

Convention & Trade Show Policies *(Updated by Vendor Relations Committee 05/2006)*

Exhibit Rules and Regulations

SPACE ALLOCATION AND PAYMENT

All exhibits will be at the host hotel. Space will not be assigned without a signed application and the required deposit. The balance of the exhibit space rental must be paid in full by the date indicated within the prospectus. To ensure the desired location on the exhibit floor, send a completed application and applicable deposit today to: **IRgA, 5363 Paysphere Circle, Chicago, IL 60674.**

EXHIBIT SPECIFICATIONS

Booths include:

- Background draping across the back of the booth, 8 feet high
- Draping on each side, 3 feet high
- One line sign, identifying the exhibitor

Booth furnishings and services may be provided by the exhibitor or rented from the official show service contractor.

ASSIGNMENT OF SPACE

Beginning on the day after the trade show completes, Show Management shall allocate exhibit space to those properly applying at its sole discretion, but will attempt to comply with the exhibitor's requests in a fair and equitable manner.

Booth space will be assigned on a first-come, first-served basis.

CANCELLATION OF EXHIBIT SPACE

Upon written cancellation received between dates specified in the prospectus, a 50% cancellation of the total fee will be imposed. No refunds will be made for cancellation received after the date specified in the prospectus. Should an exhibitor cancel even partial space, the aforementioned dates and refund schedule will apply on the reduced space.

If for any reason beyond the IRgA's control, the IRgA Annual Convention and Trade Show must be cancelled, shortened, delayed or otherwise altered or changed, Exhibitor understands and agrees that all losses and damages which it may suffer as a consequence thereof are its responsibility and not that of IRgA or its event manager SmithBucklin, or their respective directors, officers, employees, or agents. Exhibitor understands that it may lose all monies it has paid to the IRgA for space in the show, as well as other costs and expenses it has incurred, including travel to the show, setup, lodging, freight, employee wages, etc.

Exhibitor, as a condition of being permitted by the IRgA to be an Exhibitor in the IRgA Annual Convention and Trade Show, agrees to indemnify and hold harmless the IRgA and SmithBucklin, and their respective directors, officers, employees or agents, from any and all loss, which Exhibitor may suffer as a result of show cancellation, duration, delay or other alterations or changes caused in whole or in part by any reason outside the IRgA's control.

FLOOR PLAN

Exhibit space is available by standard booth, peninsula or island configuration. Exhibits and displays must be arranged so as not to obstruct the general view of the adjoining exhibits. The IRgA abides by IAEM Display Rules and Regulations, which will be provided in the Exhibitor Services Manual. If an exhibitor would like a copy of these rules & regulations, or has any questions, please ask IRgA Show Management. All aisle space is under the control of Show Management and shall not be used for exhibit purposes. Placement of equipment must be done

to avoid blocking the visibility of neighboring exhibitors. All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or IRgA Show Management.

SUITABILITY OF EXHIBITS

The IRgA reserves the right to determine the eligibility of any exhibitor for inclusion in the IRgA Annual Convention and Trade Show and to prohibit an exhibitor from conducting and maintaining an exhibit if, in the sole judgment of the IRgA, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. The foregoing prohibition relates to persons, conduct, articles or merchandise, printed materials, souvenirs, catalogs and any other items, without limitation, which reflect the character of the exhibit. No cash sales are permitted at any time.

GUESTS

IRgA policy permits eligible non-member firms to attend convention activities at published non-member registration fees. Only individuals holding proper registration identification will be permitted access to any convention activity. The IRgA asks that exhibitors not register their guests as exhibit booth personnel, and thanks each exhibitor for their cooperation and support of this policy.

INTELLECTUAL PROPERTY MATTERS

The exhibitor represents and warrants to the IRgA that no materials used in or in connection with their exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by exhibitor) or other intellectual property rights of any third party. The exhibitor agrees to immediately notify the IRgA of any information of which exhibitor becomes aware regarding actual or alleged infringement of any third party's trademarks, copyrights or other intellectual property rights. The exhibitor agrees to indemnify, defend and hold the IRgA, its agents, successors and assigns harmless from and against all losses, damages and costs (including reasonable attorneys' fees) arising out of or related to claims of infringement by exhibitor of the trademarks, copyrights and other intellectual property rights of any third party. Notwithstanding the foregoing, the IRgA shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of any exhibitor.

EXHIBITOR SERVICES MANUAL

A complete Exhibitor Services Manual containing all the necessary order forms for material handling, electrical service, furniture rental, carpeting, cleaning, etc., will be mailed to each exhibitor prior to the show.

EXHIBIT SETUP

All exhibits must be fully installed by a time and date specified within the exhibitor prospectus. Any trash or debris scattered into the booth or aisle from the installation of any exhibit will be the exhibitor's responsibility to clean. Cleaning may be ordered through the official service contractor. Aisle areas and display area exits must be free of obstructions. Easels, signs, etc., shall not be placed in aisles outside booth areas. Empty boxes cannot be stored behind the exhibit booth; they must be removed from the exhibit hall prior to the show opening and cannot be returned prior to the conclusion. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface same. Damages arising from failure to observe these rules shall be payable by the exhibitor. Exhibit space not occupied by a specified time may be reassigned by IRgA Show Management without refund of the rental paid. Excessively noisy or obstructive work is not permitted during exhibit hours. Mechanical apparatus must be muffled so noise does not disturb other exhibitors.

EXHIBIT HOURS AND ADMISSION

Admittance during non-show hours without permission from IRgA Show Management is prohibited. IRgA Show Management shall have the sole control over admission policies. All persons visiting the exhibit area, including exhibit booth representatives, will be required to register and to wear an appropriate badge.

DISMANTLING OF EXHIBITS

Exhibits are to be kept intact until the closing of the show. No part of an exhibit shall be removed during the show without special permission of the IRgA. However, all exhibits on the exhibit floor are to be fully removed by the day following the close of the show. If exhibits are not removed by this time, the IRgA has the right to remove exhibits and charge the expense to the exhibitor. Any Exhibitor who begins dismantling and display removal before the close of the show may lose the privilege of exhibiting in future shows.

EXHIBITOR PERSONNEL

Exhibits must be staffed by qualified employees of the exhibitor at all times during initial setup, during show hours, and teardown periods. Each individual staffing an exhibitor's booth is required to register and must wear the exhibitor badge furnished. **All exhibiting companies will be provided with two (2) complimentary exhibitor badges per 10' x 10' booth, with the maximum of 40 complimentary exhibit only badges per company.** Additional badges will be available for a fee. Other company employees and companions of employees must register as full registrants or as individual registrants at the applicable registration fee in order to gain access to the exhibit hall. Temporary badges for setup personnel will be available. These will only be valid during setup and teardown hours as established by IRgA Show Management. Should an exhibitor decide to attend events and/or sessions, there will be an additional fee at the applicable registration rate.

MINIMUM AGE FOR ADMISSION

Children under the age of 16 are not permitted on the exhibit floor at any time.

SUBLETTING PROHIBITION

Exhibitors may not assign or sublet this contract, or permit others to use any contracted exhibit space without the express approval of IRgA Show Management. Exhibitors must show only products or services manufactured or sold by them in the regular course of business. The featuring of names or advertisements of non-exhibiting firms or businesses will not be permitted. If an article of a non-exhibiting firm or business is required for the operation or display of any exhibitor's wares, identification of such article shall be limited to the usual and regular nameplates, imprinting, or trademarks under which the article is sold in the regular course of business.

HOTEL ACCOMMODATIONS

Each confirmed exhibitor will receive hotel reservation information with the Exhibitor Services Manual.

CANVASSING BY NON-EXHIBITORS

The IRgA Annual Convention and Trade Show is limited to registered attendees as well as registered representatives of firms, professional organizations and dealers who have contracted with the IRgA for exhibit space assignments and/or sponsorship. No other persons or concerns will be permitted to demonstrate their products or distribute advertising materials at any time during the IRgA meeting.

INSURANCE AND SECURITY

Exhibitors wishing to insure their exhibit material, goods and/or wares against theft, damage by fire, accident or loss of any kind must do so at their expense. Each exhibiting company is

responsible for obtaining insurance (liability and fire/theft) in such amounts as deemed appropriate to comply with its obligation hereunder and for its own protection.

As a courtesy to exhibitors, guard service for the exhibit area perimeter will be furnished during the hours deemed necessary by IRgA Show Management. The furnishing of such service is in no case to be understood or interpreted as a guarantee against loss or theft of any kind. Exhibitors should take necessary precautions to insure goods in transit as well as on the show floor.

SAFETY AND LEGAL COMPLIANCE

Exhibitors are individually responsible for compliance with all federal, state and local laws and regulations, as well as facility-related fire, safety, environmental, labor and other applicable regulations. Venting of machinery and all costs of venting and compliance with applicable laws, codes, and regulations are the responsibility of the exhibitor.

LIABILITY

The exhibitor is liable for any damage caused to the building, or to standard booth equipment, or to other exhibitors' property, by the exhibitor, the exhibitor's agents, or employees. Exhibitors are urged to review their own insurance coverage. Neither IRgA, the official service contractor, nor the facility are responsible for any injury, damage or loss that may occur to the exhibit or its employees, representatives, or agents or its property, from any cause whatsoever; and the exhibitor agrees to defend, indemnify, and hold forever harmless IRgA Show Management, the Association, its employees and agents, from all loss, liability, expense, and penalty, including attorney's fees, on account of personal injury or damage to property sustained by the exhibitor or by any person or persons arising out of, during, or in connection with this agreement, whether such injury or damage is due or claimed to be due by any negligence of IRgA Show Management, its employees, agents, or any other person.

GENERAL

Use of Space: All demonstrations or other promotional activities must be confined to the limits of the booth. Sufficient space must be provided within the booth to contain persons watching demonstrations and other activities. Each exhibitor is responsible for keeping the aisle adjacent to the booth free of congestion due to activities within the booth area.

Exhibitors' representatives may not work in exhibit space other than their own. No animals are allowed on the show floor at any time during move-in, move-out or show hours.

Promotion Information: Samples and publications may be distributed by the exhibitor only from within the exhibitor's own booth, as long as the items distributed do not directly compete with IRgA Sponsorships. IRgA reserves the right to terminate distribution at any time. Solicitation of business or conferences in the interest of business, except by exhibiting companies, is prohibited.

Use of Logo: The IRgA logo and IRgA meeting logo may not be reproduced on any items or documents that will be distributed at the meeting without the express written permission of IRgA Show Management.

Raffles and Drawings: Raffles and drawings may be conducted within the confines of the exhibitor's own booth as permitted by state and local laws. IRgA Show Management will not be responsible for any promotion of such raffles and drawings, and winners will not be announced.

Sales: Sales transactions, either by the exhibitor or agents thereof, involving the exchange of product for payment is prohibited.

Music License: No exhibitor shall cause any copyrighted music to be played or performed. Exhibitors are responsible for individual ASCAP/BMI music licensing fees if applicable.

AMENDMENTS

IRgA Show Management may amend these rules at any time, provided that amendments shall not substantially diminish the rights or increase the liability of the exhibitor. These rules and regulations become a part of the contract between the exhibitor and the International Reprographic Association. It is important to review these terms and conditions, as well as any general information, with your on-site booth personnel. IRgA Show Management respectfully asks the full cooperation of exhibitors in their observance. Any matters not specifically covered by the preceding rules shall be subject solely to the decision of IRgA exhibit management.

Any exhibitor not abiding by the Rules and Regulations set forth herein will lose the privilege of exhibiting. The Rules and Regulations set forth herein will be enforced.

Exhibitors will be bound by the booth rules included in the Exhibitor Services Manual. Rules, regulations and guidelines included in the manual will consist of the following areas (but not limited to this listing).

Labor Jurisdictions	Booth Construction and Display Rules
Use of Space	Audio Visual and Sound Regulations
ASCAP and BMI	Food and Beverage Restrictions
ADA Guidelines Prohibitions	Facility Usage Guidelines/
Fire Marshall Regulations	Safety and Security Precautions
Booth Give-a-ways	Hotel Suites and Meeting Rooms
Cannons of Conduct	Prize drawings, Games of Chance
Exhibit Display Houses (I&D's)	Exhibitor Appointed Contractors (EAC's)

Hospitality and Meeting Rooms *(Updated by Vendor Relations Committee 05/2006)*

Hospitality suites, meeting rooms or events (e.g., sponsored by exhibitors and affinity groups) must be requested and receive written approval from the IRgA no later than five (5) weeks prior to the event. No organized events may be scheduled that conflict with the IRgA's program, activity or exhibit hours. The IRgA has blocked suites and meeting rooms and they will be available on a first-come, first-serve basis. Firms that are not exhibiting are not permitted to receive hospitality or meeting rooms. Exhibitors are not allowed to hold product demonstrations and product launches in meeting rooms or hospitality suites. All products must remain on the Trade Show floor.

Sponsor Policy *(Updated by Vendor Relations Committee 05/2006)*

Vendors have first right of refusal in regard to their sponsorships. For vendors that have sponsored an item in the past, they will have the first right to sponsor that item the next year or to turn it down. A reasonable deadline date will be established as to when the vendors will need to respond. Thereafter, the sponsorship will be open to all vendors.

IRgA Speaker Policy (Updated: 2/15/05)

Non-Members shall receive the following:

Appropriate Honorarium

Complimentary Registration

IRgA will pay for up to (2) nights room and tax

IRgA will pay for coach airfare when booked through Apollo Travel

Members shall:

Pay for own Registration, Hotel, and Airfare

IRgA Registration Cancellation Policy

Cancellations must be received in writing on company letterhead or from a valid company issued email address by a date specified. Cancellations will be charged a \$100 cancellation fee. No refunds will be issued after the specified date.