

EXHIBITOR RULES AND REGULATIONS for Strategic Space Symposium 2009:

CONTRACT INFORMATION: Please read the following rules and regulations. This contract is not binding unless accepted, signed and invoiced by the Space Foundation. When accepted and signed, the Contract for Exhibit Space will constitute a binding agreement between the Space Foundation and your company subject to its terms and conditions, including, but not limited to, the Rules and Regulations stated below. It is the responsibility of the exhibiting company to be fully familiar with the Rules and Regulations and to see that each member of their organization attending to 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 exhibit space assigned between the Space Foundation and the exhibiting company. However, the Space Foundation shall be released from these obligations in the event of strikes or other circumstances beyond the Space Foundation's control.

2. **Reservation of Exhibit Space/Preferred Location Assignment** - Reservation of exhibit space for the Strategic Space Symposium may be completed by returning the Contract for Exhibit Space. Space will be assigned according to the Priority Point System.

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

- A. A company earns 1 point for exhibiting at Strategic Space Symposium.
- B. A company earns points for Strategic Space Symposium sponsorships as follows:
 - A sponsor will receive 1 point for every \$5,000 in sponsorship dollars spent for that year. For example, if a company spends \$60,000 they receive 12 points. If they spend \$10,000, they receive 2 points and if they spend \$2500, they receive .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.
- E. Points accumulated in 2009 are used to determine positioning in 2010.

4. **Payment of Exhibit Space** – Upon receipt of the contract for exhibit space, you will receive an invoice. If this invoice is dated prior 27 June 2009, a non-refundable 50% deposit is due upon receipt. If the invoice is dated after 27 June 2009, full payment is due upon receipt. This payment is non-refundable. In the event the exhibitor fails to fulfill its contractual obligations, violates the contract agreement, or withdraws from the event, all monies paid shall be retained by the Space Foundation. The Foundation reserves the right to make changes to the program, location of the booths or hours of exhibition when in the best interest of the Strategic 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. The Services Manual will be sent to the exhibiting company representative(s).

6. **Display Regulations** – The Qwest Center Omaha and The Freeman Company are the official conference supplier and shipper designated by the Space Foundation. Exhibiting companies using other suppliers must notify the Space Foundation and the Qwest Center Omaha and comply with all Strategic 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 to The Freeman Company no later than 1 October 2009.

- A. **Qwest Center Omaha Contact** – phone (402) 599-6710, fax (402) 991-1501, 455 North 10th, Omaha, NE 68102. www.qwestcenter.com. Ask to speak with the Event Coordinator handling the Strategic Space Symposium. To order services from the Qwest Center Omaha, please fill out the appropriate forms in the exhibitor services manual. Services such as audio-visual, telephone lines, additional electrical outlet needs, and security guard service require a minimum notice of **SIX WEEKS**.
- B. **The Freeman Company Contact:** The Freeman Company point of contact for the Strategic Space Symposium is Rob Venus, Freeman Company, 4493 Florence Street, Denver, CO 80238, phone (303) 329-3442, fax (303) 307-0529. Please contact Rob Venus for information or any questions regarding set-up, tear down or design of booth.
- C. **Booth Size:** Booth spaces are available on a square footage basis (minimum size: 10' x 10'). The overall height limit of a booth and all its contents is 14 feet. A low-zone exists within four feet of unrelated neighbors and four feet into a booth from the front of aisle. In a single 10' x 10' booth, this covers the entire front of the booth, leaving the center with 10 feet limitation. If any part of your exhibit exceeds these dimensions, please contact Rhonda Truett, Space Foundation Trade Show Manager, at 719-576-8000 to obtain written authorization prior to the Strategic Space Symposium.
- D. **Booth Structure (pipe and drape) and Qwest Center Restrictions:** Nothing can be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building. 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, 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 exhibiting companies. Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit.
- E. **Space Restrictions:** Aisles and other spaces in the exposition 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 exhibit space.
- F. **Signs:** A 7" x 44" identification sign (with company name, city and state) will be provided by The Freeman Company. Additional signs are the responsibility of the exhibiting company. Special sign requirements can be made by contacting The Freeman Company.
- G. **Provisions for Storage:** Fire regulations prohibit any storage in the Exhibit Center or Qwest Center Omaha 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 Center prior to the opening of the conference. 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 Qwest Center Omaha. Included in the packet will be The Qwest Center Omaha and The Freeman Company's descriptions of the available items, cost information and order forms. A minimum **six-week notice** to the Qwest Center Omaha 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 through the Qwest Center Omaha.

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 their exhibit booth.

M. Food: Exhibitors may serve food at their booth only if provided by The Qwest Center Omaha.

7. Security/Guard Service - While the Qwest Center Omaha will provide scheduled perimeter security in the exhibit area for the duration of the conference, protection of the property and insurance are the exhibitor's sole responsibility. The exhibitor agrees 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 Qwest Center Omaha. Information and order forms will be provided in the exhibitor packet. Exhibitors should consider 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. Once tear down times are determined, exhibiting companies dismantling or packing prior to the designated closing time will be invoiced an early dismantling fee of \$350.00. All exhibits must be removed from the exhibit area by midnight, 4 November 2009. **Should the Qwest Center Omaha 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 Qwest Center Omaha will vacuum and maintain show aisles. Exhibitors must keep their areas clean, neat and orderly. The Space Foundation will pay the cost for vacuuming the aisles.

10. Meetings - No exhibitor shall hold any meeting or event that conflicts with the conference 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'= 5, 200'=10, 300'= 15, 400'=20, 500'= 22, 600'= 24 700'=26, 800 '=28, 900'= 30, 1000' or more = 32. Space Foundation corporate members exhibiting may request additional badges by contacting Rhonda Truett, Trade Show Account Manager, at (719) 576-8000 or rhonda@spacefoundation.org. 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 and allow access only to the exhibit center. The exhibiting company is liable for any damages incurred by a guest holding their exhibit center pass. Each guest receiving an exhibit center guest pass MUST show photo identification at exhibitor registration.

12. Meals - Tickets for the luncheons held during the conference can be purchased from the Space Foundation's customer service office prior to the luncheon. Call 1-800-691-4000 to purchase meal tickets. The Space Foundation will provide food and beverages throughout the conference for the exhibitors in the exhibitor lounge. For the lunch period, if applicable, the Space Foundation will provide lunch tickets to each exhibiting company for their exhibitors to eat in the exhibitor lounge. The allotment for these tickets to each exhibiting company is based on booth size as follows:

100'= 3
200'= 4
300'= 5
400'= 6
500'= 7
600'= 8
700'= 9
800' or more = 10

13. Indemnity - Exhibitors agree to indemnify and save harmless the Space Foundation, Space News, and the Qwest Center Omaha, their board of directors, 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 by the Space Foundation, Space News or the Qwest Center Omaha; unless such damage or injury is due to the sole negligence of the Space Foundation, Space News or the Qwest Center Omaha, or any of their representatives. Exhibitors must inform Rhonda Truett, Space Foundation Chief Operating Officer, of their company's insurance and amount of coverage prior to the conference.

