



SILA National Education Conference Exhibitor Rules & Regulations

This is an agreement between the Securities & Insurance Licensing Association, known as "SILA," and the "Exhibitor." An Exhibitor is any person or organization that wants to discuss, display, or demonstrate a product or service that the exhibitor wants to sell to members or charge members a voluntary fee for using its products or services.

Product or service discussions, displays or demonstrations may be conducted only at the national education conference at the exhibitor fair and at other times as long as they are approved in advance by SILA and are not scheduled at the same time as any official SILA function.

Submission of the registration form indicates all applicable employees of the Exhibitor have read and understand the SILA National Education Conference Exhibitor Fair Rules and Regulations.

PAYMENT

No display booth will be considered firm nor any Exhibitor permitted to set up their display unless payment has been received in full prior to the Exhibitor Fair.

ALLOCATION OF SPACE

SILA will assign the Exhibitor space based on a first-come, first-served basis, or any other such space as may appear advisable at SILA's sole discretion.

EXHIBITOR REGISTRATION

Each exhibitor representative must pay the appropriate conference registration fee and submit a conference registration form. You must use the SILA conference online form and fee schedule.

CANCELLATIONS/REFUNDS

Cancellations must be in writing and received on or before September 1st to receive a full refund. An administrative charge of \$400 will be made for booth space cancellations received after September 1st. There will be no refunds for cancellations received after September 15. NO EXCEPTIONS.

UNDESIRABLE ACTIVITIES

If SILA decides, at its absolute discretion, that the Exhibitor is engaged in undesirable activities, SILA may rearrange, or remove any such articles, or cancel entirely any booth registration, and may require the Exhibitor to vacate such space without liability of refund or abate the display space charge paid or due, and without liability for any other damages caused by such action.

It is up to SILA, at its absolute discretion, to determine whether the Exhibitor is engaged in undesirable activities such as but not limited to displaying any items which are contrary to the best interests of SILA or the Exhibitor Fair, or appear to be unethical, or in breach of any law.

RIGHT OF ENTRY AND INSPECTION

SILA, in its absolute discretion, has the absolute right at any time to enter the space occupied by the Exhibitor, or otherwise inspect the Exhibitor's display.

LIMITATION & INDEMNITY

The Exhibitor agrees that SILA, its Board, its agents (including the Hotel and its employees), and employees, will not be responsible or liable for any claim by the Exhibitor for personal injury or business injury to the Exhibitor, its agents or employees, Hotel or any of its employees, or by any other person or entity. SILA is not responsible for damage to the Exhibitor's business or the Exhibitor's lost profits in the event of SILA being unable to provide display space or to hold the Exhibitor Fair as scheduled.

The Exhibitor will indemnify and defend SILA, its Board, its agents and its employees from and against all liability for injury to persons or property or otherwise arising from any cause whatsoever in connection with the participation in the Exhibitor Fair by the Exhibitor, its agents or employees.

CHANGE OF VENUE AND CANCELLATION

SILA reserves the right, with no liability of SILA or the Exhibitor for refunds, additional expenses or otherwise, to change the place or date of the exhibition upon two weeks notice to the Exhibitor, effective from the date of mailing such a notice.

In the event the Hotel where the exhibition is to be held, in the sole determination of SILA, becomes unfit or unavailable for occupancy, or is substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of terrorism, acts of God, fire, or state of emergency declared by any government agency or by reason of municipal, state or federal law, regulation or court or administrative decree or by reason of any other occurrence beyond the control of SILA, SILA may without limitation on the right of SILA to change the venue of the exhibition upon notice as described above, cancel or terminate the exhibition. In the event of such termination or cancellation, the Exhibitor waives any and all claims it might have against SILA for damages or expenses and agrees to accept in complete settlement and discharge of all claims against SILA the Exhibitor's pro rata share of the total amount paid by all exhibitors less all costs and expenses incurred by SILA in connection with the exhibition including a reserve, established at the sole discretion of SILA, for future claims and expenses in connection with change of venue and cancellation.

EXHIBITOR REPRESENTATIVE

Each Exhibitor must indicate, in writing, at least one person to be the Exhibitor's representative in connection with the set-up, operation, tear-down and removal of the Exhibitor's display.

BOOTH DISPLAY HOURS

Hours of set-up and tear-down of booth displays as specified by the organizer will be posted for each national conference.

BOOTH SPECIFICATIONS

Exhibitor booth display space entitles exhibitor to one 10x10' display area. A table top display may be used as long as it fits within the space. Tables will already be set up in addition to two chairs and waste paper basket. Booth displays should not obstruct the view of any other exhibitor's area. The hotel will not allow signs of any kind to be hung on the walls or from the ceilings.

Electricity, extension cords and Internet access must be ordered directly through the hotel and are at the expense of the Exhibitor. SILA is not responsible for making the arrangements or payment. Arrangements must be made in accordance with the Exhibitor Kit provided by the exhibitor service firm contracted by SILA.

SHIPPING

Materials to be shipped to the hotel must be done in accordance with the terms contained within the Exhibitor Kit provided by the exhibitor service firm contracted by SILA.

ATTENDEE LIST DISTRIBUTION

In an effort to assist participating vendors gauge the participation level of SILA members at a particular event, SILA (at its own discretion) may provide an attendee or pre-attendee list to participating vendors. Vendors are hereby prohibited from using such list to solicit SILA members and the companies they represent for any activities, services, products or other business matters not related to the particular SILA event for which the list was provided.

Vendors may not distribute in any way, shape or manner to any entity or person; any SILA shared information, including but not limited to event pre-attendee and attendee list.

EXHIBITOR ENDORSEMENT

Participation in the SILA Exhibitor Fair does not in any way represent an endorsement by SILA of the Exhibitor's products or services. Further, participation does not in any way represent an endorsement by any state insurance department, state securities department, or FINRA.

COMPLIANCE

Exhibitor agrees to comply with all tax, fire, safety, health or other legislation from any source relating to the Exhibitor Fair.

Absolutely no cash, credit card or check transactions are to take place at the SILA conference between Exhibitor and conference attendee or guests of the attendee. SILA is not liable for any sales tax, damages, injury, or misrepresentation by an Exhibitor or its employees. Exhibitors may only take orders without payment.

Use of music by an exhibitor is not permitted. SILA's music license with BMI is only for SILA. SILA is not responsible for any royalties or penalties for music used by an Exhibitor or its employees.

LIABILITY AND INSURANCE

Exhibitor agrees to protect, save, and keep SILA, the hotel and exhibitor services organization forever harmless from any damage or charges imposed for violation of any law or ordinance, whether caused by the Exhibitor and its agents and employees or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Hotel, Exhibitor Services organization and SILA regarding the exhibition premises. And further, Exhibitor will at all times protect, indemnify, save and keep harmless SILA, the Hotel and exhibitor services organization against and from any and all loss, cost, damage, liability, or expense arising from or out of, or by reason of, any accident or other occurrence to anyone or anything, including the Exhibitor, its agents, employees and business entities, which arises from or out of, or by reason of said Exhibitor's occupancy and use of the exhibition premises or part thereof.

RESERVED RIGHTS OF THE ORGANIZER

Decisions or actions of SILA interpreting, amending, expanding or enforcing these Rules and Regulations, may occur from time to time at SILA's sole discretion and will be final and binding upon the Exhibitor.

AMERICANS WITH DISABILITIES ACT (ADA)

The hotel complies with the Americans with Disabilities Act. Exhibitors are asked to also comply with the Americans with Disabilities Act.

SILA PRIVATE PARTY POLICY

SILA meetings are conducted for the education and enlightenment of its members and guests.

Registered exhibitors, vendors, suppliers, and other guest attendees who wish to sponsor activities and gatherings that involve conference attendees or their guest(s) in hospitality suites, conference rooms and at off-site venues must receive advanced approval by SILA. Non-hosted parties, demonstrations, or gatherings are not permitted during any official programming hours or activities.

Exhibitors who wish to sponsor activities and gatherings must be registered as an exhibitor and have at least one registered exhibitor.

SILA, its Executive Director and Board members, do not assume responsibility or liability for attendees or guests who attend non-sponsored programs.

By means of prudent recommendation only, SILA suggests that all non-SILA sponsored programs conclude at or before 12:00 AM midnight.

The SILA annual education conference is for SILA-related activities and/or distribution of materials for use by SILA members. Attendees including Exhibitors are not permitted to distribute surveys or other non-SILA-related materials during the SILA conference with or without hotel staff assistance and without prior written approval of SILA.

Exhibitor demos that contribute to attendees in a professional way must be arranged through SILA. Hospitality room, food, beverage, signage, audio/visual needs and payment arrangements will be arranged directly with the hotel. Sessions must be scheduled before or after scheduled SILA conference sessions. SILA is not responsible for the location of the hospitality room. Each Exhibitor is responsible for researching the location of its hospitality room and proximity to the conference rooms reserved by SILA. SILA is not responsible for directional signs to Exhibitor hospitality rooms.

SILA is not responsible for exhibitor expenses, damages or injury. SILA is not responsible for any cancellation fees or penalties.