

# Exhibitor Application and Contract

## Step 1: Event Selection

### 2017 ILLINOIS CONFERENCE

Peoria, Illinois | Peoria Civic Center  
April 20-22, 2017

10' x 10' Booth | \$1200

Premium Booth Placement (\$200)

### 2017 MINNESOTA CONFERENCE

Rochester, Minnesota | Mayo Civic Center  
November 10-11, 2017

10' x 10' Booth | \$900

Premium Booth Placement (\$200)

Booth assignments will be made pre-event based upon order of reservation and in consultation with each confirmed exhibitor (though final placement will be at the sole discretion of Hearts at Home).

## Step 2: Total from Step 1: \$ \_\_\_\_\_

Please review the cancellation policies outlined in **7. Cancellation of Space** in the Exhibitor Rules and Regulations.

Payment can be made by check or by credit card. Submission information is listed below.

## Step 3: Contact Information

Please identify your organization's primary contact person for *pre-event* communication in matters pertaining to your exhibit presence.

Company \_\_\_\_\_

Exactly as you wish it to appear in the printed onsite conference program, on exhibit ID sign, and on the web site.

Name of Pre-Event Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St/Prov \_\_\_\_\_ ZIP/PC \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ Mobile Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Company Tagline \_\_\_\_\_

For listing in program and on our website

Please list your organization's onsite booth representatives. (If this information is unknown at this time, please leave blank and you will be reminded to supply these names again at a later date. If you will have more than 2 people working in your booth, please indicate that on your application.)

Booth Personnel #1 - Name \_\_\_\_\_ Title \_\_\_\_\_

Exactly as you wish it to appear on the printed conference name badge

E-mail \_\_\_\_\_ Mobile Phone (\_\_\_\_\_) \_\_\_\_\_

Booth Personnel #2 - Name \_\_\_\_\_ Title \_\_\_\_\_

Exactly as you wish it to appear on the printed conference name badge

E-mail \_\_\_\_\_ Mobile Phone (\_\_\_\_\_) \_\_\_\_\_

## Step 4: Contract Signature

On behalf of said company or organization, I, as the duly authorized representative of the undersigned company or organization, subscribe and agree to all the terms, conditions, authorizations and covenants contained in the Exhibitor Application and Contract, as well as the site-specific Rules & Regulations which follow. I understand that this contract is not valid and confers no rights until the booth payment is processed by Hearts at Home. I understand that full booth payment must be received by February 8, 2017 for the Illinois Conference and September 6, 2017 for the Minnesota Conference to avoid forfeiture of reservation/space.

Your Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Company Signature \_\_\_\_\_

**Office Use Only:** Application Approved by \_\_\_\_\_ Date: \_\_\_\_\_

## Step 5: Submission of Application

Please complete these two steps:

### 1. Submit your signed application form to:

Hearts at Home, Attn: Amy Barbee · 1509 N. Clinton Boulevard · Bloomington, IL 61701  
Ph: 309-828-6667 · Fax: 309-829-8087 · abarbee@heartsathome.org

### 2. Keep a copy of the form for your records.

## Step 6: Payment Options

- **Mail a check** (payable to: Hearts at Home) with your application as indicated above.
- **Fax the credit card form** to Hearts at Home at 309-828-8087 with your application.
- **Contact Amy Barbee at abarbee@heartsathome.org for the payment link to pay online.**  
Link will be provided once your application has been reviewed.

# Exhibitor Rules & Regulations | General Event Information

## 2017 Hearts at Home Conference - Peoria, Illinois

These Rules & Regulations and General Information, hereinafter stated, comprise legally-binding terms and agreements between the exhibitor and Hearts at Home. Having been approved as an exhibitor, your acceptance of a subsequent Booth Assignment signifies your intentions to honor and abide by the terms of this agreement as hereinafter stated and as applies to the **Hearts at Home Conference, April 20-22, 2017 at the Peoria Civic Center, Peoria, Illinois.**

**1. Conference Sponsorship.** The Conference and its exhibition component is sponsored and managed by Hearts at Home.

**2. Application and Contract.** Each exhibitor is required to sign the Application and Contract. The terms of the Application and Contract can be revised only upon written agreement of both parties. All booth personnel will be identified via an official conference name badge according to the information provided on the application.

**3. Exhibition Dates.** The dates of the exhibition are as follows: set-up and exhibit hours Thursday, April 20; exhibit hours Friday, April 21; exhibit hours and tear-down Saturday, April 22.

**4. Admission & Acceptance.** Hearts at Home reserves the right to refuse exhibit space to any applicant for any reason. In addition, Hearts at Home reserves the right to refuse exhibit space to any exhibitor if, after the acceptance of the Application and Contract, information should come to the attention of Hearts at Home, which in the reasonable judgment of Hearts at Home, demonstrates that the proposed exhibit or any portion of its contents would be inconsistent with the principles espoused by Hearts at Home or unfavorable to its public reputation. In the event Hearts at Home should exercise this right, any deposit and exhibit fees paid to Hearts at Home shall be refunded - except in situations where the denial of exhibit space shall be for failure or refusal of the exhibitor to comply with the terms set forth elsewhere in the Application and Contract or these Rules & Regulations (in which case the denial of exhibit space shall be treated as a cancellation by the exhibitor).

Exhibitors understand that Hearts at Home is a Christian faith-based organization and that the audiences for Hearts at Home conferences are predominantly drawn from the faith-based community. As such, exhibitors agree to conduct themselves at all times in a manner that maintains the integrity of this relationship. Exhibitors further agree to apply appropriate sensitivity and discernment in the determination of the materials, resources, imagery, and all such content displayed in the contracted booth space. Questions regarding this area should be directed to Hearts at Home in advance. Should any materials be deemed objectionable by Hearts at Home, timely consultation with booth personnel shall take place in order to remedy the situation.

Upon request, all first-time exhibitors agree to provide Hearts at Home with pre-event samples or photos of any product to be distributed or displayed in the booth. Upon request, all brochures and handouts for first-time exhibitors must be reviewed by Hearts at Home prior to the conference. No book sales without prior approval from Hearts at Home.

**5. Assignment of Space.** Space will be assigned pre-event according to the date on which the contract and 50% deposit are received, priority placement criteria, the availability of the requested area, the amount of space requested, special needs, and compatibility of the exhibitor's products with Hearts at Home's aims and purpose.

- Priority criteria depend on the following factors:
- The number of years the exhibitor has exhibited
  - The amount of space the exhibitor reserved in the previous year
  - The number of years the exhibitor has been a sponsor

Final placement will be at the sole discretion of Hearts at Home. Hearts at Home reserves the right to shift assigned exhibitor space at any time if, in Heart at Home's judgment, it becomes necessary to do so. Hearts at Home reserves the right to make modifications in the published floor plan as may be necessary to meet the needs of exhibitors and the exhibition as a whole.

**6. Exhibitor Personnel.** Each exhibitor receives two complimentary name badges for each 100sf increment of booth space reserved. Exhibitor registration admits exhibitors to conference workshops and main sessions only, as long as at least one person remains at the exhibit booth during all hours of the conference. Exhibitor personnel attending conference sessions should wait until all paid attendees have been seated before entering. Name badges must be worn by exhibitor representatives during all set-up/tear-down periods and during all official conference hours.

**7. Cancellation of Space.** In the event Hearts at Home has assigned space and the exhibitor desires to cancel the contract, Hearts at Home will fully refund the deposit and exhibitor fees paid to Hearts at Home if written or faxed notification is received by Hearts at Home by 2/21/2017. If written or faxed notification is received by Hearts at Home between 2/22/2017-3/20/2017, Hearts at Home will refund 25% of the total exhibitor fees. Cancellations received after 3/20/2017 will not be eligible for any refund. Receipt of cancellations via fax must be confirmed via email. Receipt of cancellations via mail must be confirmed using USPS signature confirmation.

**8. Default of Occupancy.** Any exhibitor experiencing an unexpected delay in booth set up should contact Hearts at Home immediately for assistance and direction. Any exhibitor otherwise failing to occupy any space contracted for but not canceled, by 4:00 p.m., Thursday, April 20, 2017, is obligated to pay the full cost of such space. In the event of default, all obligations of Hearts at Home to exhibitor hereunder shall cease and Hearts at Home shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any rebate or allowance to the defaulting exhibitor.

**9. Subletting Space.** No exhibitor shall assign, sublet, or share the space allotted without written consent of Hearts at Home.

**10. Conformance to Laws.** Exhibitor agrees for himself or herself and his/her employees to use contracted space for lawful purposes only and will conform to all laws, ordinances, and regulations. The exhibitor must comply with all local and hotel safety, fire, and health ordinances for the installation and operation of equipment.

**11. Decorator Rules and Regulations.** Exhibitor agrees to conform to all rules and regulations of the exhibition's official decorator as detailed in the official service kit provided by that company or Hearts at Home. Where union personnel are required by the decorator and/or Peoria Civic Center, the exhibitor must comply with said union requirements. Hearts at Home is not responsible for decorator and/or Peoria Civic Center personnel, nor can Hearts at Home guarantee that services and/or utilities promised by the decorator and/or Peoria Civic Center shall be available during the exhibition. Hearts at Home and any designated decorator will communicate in advance any necessary information relating to your exhibit space requirements, exhibit freight, shipping instructions, labor rules and regulations, deadlines, and other questions.

**12. Shipment of Exhibit Materials.** Exhibitor shall make arrangements for shipment and delivery of materials.

Exhibitor booth shipments shall NOT be directed to Hearts at Home offices, as Hearts at Home assumes no responsibility for display materials shipped erroneously to them. All shipping/receiving deadlines and instructions will be communicated in advance by Hearts at Home or its designee. Exhibitors shall be responsible all outbound shipping - including packing/sealing materials, labeling and addressing cartons, and arranging for carrier pickup.

**13. Exhibit Space.** Exhibitor must return, in the same condition as was found/delivered, all host facility property and space used during the exhibition. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Hearts at Home, the Peoria Civic Center, and their employees and agents harmless against all claims, losses and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of Peoria Civic Center and its employees and agents. In addition, exhibitor acknowledges that neither Hearts at Home nor Peoria Civic Center maintain insurance covering exhibitors' property in that it is the sole responsibility of each exhibitor to obtain business interruption and/or property damage insurance covering such losses by any exhibitor.

**14. Order Taking and On-Site Sales.** All vendors that sell tangible goods at their booth are required to collect and remit applicable Illinois sales taxes, and to be able to demonstrate that the appropriate approvals/licenses have been obtained. The exhibitor hereby indemnifies Hearts at Home from any and all liability related to the State of Illinois or County sales taxes or required licenses that result from exhibitor's appearance at a Hearts at Home conference, including the Exhibitor's failure to obtain the appropriate license and/or failure to collect/remit the applicable taxes.

**15. Multi-Level/Network Marketing.** Exhibitors who operate as a Multi-Level or Network Marketing organization, or as a Direct Sales organization, are permitted but are reminded that the purpose of the Hearts at Home exhibits are to provide attendees with the awareness of (and, if applicable, the opportunity to purchase) resources, products, and services of potential benefit to them. The onsite recruitment of new dealers/salespeople and/or the solicitation of future party hosts should not be actively initiated by the vendor during the event. Awareness of such opportunities may be shared via distributed information and/or booth signage, and further information may be offered by the vendor in response to attendee inquiries. However, it is not permissible under any circumstance to solicit onsite attendees who have not expressed such an interest, or to use attendee contact information to pursue such solicitation post-event if the attendee did not express interest at the event. Hearts at Home will not tolerate any abuse of this provision.

**16. Security.** Exhibitor understands that no additional security presence shall be provided - either during show hours or otherwise - in the Exhibit Hall, beyond the security presence provided by the host facility. Minimal presence by the Hearts at Home team will be in place in the hours immediately surrounding the opening/closing of the Exhibit Hall each day, but Hearts at Home shall not be liable for any damage or theft to the exhibitor's display or property.

**17. Delivery and Removal.** For the sake of attendee safety and to avoid unnecessary disruptions, under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the Exhibit Hall hours without permission first being secured in writing from Hearts at Home.

**18. Limitation on Promotion and Demonstrations.** During the conference and exhibition, all demonstrations, promotional activities, and distribution of materials must be confined within the limits of the exhibit booth(s) in the Exhibit Hall. The playing of loud music, videos, films, or the like, or any other loud or distracting activity that could be objectionable to neighboring exhibitors is prohibited.

**19. Drawings & Giveaways.** Drawings and giveaways by exhibitors are encouraged within the confines of the exhibit booth. Upon request, any giveaway or gift item must be pre-approved by Hearts at Home prior to the conference. The exhibitor assumes complete responsibility for all aspects of the drawing, including delivery of the gift post-event if the recipient is no longer present at the conference when the drawing takes place. Names, addresses, and other attendee contact information collected via entry forms may be utilized by the exhibitor for future communication, provided that the attendee has given her permission at the time of providing such information. Any drawing forms should contain appropriate "opt-in" language for this express purpose.

**20. Show Floor Restrictions.** Access to the show floor during set-up (load-in) and tear-down (load-out) times will be prioritized for confirmed exhibitor personnel and/or their designated exhibitor-appointed contractor. Hearts at Home reserves the right to refuse show floor access at any time to person (including removal of said person from the show floor) for the sake of maintaining a safe and secure environment.

**21. Copyrights.** Exhibitor warrants that any copyrighted material to be performed or played has been duly authorized or licensed by the copyright owners or their representatives and agrees to indemnify and hold Hearts at Home harmless from any and all claims, losses, expenses, including legal fees, which might arise from questions of use of any such material described above.

**22. Use of Space.** Exhibitor's display, equipment, and materials shall be confined to the actual dimensions of the booth space contracted for and be in compliance with IAEE Guidelines for Display Rules & Regulations. Height of display should not be such that it could be objectionable to other neighboring exhibitors. Aisles may not be used by the exhibitor. The exhibitor is responsible for maintaining a neat and clean booth. All tables must be either finished or draped. At no time shall any materials be affixed to, or hung from, any wall surface or hanging drapery in the host facility.

**23. Exclusions.** Firms or organizations not assigned space in the exhibit area will be prohibited from exhibiting or soliciting business within the exhibition or conference area. Smoking and alcoholic beverages are not permitted on the exhibit floor.

**24. Insurance.** It shall be the responsibility of the exhibitor to provide for his or her own insurance needs. Hearts at Home shall not provide insurance for the exhibitor.

**25. Limitations of Liability.** Neither Hearts at Home, its employees, officers, agents, directors, volunteers, or affiliates shall be liable for any injury, loss, or damage to person or property of exhibitor, its employees, agents, and invitees except to the extent that such injury, loss, or damage is caused directly and proximately by substantial negligence on the part of Hearts at Home or its employees. Exhibitor by its execution of this contract expressly waives the right to claim any such excluded liabilities against Hearts at Home and its respective employees, officers, agents, directors, volunteers, or affiliates and acknowledges that it will neither hold nor attempt to hold the organization or any such person liable for any cause whatsoever other than injuries or damages occasioned directly and proximately by the substantial negligence of such persons. Further, neither Hearts at Home, nor its respective employees, officers, agents, directors, volunteers, or affiliates shall be liable for failure of the scheduled exhibition to be held due to fire, water damage, public emergency, strikes, other labor disputes, boycotts, cancellation of facility contracts, or acts of God beyond the power or control of Hearts at Home to prevent. Further, neither Hearts at Home, nor its respective agents, employees, officers, volunteers, or directors shall be liable for any failure or unavailability of utilities or any facility or decorator services or personnel. In the event that Hearts at Home, or any of its agents, shall receive a claim or complaint, which in part or in whole arises from exhibitor's actions or failure to act, exhibitor shall indemnify and hold Hearts at Home, its respective agents, employees, officers, volunteers, or directors harmless from any claim, loss, or liability resulting there from.

**26. Accommodations.** Exhibitors qualify for the special Hearts at Home conference room rates at conference hotel's terms and conditions. Important! Make your reservations early! Please reserve your room directly with the hotel. Visit the Hearts at Home website ([www.HeartsatHome.org](http://www.HeartsatHome.org)) for the official discounted conference room rate and cut-off date. The discounted rate will be honored until this date or until the room block is filled.

**27. Additional Travel Arrangements.** Consult the Hearts at Home website ([www.HeartsatHome.org](http://www.HeartsatHome.org)) for directions.

**28. Governing Law.** All disputes shall be decided under the laws of the State of Illinois, without regard to conflicts of laws principles.

**29. Christian Mediation.** The parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules Of Procedure For Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries ([www.peacemaker.net](http://www.peacemaker.net)). Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Any face-to-face proceedings will occur in Illinois.

# Exhibitor Rules & Regulations | General Event Information

## 2017 Hearts at Home Conference - Rochester, Minnesota

These Rules & Regulations and General Information, hereinafter stated, comprise legally-binding terms and agreements between the exhibitor and Hearts at Home. Having been approved as an exhibitor, your acceptance of a subsequent Booth Assignment signifies your intentions to honor and abide by the terms of this agreement as hereinafter stated and as applies to the **Hearts at Home Conference, November 10-11, 2017, at Mayo Civic Center, Rochester, Minnesota.**

**1. Conference Sponsorship.** The Conference and its exhibition component is sponsored and managed by Hearts at Home.

**2. Application and Contract.** Each exhibitor is required to sign the Application and Contract. The terms of the Application and Contract can be revised only upon written agreement of both parties. All booth personnel will be identified via an official conference name badge according to the information provided on the application.

**3. Exhibition Dates.** The dates of the exhibition are as follows: set-up (12-4pm) and exhibit hours (6-10pm) Friday, November 10; exhibit hours (7:30am-6:30pm) and tear-down (6:30-8:30pm) Saturday, November 11, 2017.

**4. Admission & Acceptance.** Hearts at Home reserves the right to refuse exhibit space to any applicant for any reason. In addition, Hearts at Home reserves the right to refuse exhibit space to any exhibitor if, after the acceptance of the Application and Contract, information should come to the attention of Hearts at Home, which in the reasonable judgment of Hearts at Home, demonstrates that the proposed exhibit or any portion of its contents would be inconsistent with the principles espoused by Hearts at Home or unfavorable to its public reputation. In the event Hearts at Home should exercise this right, any deposit and exhibit fees paid to Hearts at Home shall be refunded - except in situations where the denial of exhibit space shall be for failure or refusal of the exhibitor to comply with the terms set forth elsewhere in the Application and Contract or these Rules & Regulations (in which case the denial of exhibit space shall be treated as a cancellation by the exhibitor).

Exhibitors understand that Hearts at Home is a Christian faith-based organization and that the audiences for Hearts at Home conferences are predominantly drawn from the faith-based community. As such, exhibitors agree to conduct themselves at all times in a manner that maintains the integrity of this relationship. Exhibitors further agree to apply appropriate sensitivity and discernment in the determination of the materials, resources, imagery, and all such content displayed in the contracted booth space. Questions regarding this area should be directed to Hearts at Home in advance. Should any materials be deemed objectionable by Hearts at Home, timely consultation with booth personnel shall take place in order to remedy the situation.

Upon request, all first-time exhibitors agree to provide Hearts at Home with pre-event samples or photos of any product to be distributed or displayed in the booth. Upon request, all brochures and handouts for first-time exhibitors must be reviewed by Hearts at Home prior to the conference. No book sales without prior approval from Hearts at Home.

**5. Assignment of Space.** Space will be assigned pre-event according to the date on which the contract and 50% deposit are received, priority placement criteria, the availability of the requested area, the amount of space requested, special needs, and compatibility of the exhibitor's products with Hearts at Home's aims and purpose.

Priority criteria depend on the following factors:

- The number of years the exhibitor has exhibited
- The amount of space the exhibitor reserved in the previous year
- The number of years the exhibitor has been a sponsor

Final placement will be at the sole discretion of Hearts at Home. Hearts at Home reserves the right to shift assigned exhibitor space at any time if, in Heart at Home's judgment, it becomes necessary to do so. Hearts at Home reserves the right to make modifications in the published floor plan as may be necessary to meet the needs of exhibitors and the exhibition as a whole.

**6. Exhibitor Personnel.** Each exhibitor receives two complimentary name badges for each 100sf increment of booth space reserved. Exhibitor registration admits exhibitors to conference workshops and main sessions only, as long as at least one person remains at the exhibit booth during all hours of the conference. Exhibitor personnel attending conference sessions should wait until all paid attendees have been seated before entering. Name badges must be worn by exhibitor representatives during all set-up/tear-down periods and during all official conference hours.

**7. Cancellation of Space.** In the event Hearts at Home has assigned space and the exhibitor desires to cancel the contract, Hearts at Home will fully refund the deposit and exhibitor fees paid to Hearts at Home if written or faxed notification is received by Hearts at Home by 9/7/2017. If written or faxed notification is received by Hearts at Home between 9/8/2017 - 10/6/2017, Hearts at Home will refund 25% of the total exhibitor fees. Cancellations received after 10/7/2017 will not be eligible for any refund. Receipt of cancellations via fax must be confirmed via email. Receipt of cancellations via mail must be confirmed using USPS signature confirmation.

**8. Default of Occupancy.** Any exhibitor experiencing an unexpected delay in booth set up should contact Hearts at Home immediately for assistance and direction. Any exhibitor otherwise failing to occupy any space contracted for but not canceled, by 4:00 p.m., Friday, November 10, 2017, is obligated to pay the full cost of such space. In the event of default, all obligations of Hearts at Home to exhibitor hereunder shall cease and Hearts at Home shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any rebate or allowance to the defaulting exhibitor.

**9. Subletting Space.** No exhibitor shall assign, sublet, or share the space allotted without written consent of Hearts at Home.

**10. Conformance to Laws.** Exhibitor agrees for himself or herself and his/her employees to use contracted space for lawful purposes only and will conform to all laws, ordinances, and regulations. The exhibitor must comply with all local and hotel safety, fire, and health ordinances for the installation and operation of equipment.

**11. Decorator Rules and Regulations.** Exhibitor agrees to conform to all rules and regulations of the exhibition's official decorator as detailed in the official service kit provided by that company or Hearts at Home. Where union personnel are required by the decorator and/or Mayo Civic Center, the exhibitor must comply with said union requirements. Hearts at Home is not responsible for decorator and/or Mayo Civic Center personnel, nor can Hearts at Home guarantee that services and/or utilities promised by the decorator and/or Mayo Civic Center shall be available during the exhibition. Hearts at Home and any designated decorator will communicate in advance any necessary information relating to your exhibit space requirements, exhibit freight, shipping instructions, labor rules and regulations, deadlines, and other questions.

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**15. Multi-Level/Network Marketing.** Exhibitors who operate as a Multi-Level or Network Marketing organization, or as a Direct Sales organization, are permitted but are reminded that the purpose of the Hearts at Home exhibits are to provide attendees with the awareness of (and, if applicable, the opportunity to purchase) resources, products, and services of potential benefit to them. The onsite recruitment of new dealers/salespeople and/or the solicitation of future party hosts should not be actively initiated by the vendor during the event. Awareness of such opportunities may be shared via distributed information and/or booth signage, and further information may be offered by the vendor in response to attendee inquiries. However, it is not permissible under any circumstance to solicit onsite attendees who have not expressed such an interest, or to use attendee contact information to pursue such solicitation post-event if the attendee did not express interest at the event. Hearts at Home will not tolerate any abuse of this provision.

**16. Security.** Exhibitor understands that no additional security presence shall be provided - either during show hours or otherwise - in the Exhibit Hall, beyond the security presence provided by the host facility. Minimal presence by the Hearts at Home team will be in place in the hours immediately surrounding the opening/closing of the Exhibit Hall each day, but Hearts at Home shall not be liable for any damage or theft to the exhibitor's display or property.

**17. Delivery and Removal.** For the sake of attendee safety and to avoid unnecessary disruptions, under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the Exhibit Hall hours without permission first being secured in writing from Hearts at Home.

**18. Limitation on Promotion and Demonstrations.** During the conference and exhibition, all demonstrations, promotional activities, and distribution of materials must be confined within the limits of the exhibit booth(s) in the Exhibit Hall. The playing of loud music, videos, films, or the like, or any other loud or distracting activity that could be objectionable to neighboring exhibitors is prohibited.

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**20. Show Floor Restrictions.** Access to the show floor during set-up (load-in) and tear-down (load-out) times will be prioritized for confirmed exhibitor personnel and/or their designated exhibitor-appointed contractor. Hearts at Home reserves the right to refuse show floor access at any time to person (including removal of said person from the show floor) for the sake of maintaining a safe and secure environment.

**21. Copyrights.** Exhibitor warrants that any copyrighted material to be performed or played has been duly authorized or licensed by the copyright owners or their representatives and agrees to indemnify and hold Hearts at Home harmless from any and all claims, losses, expenses, including legal fees, which might arise from questions of use of any such material described above.

**22. Use of Space.** Exhibitor's display, equipment, and materials shall be confined to the actual dimensions of the booth space contracted for and be in compliance with IAEE Guidelines for Display Rules & Regulations. Height of display should not be such that it could be objectionable to other neighboring exhibitors. Aisles may not be used by the exhibitor. The exhibitor is responsible for maintaining a neat and clean booth. All tables must be either finished or draped. At no time shall any materials be affixed to, or hung from, any wall surface or hanging drapery in the host facility.

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**24. Insurance.** It shall be the responsibility of the exhibitor to provide for his or her own insurance needs. Hearts at Home shall not provide insurance for the exhibitor.

**25. Limitations of Liability.** Neither Hearts at Home, its employees, officers, agents, directors, volunteers, or affiliates shall be liable for any injury, loss, or damage to person or property of exhibitor, its employees, agents, and invitees except to the extent that such injury, loss, or damage is caused directly and proximately by substantial negligence on the part of Hearts at Home or its employees. Exhibitor by its execution of this contract expressly waives the right to claim any such excluded liabilities against Hearts at Home and its respective employees, officers, agents, directors, volunteers, or affiliates and acknowledges that it will neither hold nor attempt to hold the organization or any such person liable for any cause whatsoever other than injuries or damages occasioned directly and proximately by the substantial negligence of such persons. Further, neither Hearts at Home, nor its respective employees, officers, agents, directors, volunteers, or affiliates shall be liable for failure of the scheduled exhibition to be held due to fire, water damage, public emergency, strikes, other labor disputes, boycotts, cancellation of facility contracts, or acts of God beyond the power or control of Hearts at Home to prevent. Further, neither Hearts at Home, nor its respective agents, employees, officers, volunteers, or directors shall be liable for any failure or unavailability of utilities or any facility or decorator services or personnel. In the event that Hearts at Home, or any of its agents, shall receive a claim or complaint, which in part or in whole arises from exhibitor's actions or failure to act, exhibitor shall indemnify and hold Hearts at Home, its respective agents, employees, officers, volunteers, or directors harmless from any claim, loss, or liability resulting there from.

**26. Accommodations.** Exhibitors qualify for the special Hearts at Home conference room rates at conference hotel's terms and conditions. Important! Make your reservations early! Please reserve your room directly with the hotel. Visit the Hearts at Home website ([www.HeartsatHome.org](http://www.HeartsatHome.org)) for the official discounted conference room rate and cut-off date. The discounted rate will be honored until this date or until the room block is filled.

**27. Additional Travel Arrangements.** Consult the Hearts at Home website ([www.HeartsatHome.org](http://www.HeartsatHome.org)) for directions.

**28. Governing Law.** All disputes shall be decided under the laws of the State of Illinois, without regard to conflicts of laws principles.

**29. Christian Mediation.** The parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules Of Procedure For Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries ([www.peacemaker.net](http://www.peacemaker.net)). Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Any face-to-face proceedings will occur in Illinois.