

## TABLETOP VENDOR RULES AND REGULATIONS

- 1. ASSIGNMENT OF TABLETOP VENDOR SPACE:** Vendor assignment is based on the order of receipt of contract and payment to the Northeast Ohio Oracle Users Group (NEOOUG).
- 2. CONTRACT FOR TABLETOP VENDOR SPACE:** The application for space and the full payment of space rental together constitute a contract. Amendments and/or exclusions to this contract are not legally binding unless written into the contract and initialed by authorized representatives of both parties.
- 3. TABLETOP VENDOR RENTAL AND PAYMENT:** Rental fee for one tabletop vendor is \$1,050. Full payment is required at time of application for space.  
**Make checks payable to NEOOUG and forward to:**  
**Northeast Ohio Oracle Users Group**  
**1060 Sugarhouse Lane**  
**Medina, OH 44256**
- 4. TABLETOP VENDOR SPECIFICATIONS:** Each vendor is furnished one 6-ft. draped table, two chairs, and a standard electrical outlet. Pop-up displays of 6 ft. or less in width will be allowed.
- 5. TABLETOP VENDOR REGISTRATION:** All persons working in the tabletop area must be registered as a conference participant or tabletop attendant. Vendors receive two complimentary registrations. Additional attendees will be at an additional cost of \$285 per attendee. Persons desiring to attend one or more sessions and/or the lunches must be registered as a conference participant.
- 6. ELECTRICAL AND TELEPHONE SERVICES:** Electrical service and charges will be handled by the conference center. Order forms will be provided in the vendor materials kit. Each company is responsible for coordinating these requests and payment directly with the conference center.
- 7. CANCELLATION OF DISPLAY SPACE:** Display space may be canceled prior to the opening date of the exhibit based on the following schedule:
  - 90 days or more:** Full refund minus processing fee (\$50)
  - 60 days to 89 days:** One-half the cost refunded minus processing fee (\$50)
  - 59 days or less:** No refund
- 8. AUDIO DEVICES:** Tabletop vendors that include the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noise-making machines must be approved by the conference manager. This equipment must be operated so that the resulting noise will not disturb adjacent vendors and their patrons.
- 9. GENERAL RESTRICTIONS:** GLOC reserves the right, without recourse, to control or prohibit any tabletop vendor or part of any tabletop exhibit which, in its opinion, is not suitable or in keeping with the character of the conference. This reservation concerns persons, things, conduct, recruiting (see item 13), printed matter, souvenirs, catalogs, etc. Each tabletop will receive the participant list electronically after the conference. The participant list, in its entirety or any part thereof, is proprietary in nature and cannot be resold or loaned to any person or persons for any reason.
- 10. WAIVER OF LIABILITY:** The vendor agrees to protect, save, and hold GLOC, the Cleveland Public Auditorium, and all agents and employees thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitors and further, exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs, (including attorneys' fees), damages, liabilities, or expenses arising from or out of any accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of all or part of the exhibition premises. The exhibitor understands that neither GLOC nor the Cleveland Public Auditorium maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.
- 11. FIRE PROTECTION:** All display material must be flameproof and subject to inspection by the fire department in the city where the conference is conducted. No flammable fluids or substances may be used or shown in tabletops.
- 12. SHIPPING INSTRUCTIONS:** All vendors must make arrangements to ship or carry their own materials to the conference.
- 13. RECRUITING POLICY:** No recruiting is permitted at the conference. If a company is found to be recruiting, GLOC reserves the right to ask them to leave, without a refund of conference fees.