



**Affiliate Summit  
June 13-14, 2005  
Las Vegas, Nevada**

**Exhibitor Documentation**

1) The Standard Exhibitor Package includes the following:

- 4 convention admissions
- Booth 10' x 10' with standard drapery and header sign
- Logo on Exhibitors/Sponsors page of Affiliate Summit 2005 website
- Text description of company in Affiliate Summit 2005 Handbook
- High Speed Internet Connection
- Electricity (including an octopus)
- 8' Table (Draped) and 2 Chairs

If have additional needs outside of the scope of the Exhibitor Package, please let us know so that we can provide you with pricing and pre-arrange it for you. It is imperative that you provide us with the Associated Names to the Included Convention Admissions immediately.

2) Exhibit Hall Hours:

Monday, June 13: 10:00am – 4:00pm  
Tuesday, June 14: 10:00am – 4:00pm

3) Exhibit Hall Setup/Teardown:

Setup: Monday, June 13: 6:00am – 8:00am  
Teardown: Tuesday, June 14: 4:30pm – 6:00pm

All displays must be fully set up by the opening of the Exposition and all exhibits must be open during the entire Exposition hours. No Exhibitor may dismantle or pack any portion until the Exposition closes. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before conclusion of the dismantling period. When vacated, all exhibit space shall be left in good order.

4) Exhibitor Shipments to Riviera Hotel:

All shipments for use in Exhibit Booth must be sent to the following address:

**Riviera Hotel & Casino**  
**Att: "Receiving Party's Name"**  
2901 Las Vegas Blvd., South  
Las Vegas, NV 89109  
(800) 634-3420

Package must clearly be clearly labeled, "Hold for (Insert Receiving Party's Name)"

Shipments may NOT arrive any earlier than Friday, June 10<sup>th</sup>. Any shipment that arrives before that date will be subject to a \$5.00 per package/shipment, per day, hotel-imposed storage fee.

Packages, envelopes and boxes are insured up to a value of \$100, unless additional insurance has been purchased. Management and Hotel are not responsible for items left over 14 days.

5) Additional Services Available through the Hotel Business Center:

**Shipping Services:**

**Out-going packages:**

Federal Express, United Parcel Service, and other freight services available. Retail rates apply plus a handling service charge of \$5.00 for every 15 lbs. per package. A rate of .35/lb will be applied to oversize packages and pallets.

**In-coming packages:**

Subject to a handling service charge of \$5.00 every 15lbs. per package. A rate of .35/lb will be applied to oversize packages and pallets. Packages held more than three days will also incur a \$5.00 storage fee per day.

**Fax Services:**

**Out-going faxes:**

Domestic first page ..... \$6.00  
Each additional page..... \$2.00  
International first page ..... \$12.00  
Each additional page..... \$2.00

**In-coming faxes:**(per page)\$1.00

**Photo Copy Services:**

**Black and White:**

Per page..... \$0.25 (plus tax)  
501- 1000..... \$ 0.15  
1001 and over.....\$ 0.10  
Two-sided copies..... \$ 0.35  
Transparencies..... \$2.00

**Color:**

Per Page..... \$ 2.00 (plus tax)  
51 - 100..... \$ 1.50  
101 and over..... \$ 1.25  
Transparencies..... \$ 5.00

**Notary Services:**

Service Charge (per signature).....\$ 9.00  
First Signature..... \$ 1.00  
Each Additional..... \$ 1.00

**OTHER SERVICES:** Typing, Printing, Computer Services, Office Supplies, Packing Supplies.

6) Use of Space:

Exhibitor may not assign or sublet it's exhibit space, or any part thereof (including so-called "booth sharing"), nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary to the proper demonstration or operation of Exhibitor's display, in which case the identification shall be limited to the manufacturer's normal, regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from or share its booth.

#### 7) Exhibitor Conduct:

Exhibitor, and each of its employees and representatives, shall conduct itself in a manner in accordance to standards of decency and good taste. Management reserves the right to reject, eject or prohibit any exhibit, in whole or in part, or any exhibitor or its representatives or invitees, with or without given cause. If Exhibitor or any portion of its exhibit is ejected for violation of applicable rules or for any other reason, no refund of exhibit fees or payment by Management of other amounts shall be made.

#### 8) Booth Personnel:

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear Exhibitor badge identification at all times while they are in the exhibit area. Badges are non-transferable, and if transferred to or used by any party other than the individual to whom it was issued, may be canceled by Management in its absolute discretion. All other employees of exhibiting companies must register as Show Attendees. Management reserves the right to restrict or limit the number of booth representatives.

#### 9) Copyrighted Material

Exhibitor shall not violate any copyrights with respect to writings, music or other materials used by it at the Exposition or at any affiliated function, and assumes sole liability and responsibility for the use and display of all copyrighted materials at an Exposition, and shall obtain any and all necessary licenses therefore. Exhibitor shall indemnify, defend and hold harmless Management, any association owner or sponsors, the Facility, and their respective officers, directors, employees, agents and representatives, from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages, costs and expenses, of whatever kind and nature, which any one and/or each of them shall sustain, incur or become subject to, involving, arising from, or relating to, Exhibitor's breach of any of its obligations contained herein or the use of copyrighted materials at the Exposition or any affiliated function.

#### 10) Damage to Facility:

Exhibitor is liable for any damage caused to Facility floors, walls, or columns, or to standard booth equipment, or to other exhibitors' property. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the hotel premises, and shall indemnify, defend, and hold harmless the Hotel, its owners, affiliated companies, agents, servants and employees from any and all such losses, damages and claims.

#### 11) Limitation of Liability; Indemnity.

Neither Management nor the Facility, nor any of its officers, agents, employees or other representatives, shall be held liable for, and each is hereby released from any damage, loss, harm, or injury to the person or property of Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Exposition, licensing and/or use of exhibition space hereunder, or the failure of Management to make available the exhibit space or hold the Exposition, however caused, including that caused by Management's or any Facility's, or its officers', agents', employees' or other representatives' negligence. Exhibitor shall indemnify, defend, and hold harmless Management and the Facility and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorneys' fees, and expenses of any kind which might result or arise from its participation in the Exposition, its licensing and/or use of exhibition space hereunder, or any action or failure to act on the part of Exhibitor or its officers, agents, employees, or other representatives. Exhibitor understands that neither Management nor the Facility, nor its affiliates, maintains insurance covering Exhibitor's liability or property, and Exhibitor is advised to obtain, at its sole expense, insurance for its exhibit material and products against loss or damage, and public liability

insurance against injury to the person or property of others. Exhibitor shall provide evidence of such insurance to Management and the Facility upon request. It is understood all property of Exhibitor is in its care, custody, and control in transit to, or from, or within the confines of the Facility, and neither Management nor the Facility assumes any responsibility therefore. In no event shall Management be liable to Exhibitor or anyone claiming through Exhibitor for incidental, consequential, special or indirect damages, including lost profits, even if Management has been apprised of the possibility of such loss.

#### 12) Cancellation Of Exposition for Reasons Beyond Management's Control

If for any reason beyond Management's control (e.g., fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, municipal, state or federal laws, or act of God), the Exposition, or any part thereof, is prevented from being held, or the Facility becomes unavailable, unfit for occupancy or substantially interfered with, Management may cancel the Exposition. In such event, Management shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue thereof, and Exhibitor waives claims for damage arising therefrom. Upon any such termination, Management may refund to Exhibitor no more than a prorated amount of Exhibitor's total cost of participation paid after deducting all expenses and reasonable compensation to Management. In no case shall the amount of any refund exceed Exhibitor's total cost of participation actually paid.

#### 13) Amendment, Interpretation.

Management shall have full power in the enforcement and interpretation of all terms, conditions and rules, and the power to make amendments and set further terms, conditions, and rules as it deems necessary and in the best interest of the Exposition. The connectives "and" and "or" shall be construed both conjunctively and disjunctively, the term "including" shall mean including without limitation, and words in the singular include the plural, and words in the plural include the singular.