

XII International Celiac Disease Symposium 2006

EXHIBITOR GUIDELINES & POLICIES

Conditions and Rules

It is understood that the following points are accepted as part of the contract between the Celiac Disease Center at Columbia University, hereafter known as EXHIBITS MANAGEMENT, and those who purchase exhibit space in the XII International Celiac Disease Symposium. EXHIBITS MANAGEMENT shall have the authority to interpret and enforce these rules. All matters not covered by these rules are subject to the decision of EXHIBITS MANAGEMENT. All decisions so made shall be as binding on all parties as the original rules. The exhibiting firm or its designated representative is responsible for familiarizing itself with all rules and regulations. The exhibiting firm or its representative who fails to observe these conditions or the terms of the contract may be excluded from the XII International Celiac Disease Symposium 2006 without refund.

General Terms and Conditions

EXHIBITS MANAGEMENT reserves the right to take the following actions at any time prior to or during the Exhibition and at its sole discretion: (1) decline to provide space to an Exhibitor whose exhibition material(s) and/or content are objectionable to EXHIBITS MANAGEMENT and/or are not consistent with EXHIBITS MANAGEMENT by-laws, rules and regulations; (2) prohibit any exhibit, or part thereof, which violates this Agreement or is, in any other way, not suitable for, or in keeping with, the character and spirit of the Exhibition; (c) close any exhibit which is found to be too loud, disruptive and/or disturbs other exhibits because of, among other things, material, content or method of operation or which exhibit violates this Agreement; and/or (4) refuse to permit an Exhibitor who violates this Agreement to participate in one or more future Center events.

Amendments

EXHIBITS MANAGEMENT may amend these rules and regulations at any time, and all amendments so made shall be binding on exhibitors equally with the original rules and regulations.

Disputes

Any and all disputes with respect to EXHIBITS MANAGEMENT exhibit rules and regulations must be taken up with EXHIBITS MANAGEMENT. Rules and regulations are subject to interpretation and decision as provided in paragraph one above.

Failure to Hold Celiac Disease Center at Columbia University

EXHIBITS MANAGEMENT may terminate the exhibitor's contract when EXHIBITS MANAGEMENT believes that: (a) the premises in which the exhibition is or is to be conducted has become unfit for occupancy, or (b) the holding of EXHIBITS MANAGEMENT's performance under the contract is substantially or materially prevented or interfered with by a cause or causes not reasonably within EXHIBITS MANAGEMENT control. EXHIBITS MANAGEMENT is not responsible for delays, damage, loss, increased costs or other unfavorable conditions that arise as a result of such termination. Furthermore, in the event of such termination, EXHIBITS MANAGEMENT may retain such part of exhibitor's rental as shall be required to recompense it for expenses incurred up to the time of such termination or incident to such termination, with no liability for either party to the contract. The exhibitor waives all claims for damages or recovery of payments made except for the return of the pro-rated amount paid for exhibit space less expenses incurred by EXHIBITS MANAGEMENT.

The above phrase "a cause or causes not reasonably within EXHIBITS MANAGEMENT control" includes but is not limited to: fire; casualty; flood; epidemic; earthquake; explosion; accident; blockage; embargo; inclement weather; act of public enemy; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure necessary labor; technical or personnel failure; lack of or impaired transportation facilities; inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment or services; orders or restraints imposed by civil defense, military or other types of governmental authorities; or acts of God.

Liability and Insurance

EXHIBITS MANAGEMENT, the Hilton New York and their officers, directors, agents, employees or representatives (hereafter referred to as the indemnities) shall not be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property, prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing this contract, expressly releases the indemnities from, and agrees to indemnify same against, any and all claims for such loss, damage or injury. The exhibitor also agrees to indemnify the indemnities from any and all liability, costs or damages

arising out of or relating to acts or omissions of the exhibitor, its agents or employees. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. Exhibitors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities available in their booth for the storage of display materials or products. In no event shall EXHIBITS MANAGEMENT or any of its officers, directors, agents or employees be liable to exhibitors for any amount beyond of the booth rental fee actually paid by the exhibitor to the Celiac Disease Center at Columbia University with respect to which or in connection with which liability is asserted for any indirect, incidental, consequential or other damages (including but not limited to claims for lost profits) arising out of or relating to a Celiac Disease Center's event, the rental of booth space, the conduct of the Celiac Disease Center at Columbia University, any breach of contract, or any other act, omission or occurrence.

Shipping Insurance

Exhibiting firms are recommended to obtain insurance policies covering the transporting of their booth materials, equipment, or both from their home base to the XII International Celiac Disease Symposium 2006 and return. Exhibiting firms must also have public liability and property damage insurance, including products liability.

Use of the Celiac Disease Center at Columbia University Name

The use or display in any manner or medium of the Celiac Disease Center at Columbia University name, logo, acronym (CDC), marks or copyrighted materials is not permitted, and no reference, implication or use of such Celiac Disease Center at Columbia University name, logo, acronym, marks or copyrighted materials may be made to claim or imply a Celiac Disease Center at Columbia University endorsement, affiliation or approval of any product, service or program without the express, prior, written consent of Celiac Disease Center at Columbia University.

Damage of Property

Exhibitors are liable for any damage caused to exhibition building, floors, walls, columns standard booth equipment or other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns and floors, or to standard booth equipment.

Official Contractors

In the best interest of the exhibitors, EXHIBITS MANAGEMENT has appointed an exhibits manager and various official service contractors, the latter for such services as cartage, handling of exhibits, furniture, booth and floral decorations, signs, photographs, telephone service, skilled labor or any other service deemed necessary.

Exhibitor Appointed Contractors

XII International Celiac Disease Symposium 2006 exhibitors utilizing the services of any contractor other than those appointed by EXHIBITS MANAGEMENT must obtain permission from EXHIBITS MANAGEMENT. These companies include, but are not limited to, any installation and dismantling company, sound and lighting firms, production or promotion firms, or any person or firm providing direct services to the exhibitors. Permission to use an exhibitor appointed contractor cannot be given for utilities or material handling services. In addition, exhibitor appointed contractors are required to provide a Certificate of Liability Insurance with minimum liability coverage of \$1 million. Notice of intent to use an exhibitor appointed contractor must be submitted to EXHIBITS MANAGEMENT by way of the Exhibitor Appointed Contractor Form accompanied by the insurance certificate no less than 45 days before the first day official day of exhibiting. In addition, the contractor must 1). Submit a list the names of all company representatives working in the exhibit area; 2). Adhere to all exhibitor move-in and move-out hours and regulations; 3). Abstain from soliciting business from exhibitors on-site or during the exposition including, but not limited to the posting of signs and setting-up service desk Detailed procedures will be included in the Exhibitor Service Kit 4). Agree to abide by all XII International Celiac Disease Symposium 2006 rules regulations and instructions provided to the exhibitor; and cooperate with the Official Service Contractor and not interfere with the timely construction of the exposition.

Registration and Admission

Admission to the XII International Celiac Disease Symposium 2006 will be by official badge obtained upon registration, entitling the wearer to attendance in accordance with admission policies. The badge is not transferable. EXHIBITS MANAGEMENT shall have sole authority over admission policies at all times. After opening day, exhibitors will be permitted to enter the exhibit area 30 minutes before the scheduled opening time. If for any reason a properly badged exhibitor or representative desires to enter the exhibit area in advance of the prescribed time, or after closing hours, a request specifying the reason and giving all names of persons who will enter the exhibit area in accordance with such request shall be presented to EXHIBITS MANAGEMENT for approval. Exhibitors receiving approval will be required to have an official security representative escort the group to the designated booth. All costs associated with admission during non-official hours, including but not limited to security, will be the responsibility of the exhibitor. The Celiac Disease Center at Columbia University reserves the right to refuse admission or eject from the XII International Celiac Disease Symposium 2006 any person whose conduct is deemed by EXHIBITS MANAGEMENT to be disorderly or unbecoming.

Age Requirements

In the interest of safety and injury prevention, no one under 13 years of age (infants included) will be permitted on the exhibit floor during move-in, the duration of the trade show and move-out. EXHIBITS MANAGEMENT reserves the right to require proof of age prior to admission to the XII International Celiac Disease Symposium 2006.

Cancellation Policy

Cancellation of exhibit space prior to July 1, 2006, is subject to a 50 percent cancellation fee. No refunds due to exhibit space cancellation will be granted after July 1, 2006. The exhibitor will be obligated to pay the total rental cost of the exhibit space as outlined in the Sponsor or Exhibit Space Application/Contract. Exhibitors who fail to occupy their exhibit space by the close of the exhibition installation time will forfeit the space. No refunds will be issued under these circumstances.

Unoccupied Space

EXHIBITS MANAGEMENT reserves the right to rent an exhibit space to any other exhibitor or use said space for such purposes as it may see fit without any liability on its part should the exhibitor's space remain unoccupied six (6) hours prior to the official exhibit hall opening or should the exhibitor fail to make payment in full by the specified date in the contract or space rental invoice. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in his/her space rental invoice.

Booth Attendants

All exhibits must be staffed by at least one attendant during ALL exhibit hours.

Early Dismantling

Dismantling or removing an exhibit or materials before the official closing of the show is prohibited. EXHIBITS MANAGEMENT and the official show contractor are responsible for maintaining all in--and--out traffic schedules at the exhibit site and handling the move-in and move-out of all exhibitors' materials and equipment. EXHIBITS MANAGEMENT and the official show contractor will also maintain control and have priority at the loading areas at all times. All shipments must be prepaid. Failure to comply may result in the exhibitor at fault being barred from future Center exhibitions.

Relocation of Exhibits

EXHIBITS MANAGEMENT reserves the right to alter locations of exhibits as shown on the official floor plan, if deemed advisable and in EXHIBITS MANAGEMENT's best interests.

Space Restrictions

Aisles and other spaces in the Hilton New York Hotel not leased to exhibitors shall be under the control of EXHIBITS MANAGEMENT. All displays, interviews, conferences, distribution of literature, lectures, audience seating/standing and the transactions of business of any nature shall be made WITHIN the space contracted. Temporary booth personnel and costumed personnel shall be restricted to the same aforementioned rules as authorized exhibitor personnel. Location of demonstrations, presentations and samplings must be far enough within the booth so that crowds that gather are contained within the limits of the booth. Spectators are not permitted to stand in the aisle to watch such demonstrations. If a demonstration results in spectators in the aisle or in neighboring booths, EXHIBITS MANAGEMENT may request modification or elimination of the presentation. Exhibitors are urged to immediately report violations of this rule to the exhibits manager.

Soliciting/Demonstrating

Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter and all kinds of promotional giveaways must be distributed only within booth spaces. Nothing can be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Signs, rails, etc., will not be permitted to intrude into or over aisles. Canvassing, exhibiting or distributing advertising matter outside the designated exhibit area is prohibited. Soliciting or demonstrating by an exhibitor must be confined to the exhibitor's own booth. Distribution of the exhibitor's printed advertisements must be done within the exhibitor's own space. Persons who are not exhibitors are prohibited from any detailing, exhibiting or soliciting within the XII International Celiac Disease Symposium. No exhibits, displays or advertising material of any kind will be allowed in the Hilton New York rooms or hallways unless approved by EXHIBITS MANAGEMENT. Failure to comply with this regulation can result in dismissal from the exhibit hall.

Access for Persons with Disabilities

EXHIBITS MANAGEMENT works to provide an accessible symposium for all attendees with disabilities and believes that persons with disabilities should be given the opportunity to participate and interact to the fullest extent possible. Exhibits Management encourages you as a prospective exhibitor, to make your booth accessible to people with disabilities.

Noise and Offensive Odors

Exhibitors will take every reasonable precaution to minimize the noise of operating exhibits. Each exhibit will be operated in a dignified manner so as not to constitute an annoyance to adjoining exhibitors. Exhibitors wishing to distribute food and/or beverages must obtain written permission from EXHIBITS MANAGEMENT. All approvals are subject to the use of exclusive in-house catering vendors when required. EXHIBITS MANAGEMENT shall have the sole authority in determining the application of this regulation.

Projection of Pictures

Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will be permitted only within the confines of the exhibitor's booth. Exhibitors shall be required to provide adequate viewing space EXCLUSIVE OF AISLE SPACE for all motion pictures or slide presentations.

Photography

Photographing booths is limited to candid shots only. Exhibitors and photographers shall not disrupt visitor traffic by clearing booths or aisles for photography during the regular conference hours.

Booth Units, Identification, Carpeting, Draperies

For each 8' x 10' standard exhibit space, there will be an 8 foot high draped back wall, 36 inch high draped side walls, (1) 6' draped table, (2) side chairs, (1) wastebasket and fully carpeted. Booths are identified by the assigned booth number on a 7"x44" identification sign.

Fire, Safety and Health

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment or otherwise relating to the exhibitor or his/her booth. Furthermore, all exhibit materials and equipment must be located within the booth and protected by safety guards and devices where necessary to prevent personal accident or injury to spectators or to other exhibitors. Only fireproof materials will be used in displays, and the necessary fire precautions will be a responsibility of the exhibitor.

Balloons

No balloons of any size or type will be permitted for display purposes in the exhibit floor.

Animals

No live animals of any size will be permitted in the symposium. This does not include companion animals for people with disabilities.

Hazards and Firearms

Equipment with sharp or protruding edges posing a potential danger to attendees and/or exhibit personnel at whatever level must have protective covering and/or be flagged. No firearms of any nature may be brought into the exhibit floor.