

RULES and REGULATIONS for the 27th National Space Symposium:

CONTRACT INFORMATION: Please read the following rules and regulations. This contract is not binding until signed and accepted by both parties and invoiced by the Space Foundation. This agreement between both parties is subject to the terms and conditions, including, but not limited to, the Rules and Regulations listed below. It is the responsibility of the exhibitor company to be fully familiar with the Rules and Regulations and to ensure that each member of their organization attending the exhibit is also familiar therewith.

1. **Contract for Space** - The request for exhibit space, upon acceptance by the Space Foundation, constitutes a contract for rental of the space assigned between the Space Foundation and the exhibiting company. However, the Foundation shall be released from these obligations in the event of strikes or other circumstances beyond the Foundation's control.

2. **Reservation of Exhibit Space/Preferred Location Assignment** - Reservation of exhibit space for the 27th National Space Symposium may be completed by returning the Contract for Exhibit Space. Exhibit space is not guaranteed until receipt of 50% deposit. Exhibit space will be assigned according to the Priority Point System.

3. **Priority Exhibit Space Assignment Point System** - Previous Exhibitors will be assigned booth locations per the following point system:

A. A company earns one point for each year exhibiting at Space Foundation Symposia.

B. A company can earn more points through 2011 sponsorships as follows:

A sponsor will receive 1 point for every \$5,000 in National Space Symposium sponsorship dollars spent for that year. For example, if a company spends \$60,000 they get 12 points. If they spend \$10,000, they get 2 points, and if they spend \$2,500 they get .5 points.

C. A company earns points for corporate membership as follows:

Platinum Member	10
Sustaining Partner	8
Contributing Partner	6
Partner	4
Patron	2

D. If two exhibitors with equal points request the same exhibit space, assignment will be made in the order of the date the reservation with deposits were received. The Foundation will make every reasonable effort to accommodate requests.

4. **Payment of Exhibit Space** – Upon receipt of the contract for exhibit space, you will receive an invoice. If this invoice is dated before January 1, 2011 a non-refundable 50% deposit is due upon receipt. If the invoice is dated after January 1, 2011, full payment is due upon receipt. **This payment is non-refundable. In the event the exhibitor fails to fulfill its contractual obligations, violates the contractual agreement, or withdraws from the event, all monies paid shall be retained by the Space Foundation. Failure to pay the required deposit within 30 days of receipt of invoice may result in forfeiture of exhibit space.** The Foundation reserves the right to make changes to the program, location of the booths to maximize the usable space, or hours of exhibition when in the best interest of the National Space Symposium.

5. **Exhibitor Services Manual** - The Freeman Company will provide an exhibitor's packet (Services Manual) containing detailed information and order forms necessary to the final set-up, display and tear-down of the booth, to exhibiting company representative(s).

6. **Display Regulations** – The Broadmoor and The Freeman Company are the official supplier and shipper designated by the Space Foundation. Exhibiting companies using other suppliers must notify the Space Foundation and The Broadmoor and comply with all National Space Symposium requirements, rules and regulations. Please provide the name, address and contact person of the company serving as service contractor. Proof of liability insurance must be

provided to the Space Foundation and The Freeman Company no later than March 1, 2011.

A. **Broadmoor Contact** - The Broadmoor Convention Services Manager for the 27th National Space Symposium is Jerry Homzy. You may contact him at The Broadmoor, P.O. Box 1439, Colorado Springs, CO 80901-1439, phone (719) 577-5816. To order services from The Broadmoor, please fill out the appropriate forms in the exhibitor service manual. Services such as audio-visual, computer rentals, telephone lines, additional electrical outlet needs, and security guard service can be ordered from The Broadmoor. They require a minimum notice of **SIX WEEKS**.

B. **The Freeman Company Contact:** The Freeman Company point of contact for the 27th National Space Symposium is Rob Venus. You may contact him at The Freeman Company, 4493 Florence Street, Denver, CO 80238, phone (303) 329-3442, or fax (303) 307-0529. Please contact Rob Venus for information and questions regarding set-up and design of booth.

C. **Booth Size:** Booth spaces are available on a square footage request basis (minimum size: 10' X 10'). The overall height limit of a booth and all of its contents is as follows: Colorado Hall is 10 feet and Broadmoor Hall is 18' with a 20' high hanging banner limit. A low zone exists within four feet of unrelated neighboring exhibit booths and four feet into a booth from the front aisle. In a single 10' X 10' booth, this covers the entire front of the booth, leaving the Exhibit Center with a 10 foot limitation. If any part of your exhibit exceeds these dimensions, please contact Rhonda Truett, Space Foundation Trade Show Manager, to obtain written authorization prior to the opening of the National Space Symposium. You may contact Rhonda Truett at RTruett@spacefoundation.org or (719) 576-8000. **Please note: Double Decker booths are not allowed in either exhibit hall unless exhibit space is located next to outer wall and exhibitor has express written permission from the Space Foundation.**

D. **Booth Structure (pipe and drape) and Center Restrictions:** Nothing can be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building, booth structures or furniture. Signs, rails etc., will not be permitted to intrude into or over aisles. In cases where the reverse side of an exhibit back wall, side wall, riser or display is exposed to view, such portion of this display must be suitably draped so that no part of the display, construction, electrical wiring, or the like is visible from the aisles of adjoining booths belonging to other exhibitor companies. Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of their exhibit.

E. **Space Restrictions:** Aisles and other spaces in the Exhibition Center are not leased to the exhibitors. No booth is to extend into this space. All displays, interviews, lectures, demonstrations, or any other type of activity shall be conducted inside the contracted space.

F. **Signs:** A 7" x 44" identification sign (company name, city and state) will be provided by The Freeman Company. Additional signs are the responsibility of the exhibiting company. Special signage requirements can be made by contacting The Freeman Company.

G. **Provisions for Storage:** Fire regulations prohibit any storage in the Exhibit Center or The Broadmoor Complex. Arrangements for storage are the responsibility of the exhibiting company. All packing containers, cardboard boxes or corrugated paper excelsior and wrapping paper must be removed from the exhibit prior to the opening of the Exhibit Center. Storage arrangements can be made by contacting The Freeman Company.

H. **Electrical Needs:** The exhibit service manual will contain detailed information regarding additional electrical needs such as 220-volt

electrical outlets, VCRs and monitors. Specifications for larger electrical voltage needs, etc., are available to exhibitors through The Broadmoor. Included in the packet will be The Broadmoor and The Freeman Company's descriptions of the available items, cost information and order forms. A minimum **six-weeks** notice to The Broadmoor is required. (See 6. A)

- I. **Telephones:** Pay telephones are limited in the Exhibit Center. The exhibit service manual will contain detailed information regarding telephone lines available to exhibitors.
 - J. **Audio equipment volume:** Exhibitors operating audio equipment will be expected to keep the sound at a reasonable volume. No sound effects that carry to adjoining booths are permitted. Headsets with videos are acceptable. Showing of videos, slides, transparencies, opaque materials, etc., will only be permitted within the confines of the exhibitor booth.
 - K. **Character of Exhibits:** The Foundation reserves the right to determine the suitability and appropriateness of all exhibits, and the attire and conduct of all exhibit personnel, and to regulate the same at its sole discretion.
 - L. **Safety Provisions** - Exhibitors must provide the necessary shielding or safety items to protect attendees, other exhibitors and all others from equipment that is operable or from any other material, processes or operations which might cause bodily harm. Fire extinguishing apparatus must be provided by each exhibitor and kept accessible in the exhibit booth.
 - M. **Food:** Exhibitors may serve food at their booth only if provided by The Broadmoor.
7. **Security/Guard Service** - While The Broadmoor will provide scheduled perimeter security for the exhibit area for the duration of the National Space Symposium, protection of the property and insurance are the exhibitor's sole responsibility. Exhibitors agree that the Space Foundation has no obligation to provide security services and the Space Foundation makes no representation whatsoever with the respect to security of the premises. Individualized security service is available through The Broadmoor. Information and order forms will be provided in the exhibitor packet. Exhibitors should consider making arrangements to have locked facilities available in their booths for storage of display materials or products.
8. **Set-up/Tear Down Times** – Set-up hours vary by location and will be determined at a later date. These times, once determined, will be sent to each exhibiting company in an informational update. Once tear down times are determined, exhibiting companies dismantling or packing prior to designated closing time, will be invoiced an early dismantling fee of \$350.00. All exhibits must be removed from the exhibit area by 5 p.m. on Saturday, April 16, 2011. **Should The Broadmoor adjust the Exhibit Center completion date resulting in a change in the set-up and dismantling times, the Space Foundation will provide written notice to the exhibitor.**
9. **Cleaning of Exhibits** - The Broadmoor will vacuum and maintain show aisles. Exhibitors must keep their areas clean, neat and orderly. The Space Foundation will pay the cost to vacuuming the aisles

10. **Meetings** - No exhibitor shall hold any meeting or event that conflicts with the National Space Symposium exhibit viewing hours, meals, receptions, or sessions.

11. **Exhibitor Badges and Exhibit Center Guest Passes:** Exhibitor badges must be kept to a minimum for security purposes. The number of exhibitor badges per company will be allocated on the total square footage of exhibit space purchased. Badge allocations are as follows: 100'= 4, 200'=6, 300'= 10, 400'=15, 500'= 18, 600'= 21 700'=23, 800 or more sq. ft. = 26 badges. Space Foundation corporate members exhibiting may request additional badges by contacting exhibitor@spacefoundation.org or (719) 576-8000. Exhibitor badges allow access only to the exhibit center and NOT the general sessions or meals. Exhibit center guest passes are provided for customers, potential customers, or family members of the exhibiting company. The exhibiting company is liable for any damages incurred by a guest holding their exhibit center pass. The guest may pick up their exhibit center guest pass at exhibitor registration but MUST show photo identification.

12. **Meals** - Tickets for dinners and the luncheon held during the symposium can be purchased from the Space Foundation's customer service office prior to the event. To purchase meal tickets, call 1-800-691-4000. The Space Foundation will provide limited food and beverages throughout the National Space Symposium for the exhibitors in the exhibitor lounge. Lunch ticket allotments will be assigned by square footage of space. To find out your allotment of tickets for the week of symposium, please contact exhibitor@spacefoundation.org.

13. **Indemnity** - Exhibitors agree to indemnify and save harmless the Space Foundation, The Broadmoor, their managers, sponsors, agents and employees from any loss, damage or expense in the consequence of death or injury to person(s) whomsoever; and the loss of or damage to property whatsoever, whether caused or contributed to by the Space Foundation or The Broadmoor; unless such damage or injury is due to the sole negligence of the Space Foundation, The Broadmoor, or any of their representatives. Exhibitors must inform Rhonda Truett, Space Foundation Trade Show Account Manager of their company's insurance and amount of coverage at least one week prior to the symposium.

14. **Attendee and Exhibitor Roster Lists** - The Space Foundation provides attendee lists from the National Space Symposium for exhibitors. The purpose of the list is to allow companies and organizations to review the attendee list and determine if opportunities exist to meet during the event. Misuse or abuse of this list will result in privileges taken away in the future.

15. **Age Restrictions for Exhibit Center**- Must be 18 years or older to work in an Exhibit Booth. Visitors to the Exhibit Center must be 18 years or older with the exception of the Student Tours conducted by the Space Foundation Education Department. Cadets and other exhibit center visitors who are not 18 must get permission from Space Foundation personnel. Please contact Rhonda Truett at RTruett@SpaceFoundation.org with any request regarding visitors under 18 years of age. Space Foundation reserves the right to approve on a case by case basis.

