2 oz.
3. The firm named below acknowledges they have sole responsibility for the use, sale, servicing, or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Georgia World Congress Center Authority from all liabilities, damages, losses, costs, or expenses directly or indirectly from their use, sale, serving, or other disposition of such items.
4. Standard fees for handling, delivery, ice, or other services required from Levy will be charged where applicable, including 21% service and 8% sales tax.
5. Other food and/or beverage items used as traffic promoters (i.e. coffee, sodas, bottled water, popcorn, etc.) MUST be purchased from Levy Restaurants.

FAILURE TO HOLD THE WBENC NATIONAL CONFERENCE & BUSINESS FAIR

Should any contingency prevent the holding of the Conference, WBENC may retain such part of the Exhibitor's rental fees as shall be required to compensate WBENC for expenses incurred up to the time such contingency shall have occurred. All remaining rental fees may be refunded in WBENC's sole discretion. However, exhibitors will not be reimbursed if the Conference is cancelled, postponed, curtailed or abandoned due to acts of God, war, invasion, hostilities (whether war is declared or not), radioactive contamination, government retaliation against foreign enemies, federal, state or local government regulation or advisory, disasters, flood, fire, earthquakes, other potential disaster(s) or catastrophe(s) such as epidemics or pandemics, accidents, or other casualty, strikes or threat of strikes, acts of attendees, civil disorder, riot or other civil unrest, terrorist acts or threats of terrorism, acts of foreign enemies, government order, law or action, embargoes or blockades in effect on or after the date [registration for the Business Fair opens], national or regional emergency, strikes, labor stoppages or slowdowns,



telecommunication or computer (hardware or software) breakdowns, power outages or shortages, or a curtailment of transportation services or facilities preventing attendees from attending, or inability or delay in obtaining supplies of adequate or suitable materials, or a similar intervening cause or event beyond the control of WBENC making it illegal, impossible, unsafe, or commercially unreasonable or impracticable to hold the Conference.