

General Rules and Regulations For Exhibitors at the 67TH IFLA Conference 16 – 25 August, 2001 Boston, USA

DATE, PLACE & HOURS.

The exhibition hours will be as indicated in the invitation to exhibitors. The 67th International Federation of Library Association Conference (67th IFLA Conference) reserves the right to make changes in the exhibition hours; however, such changes will be made known as far in advance of the exhibition as possible.

PERMISSIBLE EXHIBITS

Every effort will be expended to provide a well-rounded international educational exhibition to complement the technical meetings; and as such, any unusual exhibit activities must be reviewed and approved by the 67th IFLA Conference well in advance of the exhibition. Undignified methods of attracting attention will not be permitted. The 67th IFLA Conference reserves the right to determine the eligibility of any company of product for inclusion in the exhibition.

EXHIBIT PURPOSE

The exhibitor represents that the purpose of his/her exhibit is exclusively for the education of persons attending the Conference and agrees that he/she will never solicit nor accept orders and that he/she will not conduct any selling activity at the exhibition other than is necessarily an incident to the furnishing of such education, unless prior approval is obtained from the organizer.

BOOTH RENTAL

See the invitation to exhibitors.

INSTALLATION OF EXHIBITS

Hours of installation are as listed in the invitation to exhibitors. Space unclaimed by the opening hour is subject to reassignment without refund of any of the rental paid. The 67th IFLA Conference reserves the right to make changes in the installation hours; however, such changes will be made known as far in advance of the exhibition as possible.

DISMANTLING OF EXHIBITS

The exhibitor agrees not to dismantle the exhibit or do any packaging before the closing hour of the last exhibit day as described in the invitation to exhibitors. Penalty charges will be billed for any exhibition material remaining after the dismantling hours.

AVAILABLE SERVICES

On behalf of the exhibitors, the 67th IFLA Conference has designated official conference contractors to perform the following services at rates considered equitable and normal: cartage, equipment moving and erection, furniture, booth decorations, signs, photographs, telephone, etc. Services of electricians, plumbers, carpenters and laborers will be provided and charge for at the then prevailing rates. 67th IFLA Conference assumes no responsibility or liability for any of the services performed or materials delivered by the foregoing persons and parties. Each contractor will forward specific information after booth space has been assigned.

GENERAL RESTRICTIONS IN OPERATION OF EXHIBITS

The 67th IFLA Conference reserves the general right to restrict any exhibit because of noise, method of operation, or any reason that is judged dangerous or objectionable, and also to prohibit, or to evict, any exhibit which is considered to detract from the general character of the exhibits area as a whole. This general reservation includes persons, things, conduct, printed matter, or anything deemed objectionable by The 67th IFLA Conference. In the event of such restriction or eviction, the 67th IFLA Conference is not liable for any refund of rental or other exhibition services.

SOUND SYSTEMS

The use of sound systems is permissible provided they are not audible in neighboring booths, nor more than 30' into the aisle, and that the sound is directed only into the exhibitor's booth or vertically. The 67th IFLA Conference shall have and exercise absolute control over this regulation, the intent of which is that the sound systems shall not be audibly objectionable to neighboring exhibitors.

MOTION PICTURE AND OTHER PROJECTION

Portable projection machines for 16mm or smaller film, film strips, lanternslides, Kodachromes, etc. may be used in the exhibit booths, provided that the films are an approved slow-burning or non-flammable type. It is the responsibility of the exhibitor to engage a union operator for automatic slide projectors or for other projection if necessary.

Booth rental includes a standard backwall drape 8' high, with side rails 36" high, a standard two-line booth sign (7' x 44") showing the exhibitor's firm name and booth number, general overhead illumination, air conditioning, and overall guard service when the exhibition area is not open.

DISPLAY HEIGHTS.

Sidewall construction, if used, may taper diagonally from 8' at the backwall to floor level at the aisle, or extend as a high panel from the backwall for one-half of the depth of the booth. These limitations are intended to provide a clear view of the neighboring exhibits. Raw wood, cardboard or similar materials for wings to booths/islands must be covered or painted if they are visible in adjacent booths. The placing of high equipment must conform to these rules. Exceptions to the above can be authorized for self-contained island configurations.

INSURANCE

The 67th IFLA Conference will provide regular guard service to cover entrances to the exhibition area on a 24-hour basis. However, 67th IFLA Conference shall not be liable for damage or loss to the exhibitor's properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise. Exhibitors shall insure their own exhibit and display materials. The 67th IFLA Conference assumes no liability for any injury that may occur to visitors to the exhibition, exhibitors and their agents and employees or others.

LIABILITY

Exhibitor agrees to protect, save and keep the 67th IFLA Conference the exhibit Center, the City and State in which the exhibit is held, their agents, or employees forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Exhibit Center, the City, and State in which the exhibit is held, their agents, or employees against and from any and all damage arising by reason of any accident or occurrence to anyone, 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 the exhibition premises or a part thereof. It is suggested that the exhibitors be alert to the liability to risk involved in exhibiting and that they

amend their existing bodily injury liability and property damage liability insurance and provide the 67th IFLA Conference, on request, with evidence of such insurance.

FIRE PROTECTION

No combustible decoration such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior, wrapping paper, which must be flameproof, are to be removed from the floor and must be stored under the table and behind displays. All muslin, velvet, silken or any other decoration must stand a flameproof test as prescribed by the applicable fire and safety ordinances. All materials and fluids, which are inflammable, are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted. If inspection indicates that any exhibitor has neglected to comply with the foregoing requirements, or otherwise incurs a fire hazard, the 67th IFLA Conference reserves the right to cancel the entire exhibit, or such parts of it as may be irregular, with no refund of rental or liability for exhibit expense.

RESTRICTIONS IN USE OF SPACE

All demonstrations, interviews or other activities, such as the distribution of circulars and advertising matter of any description, must be confined to the exhibitor's own booth. The exhibitor agrees not to assign, sublet, or share, the whole or any part of his/her assigned space without any prior knowledge and written consent of 67th IFLA Conference. No exhibitor is permitted to show goods other than those manufactured or dealt in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business in any manner in conjunction with the 67th IFLA Conference.

ADMISSION

Admission to the exhibition areas will be available to all conference registrants. Publicity will encourage the attendance of all conference registrants.

PROGRAM AND BADGES

Each exhibit will receive a complimentary copy of the 67th IFLA Conference program. Up to four Exhibitor badges per standard sized booth will be available at the Exhibitor registration desk. All personnel staffing Exhibit Booths are required to register. Exhibitor badges are not to be used by minors.

PAYMENT OF SPACE

Applications must be accompanied by a check for the total booth rental amount. If the application is received after all space is exhausted, the payment will be refunded. Failure to comply with these requirements forfeits all right to space, which may in such case be reassigned to others, with no obligations on the part of the 67th IFLA Conference.

CANCELLATIONS

Cancellations by exhibitors will be accepted only at the discretion of the 67th IFLA Conference and then only based upon the refund schedule list in the invitation to exhibitors. Percentage will be based on the full dollar amount of the space contracted.

AGREEMENT FOR EXHIBIT SPACE

The agreement for exhibit space, the formal notice of assignment by the 67th IFLA Conference, and the payment of rental charges, constitute a contract for the right to use to space allotted, subject to the rules and regulations promulgated by the 67th IFLA Conference.

SPACE ASSIGNMENT

Space assignments will be solely at the discretion of the 67th IFLA Conference; however, in case of conflicting requests, preference will be afforded those exhibitors with continuing participation in past years. Space assignments will be made approximately January 2001. Exhibitors will be notified by mail as soon thereafter as possible.

ISLANDS

Any booths that stand-alone must receive approval in advance from show management in order to vary from standard height restrictions.

DISCLAIMER

The information provided in these General Rules and Regulations has been prepared by the Organizers to assist exhibitors in the presentation of their displays. Whilst every care has been taken to ensure that the details given are correct at the time of going to print, the Organizers shall not be liable or responsible to any exhibitor or any other person in respect of any inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreements made by the exhibitor with any person, firm or company who is described as the "official contractor" of services or whose services are recommended in this manual.

These regulations are part of the contract for space, which does not become effective until countersigned by a duly authorized representative of the 67th IFLA Conference. The acceptance of the payment, which accompanies the Application for space, does not constitute acceptance for a contract. The 67th IFLA Conference reserves the right to make such additional conditions, rules and regulations as it deems necessary to ensure the success of the exhibition.

EXHIBITION APPLICATION FORM

Please return this form to:

67th IFLA Conference
CONGREX HOLLAND BV, P.O. Box 302
1000 AH Amsterdam, The Netherlands
Fax: +31 20 50 40 225

Please print or use a typewriter to avoid misinterpretations & spelling



1. PLEASE GIVE THE CORRESPONDENCE COMPANY NAME & ADDRESS

Company name: _____

Contact person: _____

Address: _____

City: _____ Postal code: _____

Country: _____

Telephone: _____ Telefax: _____

E-mail: _____

2. PLEASE LIST PRODUCTS YOU WOULD LIKE TO EXHIBIT

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

3. PLEASE AVOID SPACE ASSIGNMENT NEXT TO THE FOLLOWING COMPANIES

1. _____

2. _____

3. _____

4. STAND PREFERENCE

Please indicate your booth choices on the floorplan as well as on this form (by using A, B and C) in order of preference.

1st choice (A) 2nd choice (B) 3rd choice (C)

5. RATES FOR RENT

| Boothsize | Price | Number | Total costs |
|-----------|-----------|----------|-------------|
| 10' x 10' | \$ 1,500 | _____ | _____ |
| 10' x 20' | \$ 2,500 | _____ | _____ |
| 20' x 20' | \$ 6,000 | _____ | _____ |
| 20' x 30' | \$ 10,000 | _____ | _____ |
| | | Total \$ | _____ |

* Please note that all rates are exclusive VAT

6. CONDITIONS OF PAYMENT

- 1 50% upon receipt of invoice
- 2 50% before December 29, 2000

7. AGREEMENT

Date: _____ Name: _____

Signature: _____
(official contact person only) By signing this form I agree with the General Rules and Regulations for Exhibitors