

# Policies and Procedures – Joint Meeting & Trade Show

College Stores Association of New York State, Inc. (CSA-NYS) and Campus Stores of New England, Inc. (CSNE) invites you to exhibit and participate in our Joint Meeting & Trade Show which will be held April 11 - 13, 2010 at the Saratoga Hilton and Saratoga Springs City Center in Saratoga Springs, New York. To insure this meeting is a successful, professional experience for all involved, we have adopted the following policies.

**REGISTRATION/PAYMENT:** Registrants for this meeting and its associated events including but not limited to the educational sessions and/or trade show hereby agree to abide by our policies as outlined herein. Vendors must be members of one or more of the two sponsoring associations (CSNE, CSA-NYS) and/or MACS to register at the member rate. Registrations will be considered complete when our office has received all necessary forms and payment. Only complete registrations will be assigned booth space, given badges and meal tickets, and allowed entrance to any portion of the meeting/trade show. Registration and payment will be accepted online and by fax and mail. No phone registrations. All company identification (booth sign, program listing, badges) will bear the company's name as listed in one or more of the associations' membership databases. Booth sharing is not allowed. Due to the difficulty involved in adding late registrants, cutoff dates and registration/booth pricing will be enforced. Name badges will be given to all registrants and will be required for admittance to all meeting/show events. No group meals will be ordered for anyone without payment. A limited number of group meals will be available for purchase on site. All fees related to bounced checks and/or charge backs will be the responsibility of the registrant.

**CANCELLATIONS:** All cancellations must be in writing. No cancellations will be accepted or refunds given by the associations after March 12, 2010. In the event of cancellation due to fire, strikes, weather, war, terrorism, labor disputes or other events beyond the control CSA-NYS, CSNE, their partners, agents and/or McKenna Management, Inc. shall not be held liable for failure to hold the meeting or associated events including but not limited to the show and sessions.

**HOTEL:** Members are responsible for making their own hotel reservations. The Saratoga Hilton has their own policies and interested parties are hereby referred to them.

**INTERPRETATION AND AMENDMENT:** The interpretation of the policies outlined in this document shall be the final responsibility of the Joint Meeting & Trade Show Office. CSA-NYS and CSNE reserve the right to make amendments to these policies.

**HOSPITALITY/SOCIAL:** Organizing functions in conflict with scheduled events is prohibited. Private entertaining during scheduled events is strongly discouraged.

**EXHIBIT ATTENDANCE:** Exhibits must be attended at all times during the Trade Show. The maximum number of reps per booth is 5.

**SUBLETTING OF EXHIBIT SPACE:** Exhibit space shall not be sublet.

**EXHIBIT DISPLAYS & ASSIGNMENTS:** Displays shall conform to guidelines set forth by the Joint Meeting & Trade Show Offices, the Saratoga Springs City Center and Clifton Park Renta. There will be no interference in the visibility of neighboring exhibits. No displays are permitted in hotel suites or rooms. If there are any questions about whether or not a planned display is acceptable, please ask for clarification from the Joint Meeting & Trade Show Committee Chair, Evan Koster.

Booth space will be assigned on a first come first served basis. We may not be able to accommodate all interested vendors. Booth assignments are made by the Joint Meeting & Trade Show. The Committee will make every effort to honor registrants' requests regarding placement. Vendors wishing to be placed next to other vendors must register at the same time. The Committee reserves the right to reassign the booth space of any vendor who has not begun booth setup by 3:30 PM on Sunday, April 11, 2010. In such instance, no refunds will be given. Vendors are NOT permitted to break down their displays prior to the end of the trade show. Failure to observe these or other Joint Meeting policies may jeopardize future booth placement.

**FIRE AND OTHER LAWS:** Federal, state and city fire and other laws must be strictly observed. Cloth and other decorations must comply with fire department and underwriters rules. Exhibitors must not block aisles and fire exits. No anti-trust violations will be tolerated.

**LIABILITY AND INSURANCE:** The Saratoga Springs City Center, Saratoga Hilton, Clifton Park Rental, CSA-NYS, CSNE, and McKenna Management Inc. will not assume responsibility for the safety or the property of the exhibitors or other attendees from theft, damage by fire, accident or other causes which may occur while the exhibitor/attendee has use of the facilities. Exhibitors/attendees are cautioned to exercise prudent judgment in the protection of all goods, merchandise & other items. Exhibitors/attendees wishing to insure their goods must do so at their own expense.

**DAMAGES:** CSA-NYS, CSNE and/or McKenna Management Inc. shall not be responsible for injury that may occur to an exhibitor or his/her employees or representatives or attendees. The exhibitor shall be responsible for providing insurance against loss and/or injury resulting from the exhibitor's participation in the meeting. If an exhibitor damages the building, he/she shall reimburse whoever is owed for the cost of repairing such damage.

**SELLING:** Selling or canvassing customers and the distribution of samples, leaflets or other advertising/promotion materials may only be made from the exhibitor's booth. It is considered unethical to entice customers from the booth of another exhibitor. No retail sales allowed. Industry licensing compliance is required. Legal action and/or taxes, fines, penalties related to the aforementioned will be the responsibility of the offending vendor.

**NOISE/LIGHTS/AUDIO & VIDEO:** Flashing lights and loud noises, including music that interferes with other exhibitors positive show experience, are not permitted. Audio and video of any portion of the Joint Meeting & Trade Show may be allowed only under a written application to the Joint Meeting and Trade Show Office and with the permission of our office and those being recorded.

**CHILDREN:** Children are not permitted on the show floor or in sessions. Parents are responsible for supervising children at all events related to the Joint Meeting & Trade Show, especially those with alcoholic beverages.

**ALCOHOL:** There will be alcoholic beverages at the associations' evening receptions and meals. CSA-NYS, CSNE and McKenna Management, Inc. encourage responsible drinking. CSA-NYS, CSNE and McKenna Management, Inc., will not be responsible collectively or individually for any incidents, legal/insurance action and/or payments resulting from excessive consumption of alcoholic beverages.

**CELL PHONES:** Please refrain from talking on cell phones during any Joint Meeting presentations. Please set cell phones to silent or off while attending any Joint Meeting & Trade Show Presentations.

**PROFESSIONAL CONDUCT:** The Joint Meeting & Trade Show is a professional event. Attendees and/or exhibitors who display what we consider to be very unprofessional behavior will not be allowed to attend or exhibit at this event and such behavior will be reported to the appropriate boards.

**INDEMNIFICATION:** Registrants agree to hold CSA-NYS, CSNE, their partners, and McKenna Management Inc harmless for any and all legal action related to exhibiting/attending the Joint Meeting & Trade Show.