NEW ORLEANS, LA | JULY 20–23

2013 NCLR National Latino Family Expo Exhibit Rules and Regulations

ASSIGNMENT OF SPACE: The National Council of La Raza (NCLR) reserves the right to locate and or relocate any exhibit, at its own discretion, in the best interests of the exposition. The exhibitor will bring no claim against NCLR, whatsoever, regarding its or any other Exhibitor's location.

USE OF SPACE: No portion of the exhibitor's display may extend into the aisle, any adjoining booth, or any other area outside the perimeters of the booth. Exhibitors may not use any portion of the aisles, entrances, or other common areas of the exhibit hall for conducting or soliciting business, promoting products or services, or distributing literature, materials, or souvenirs. **No exhibitor shall assign, sublet, donate, or share the space allotted.** Firms or organizations not assigned an exhibit space will not be permitted to solicit within the exhibit area.

SALES: The exchange of money is strictly prohibited on the general exhibit floor, except by authorized exhibitors placed by the NCLR Exhibits Coordinator. No sale of articles of any nature whatsoever shall be made by exhibitors outside this exhibit area, unless permission to take orders (not direct sales) is granted by NCLR's Exhibits Coordinator or a designated representative. Such permission is to be requested in writing by May 30, 2013 and submitted with the signed exhibitor contract.

COMPLIMENTARY REGISTRATION: One full Conference registration is included in the standard exhibitor package. This registration includes tickets to general meal and evening events. Complimentary registrations do not include the Monday Evening Event—this event will incur an additional $25 fee. Exhibitor-only badges are available for exhibit booth staff. This badge does not provide access to any of the meal or event functions.

Exhibitor-only badges are free and unlimited until July 17, 2013. After this date, a $25 fee will be charged for each badge.

REGISTRATIONS: Exhibitors and sponsors can purchase additional full Conference registrations online at a discounted rate of $475. Tickets to the Monday Evening Event can be purchased for an additional $25. Once on site registration opens, the full registration rate of $650 will be charged for any additional registration purchases.

COMPLIANCE WITH LAWS, RULES, AND SAFETY PRECAUTIONS: The exhibitor is responsible for knowledge of and compliance with all federal, state, and local laws, regulations, orders, and requirements applicable to the exhibitor's participation in the NCLR National Latino Family Expo, as well as all rules and regulations of the convention center. The exhibitor is responsible for obtaining any licenses and permits necessary for its own exhibition. The exhibitor shall take all necessary measures to safeguard persons and property in the convention center from any hazards associated with the exhibitor's exhibit equipment. The exhibitor shall

comply with applicable industry safety standards. The exhibitor agrees that if notified by NCLR that the condition of the exhibitor's space is unsatisfactory for any reason, the exhibitor will immediately remedy the condition.

FORCE MAJEURE: NCLR may suspend or terminate this contract without penalty in the event that the facility becomes unavailable or is destroyed or damaged, or if it becomes inadvisable, impracticable, illegal, or impossible to hold the NCLR National Latino Family Expo as scheduled due to any event beyond the control of NCLR, including but not limited to the following: strike; lockout; injunction; emergency; act of God; act of war; curtailment of local, national, or international transportation facilities with a significant impact on domestic and/or international travel; and economic factors which make it impractical for NCLR to hold the event as scheduled or otherwise perform its obligations hereunder (including the unavailability or inadequacy of any convention center, headquarters, hotel(s), or necessary expansion space). In such an event, the exhibitor hereby waives any and all damages and claims for damages and agrees that the sole liability of the NCLR National Latino Family Expo shall be to refund to the exhibitor all payments made for exhibit space, less a proportionate share of all expenses incurred and committed by NCLR, such as, but not limited to, advertising, convention center fees, etc., to the extent any monies remain after payment of such expenses.

CANCELLATIONS: Exhibit and advertising cancellation requests must be received in writing by May 30, 2013 and will be charged 15% of the total purchase price. No cancellation requests made after May 30, 2013 will be honored.

EXHIBITOR SERVICE MANUAL: Within 30 days of receiving a signed contract, NCLR will provide each exhibitor with an Exhibitor Service Manual containing all forms and information necessary to order services and decorations for the exhibit. Requests for skilled laborers for the installation of utilities, as well as those services provided through common labor, porters, or equipment rental, may be arranged through NCLR's official service contractor.

FOOD AND BEVERAGES: Only the official caterer, in show management-designated areas, may distribute food and beverages within the convention complex. Sampling is permitted but must follow the rules of the Ernest N. Morial Convention Center exclusive caterer.

ADDITIONAL SERVICES FOR EXHIBITORS: All services, such as electricity, carpet, water, and flowers, must be ordered through the event decorator, Hargrove, Inc., at an additional cost and will be billed to the exhibitor. NCLR Show Management will not bear additional costs for items ordered by exhibitors.

SHIPPING OF EXHIBIT MATERIALS: Shipping of exhibitor items comes at the owner's expense and should comply with guidelines set forth by the official service contractor listed in the Exhibitor Service Manual.

STORAGE OF PACKING BOXES AND CRATES: Exhibitors are not permitted to store empty packing boxes or crates in booth space or on the Expo floor while the show is open. All packaging must be stored and delivered through the official service contractor at standard rates. Detailed information on storage facilities and procedures can be found in the Exhibitor Service Manual.

UNIONS: The exhibitor hereby agrees to abide by all agreements made among any unions or other labor groups with jurisdiction at the exposition and show management or its agents and the exposition facility.

LIABILITY: Each exhibitor has the responsibility of safeguarding its own exhibit materials or goods from the time they are placed in the exhibit space until they are removed. The exhibitor agrees to make no claim against NCLR or any of its sponsoring organizations, agents, or employees on account of loss occasioned by fire, accident, theft, storm or damage due to exhibitors negligence; any injury to the exhibitor or exhibitor's employees; or damage of any other nature or character, including any damage to the exhibitor's business as a result of the exhibit, or as a result of its installation or removal or for failure to hold the exhibition as scheduled.

INSURANCE: The exhibitor is required to have the appropriate amount of insurance coverage for the duration of the event, including move-in, move-out, and transportation to and from the exhibit hall. The exhibitor will, at its sole cost and expense, procure and maintain insurance through the term of this contract, occurring in or upon, or resulting from, arising out of, or related to the premises leased by NCLR. Such insurance shall include contractual liability and product liability coverage in commercially reasonable amounts but in no event less than US$1,000,000.00 combined single limit for both bodily injury and property damage to cover the exhibitor and NCLR's exposure to loss. Such insurance shall name National Council of La Raza and the facility therein as an additional insured (with no limitations). Exhibitor's workers compensation and occupational disease insurance shall be in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for the exhibitor.

Certificates of said insurance shall be provided to show management by the exhibitor before the opening of the show. Failure to provide an insurance certificate does not relieve the exhibitor from its insurance obligation. The exhibitor shall be solely liable for all claims, liabilities, actions, costs, damages, and expenses arising out of or relating to the custody, possession, operation maintenance, or control of said leased space of exhibit, for negligence or any other liability relating thereto.

INDEMNIFICATION: Exhibitor agrees to defend, indemnify, and hold harmless NCLR, its sponsors, the convention center, the operator, and their respective officers, directors, employees, and agents from and against any and all claims, demands, actions, causes of action, penalties, judgments, and liabilities (including court costs and reasonable attorney fees) based upon or arising out of any act, omission, negligence, misconduct or breach of any material condition of this contract by the exhibitor, its contractors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors.

WAIVER: The exhibitor acknowledges that the NCLR, its sponsors, the convention center, and the operator do not carry insurance coverage for the exhibitor's property. The exhibitor is solely responsible for the security of its property and property of others under its control. The exhibitor agrees to bear all risk of any bodily injury (including death) or property damage or loss which the exhibitor or its contractors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors, might sustain as a result of the exhibitor's

participation in the NCLR National Latino Family Expo. The exhibitor hereby waives any and all rights of recovery, refund, or compensation for bodily injury (including death) or property damage against NCLR, its sponsors, the convention center, the operator, and their officers, directors, employees, and agents based upon or arising out of the exhibitor's participation in the NCLR National Latino Family Expo, except such losses as may be the result of the sole gross negligence or willful misconduct of NCLR.

SECURITY: NCLR will provide security services in the exhibit hall area from 8:00 a.m. on Friday, July 19, 2013 until 5:00 p.m. on Tuesday, July 23, 2013. These services shall not be deemed to increase the liability of NCLR or the Ernest N. Morial Convention Center, or to modify in any way the assumption of risk and release provided above. Properly credentialed exhibitors will be admitted to the exhibition hall one hour before show opening each show day and may remain for up to one hour after show closing each evening. It is recommended that exhibitors take precautionary measures, such as securing small or easily portable articles of value and moving such articles to a place of safekeeping after exhibit hours.

COOKING AND COOKING APPLIANCES: Cooking is permitted on a limited basis and must follow all guidelines as outlined in the Exhibitor Services Manual and by the Ernest N. Morial Convention Center. Fire extinguishers are required in all exhibit booths in which any cooking occurs. It is the sole responsibility of the exhibitor to provide an approved extinguisher.

VEHICLES ON DISPLAY: Vehicles are allowed on the Expo floor. All vehicles must be approved by the Ernest N. Morial Convention Center and abide by Fire Marshall regulations. NCLR is not responsible for any additional fees associated with vehicle setup. For more details on vehicle displays please refer to the Exhibitor Manual.

SOUND LEVELS: Exhibits that include the operation of musical instruments, radios, motion picture sound equipment, public address systems, or any noise-making machines must be kept at or below 85 decibels and not interfere with surrounding exhibits. All plans for the installation and operation of sound equipment must have prior approval from NCLR's Exhibits Coordinator or a designated representative.

MOTION PICTURE PROJECTION: The operation of motion picture equipment is limited to demonstrations only and shall not be used for showings designed to attract or amuse visitors. All projections must be in accordance with the requirements of fire prevention authorities and in harmony with any agreements between the exhibitor and NCLR. All plans for the installation and operation of motion picture equipment must have prior approval from NCLR's Exhibits Coordinator or a designated representative. **NCLR reserves the right to shut down sound devices if the exhibitor's sound level disturbs or disrupts fellow exhibitors.**

CARE OF BUILDING AND EQUIPMENT: Exhibitors and their agents shall not injure or deface the walls of the building, the booths, or booth decorations. Exhibitors are forbidden to use tacks, nails, screws, tape, or other adhesives to affix materials to, into, or onto the walls, ceilings, painted surfaces, fire sprinklers, columns, or windows. Distribution of promotional gummed stickers or labels is strictly prohibited.

RESTRICTIONS ON OPERATIONS OF EXHIBITS: The exhibitor agrees to strictly comply with the applicable terms and conditions contained in the agreement between the exhibit hall management and NCLR regarding the exhibition premises. NCLR's Exhibits Coordinator or a designated representative reserves the right to restrict exhibits which—because of noise, method of operation, material, or any other reason—become objectionable, and also to prohibit or evict any exhibit which in the opinion of NCLR may detract from the general character of the exhibit area as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that NCLR determines to be objectionable to the exhibition or does not conform to NCLR standards. In the event of such restriction or eviction, NCLR is not liable for any refund or other exhibit expenses.

AMERICANS WITH DISABILITIES ACT (ADA): Exhibitor is solely responsible for ensuring that its booth is in full compliance with the ADA, and for all costs related thereto.

USE OF NCLR'S LOGO: Exhibitors are prohibited from using the NCLR logo without prior written approval by NCLR.

All points not covered are subject to the decision of NCLR's Exhibits Coordinator or a designated representative. For more information, call 800-311-NCLR (800-311-6257), email sponsorships@nclr.org, or visit www.nclr.org/conference.