

2017 WBENC NATIONAL CONFERENCE RULES & REGULATIONS

- Early Bird Registration deadline is Monday, April 3, 2017.
- Payments made by check will not be accepted after Friday, June 16, 2017.
- To be listed in the exhibitor directory, payment must be received no later than May 1, 2017.
- Attendee registrations made online and paid by credit card will be accepted until Monday, June 12, 2017.
- You can register on-site beginning Monday, June 19, 2017 at the Mandalay Bay Convention Center Level 2
- On-site registrations must be paid for by check or credit card.
- Questions regarding the conference can be directed to wbenccustsvc@wbenc.org. Information is available at conf.wbenc.org.
- Policy for Mandalay Bay and The Delano hotel reservations: All hotel reservations will include a first night nonrefundable deposit, equal to the room rate at the conference hotel of your choice. Upon check-in, this deposit will go toward your hotel stay
- REFUND POLICY: All registration/ticket sales are final, no refunds will be issued. All exhibitor and sponsor package purchases are final and non-refundable.
- Registration transfers – paid registrations may be transferred to another individual at your organization if you notify WBENC in writing by June 12, 2017. Send transfer and substitutions via email to wbenccustsvc@wbenc.org. Please include complete contact information for yourself as well as for the colleague who will be using the registration. All requests must be made in writing by June 12, 2017.
- Please make checks payable to the Women’s Business Enterprise National Council and mail to Women’s Business Enterprise National Council, c/o WBENC National Conference & Business Fair 2017, PO Box 418391, Boston, MA 02241-8391.
- For overnight delivery, please address to the following: Bank of America Merrill Lynch Lockbox Services Lockbox 418391 MA5-527-02-07 2 Morrissey Blvd Dorchester, MA 02125.
- **Please read carefully.** WBENC disclaims and will not be responsible for any and all liability to any third party that may arise from act or omissions of WBENC’s attendees, guests, or members, including but not limited to material damages to premises where the 2017 WBENC National Conference & Business Fair is held. WBENC further disclaims any liability or responsibility to attendees, guests, or members, and any liability or responsibility for any injury, damage, or theft occurring as a result of participation in conference.

DISCLAIMER

The descriptions of speakers and times are correct at the time of publishing and, in the event of unforeseen circumstances, the organizers reserve the right to alter or delete items from the conference program. The Women's Business Enterprise National Council and its agents act only as organizers and do not accept responsibility for any act or omission by or on the part of service providers. No liability is assumed or accepted for inaccuracy, mis-description, delay, damage, personal injury, or death.

PHOTOGRAPH AND PUBLICITY RELEASE AGREEMENT

As a registered attendee, exhibitor or sponsor of the WBENC National Conference & Business Fair, I agree that the Women's Business Enterprise National Council (WBENC) has permission to use my name, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the 2017 WBENC National Conference & Business Fair. I agree that WBENC has and will have complete ownership of such pictures, etc., including the entire copyright, and may use them for any purpose. I agree that any such recordings may be used and reused in whole or in part for publication, broadcast, cablecast, multimedia production, internet distribution, illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, advertisements, and any promotional or educational materials in any medium now known or later developed. I acknowledge that I will not receive any compensation, etc. for the use of such pictures, etc., and hereby release WBENC and its agents and assigns from any and all claims that arise out of, or are in any way connected with, such use.

RESERVATION INFORMATION RELEASE AGREEMENT

As a registered attendee, exhibitor, or sponsor of the WBENC National Conference & Business Fair, I agree that the Women's Business Enterprise National Council (WBENC) and its registration management firms, Experient and Stovell Marketing & Public Relations (SMPR), have permission (i) to provide my registration information (name and contact information) to any and all conference hotel properties for the purpose of verifying that my reservation has been correctly credited to the group's room block in the records of my chosen hotel property, and (ii) to obtain from any and all conference hotel properties my registration information (name and contact information) for such purpose.

EXHIBIT FACILITIES

Exhibits for the WBENC National Conference & Business Fair 2017 will be located at the Mandalay Bay Convention Center on Wednesday, June 21, 2017.

WHO IS ELIGIBLE TO EXHIBIT AT THE NATIONAL CONFERENCE?

Companies may exhibit at the WBENC National Conference if they are a: WBENC National Corporate Member, WBENC Regional Corporate Members from the Women's Business Enterprise Council – West, WBENC or WEConnect-Certified Women's Business Enterprise (WBE), and pre-approved nonprofits or Government agencies. WBENC reserves the right to approve all exhibitor applicants.

EXHIBIT CRITERIA

Exhibiting firms will be limited to those providing services, products, or publications that are directly applicable to WBE businesses and procurement needs. The Women's Business Enterprise National Council, as show manager, reserves the right to require any exhibitor to

remove an exhibit or any part of an exhibit which, in the sole judgment of WBENC, is misleading or deceptive, in poor taste, or unsuitable to or not in keeping with the character and objectives of the conference.

APPLICATION FOR BOOTH SPACE

Application for booth space should be made on conf.wbenc.org via the registration system, and must be accompanied by full payment to be accepted. Exhibitors must submit application and payment prior to Monday, May 1, 2017 to be listed in the exhibitor directory. If your application and/or payment is received after May 1, 2017, your information will not be in the exhibitor directory. Full payment must be received by Friday, June 16, 2017 to participate as an exhibitor.

SPACE CANCELLATION

Booth space may be cancelled, but booth payments are nonrefundable. WBENC reserves the right to re-sell space. Cancellations must be sent via email with the subject line "Booth Cancellation" to wbenccustsvc@wbenc.org

INSTALLATION AND REMOVAL OF EXHIBITS:

EXHIBITOR MOVE-IN

Monday, June 19 8:00 AM to 5:00 PM

Tuesday, June 20 8:00 AM to 5:00 PM

NOTE: After 4:30 PM, overtime rates apply.

SHOW HOURS

Wednesday, June 21, 2017 9:30 AM to 5:00 PM

EXHIBITOR MOVE-OUT

Wednesday, June 21 5:00 PM to 11:00 PM

Thursday, June 22 8:00 AM to 1:00PM

NOTE: After 4:30 PM, overtime rates apply.

All displays must be erected and completely arranged for viewing by 5:00 p.m. on Tuesday, June 20, 2017 for official inspection by WBENC's show management representative. Noisy or unsightly work in any exhibitor's booth area is prohibited during official exhibit hours.

Goods received after the opening of the exposition must be delivered to the booth and arranged at times other than the official exhibit hours. Goods and materials used in any display (except bona fide samples) may not be removed from the Exhibit Hall without the approval of WBENC until the exposition has been officially closed.

All materials must be cleared from the Exhibit Hall by 1:00 p.m. on Thursday, June 22, 2017. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment by that time.

Outside carriers must be checked in by Wednesday, June 21 at 8:00 PM, or by Thursday, June 22 at 10:00 AM for all remaining outbound shipments.

WBENC reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirement, or to order such work to be done at the sole expense of the exhibitor.

Exhibits must not be disturbed, dismantled, or removed before 5:00 p.m., on Wednesday, June 21, 2017 or a fee of \$1,000 will apply.

Use of Display Space

In the event the exhibitor fails to install the display by 5:00 p.m. on Tuesday, June 20, 2017, fails to pay the full space rental at the time specified, or fails to comply with any provisions concerning the use of display space, WBENC shall have the right to take possession of said space and re-sell same, or any part thereof. All demonstrations, sales activities, and distribution of circulars and promotional materials must be confined to the limits of the exhibitor's booth except that which is specifically authorized by WBENC. Exhibitors must display only goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by WBENC. Exhibits, which include the operation of audiovisual equipment or any noisemaking machines, may not operate or be displayed in a manner that will disturb other exhibitors and their patrons. Exhibitors who play music within their booth space are solely responsible for securing all licensing rights for that music prior to performance at the conference. Exhibitor hereby indemnifies and holds harmless WBENC from any expenses or damages resulting from or relating to Exhibitor's performance or playing of music at this conference. The above and any other special or unusual exhibit construction or installation must be approved, in advance, by WBENC.

STAFFING OF EXHIBIT BOOTHS

Exhibit booths must be staffed during official show hours. Exhibitor representatives are restricted to persons engaged in the display, demonstration, application, or sale of the company's products and services. Booth personnel shall wear an Exhibitor badge identification furnished by WBENC at all times while in the Exhibit area. **Booth personnel will have access to the Exhibit Hall 30 minutes before published show hours. Starting at 9:00 AM on June 21, Exhibitors may enter through the Exhibitor Entrance. The Exhibitor Entrance is the set of doors to Shoreline Exhibit Hall closest to the conference Registration Desk.**

NOTE: The Exhibit Hall will remain open from 9:30 am to 5:00 pm – the Hall will not close for lunch, however a buffet lunch will be available for those that have purchased the appropriate registrations. Business Fair Only passes DO NOT include access to the lunch.

OFFICIAL DECORATOR

The official Business Fair decorator and drayage firm is Hargrove, Inc. (301-306-4627). An Exhibitor Service Manual will be available online approximately five months prior to the conference.

BOOTH DECORATIONS

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

NOTE: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space that is within 10ft (3.05m) of an adjoining booth.

A **Corner Booth** is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

A **Perimeter Booth** is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m). Exhibitor agrees to arrange Table displays so that the general view of the floor will not be obstructed nor hide other exhibits. Display space is 6 ft by 2 ft. Maximum height of the display is 8 ft including the table, or 5 ft 6 inches from the table's surface. If the table provided by WBENC is not utilized, the entire display must fit into a space 6 ft wide by 2 ft deep by 8 ft high. All materials must be displayed within the above-mentioned space and cannot be adhered to walls.

An **Island Booth** is any size booth exposed to aisles on all four sides. An Island Booth is typically 20' x 20' or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height.

A **Split Island Booth** is a Peninsula Booth that shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions.

An **Extended Header Booth** is a Linear Booth 20ft (6.10m) or longer with a center extended header. All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall. All exhibit displays should be designed and erected in a manner that will withstand normal contact or

vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them. All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

GENERAL INFORMATION

All electrical, plumbing, and compressed air services are provided exclusively by Mandalay Bay's outside contractor for all events including trade shows, conventions, etc. Outside electrical plumbing, gas and compressed air providers will not be permitted to work within the property.

The following services are exclusive to Mandalay Bay Convention Center: Booth Cleaning, Electrical, Food & Beverage, Rigging Equipment & Services, Telecommunications, and Broad Band Internet Connections.

Use of confetti, balloons, glitter or similar materials will incur an additional clean up charge.

All attendees and exhibitors are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials (as defined by federal, state and local law) unless the hazardous materials are possessed and used in compliance with all federal, state, and local laws.

Mandalay Bay cannot guarantee service prior to the opening for floor orders.

Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to Mandalay Bay personnel.

Under no circumstances shall anyone other than Mandalay Bay personnel make service connections.

Mandalay Bay offers a limited inventory of utility service connections and rental equipment to our clients for their exclusive use on a first come, first serve basis. Mandalay Bay cannot guarantee availability of utility services or rental equipment.

Mandalay Bay is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditions, back flow prevention devices, etc...

All equipment and connections regardless of source of power must comply with federal, state, and local safety codes.

Special equipment connections requiring company engineers or technicians for assembly, services, preparatory work and operation may be executed with Mandalay Bay personnel. All service connections to Mandalay Bay utilities must be made by Mandalay Bay personnel only.

Exhibitor agrees to indemnify and hold harmless the Mandalay Bay, MGM Resorts International, and their respective officers, agents, and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility service equipment, etc..., supplied to the exhibitor by the Mandalay Bay under this order.

Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor equipment, acts, and/ or omissions.

If by reason of any default on the part of exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by the Mandalay Bay Casio & Resort in connections herein.

ELECTRICAL

ELECTRIC SERVICE IS NOT PROVIDED COMPLIMENTARY WITH THE RENTAL OF BOOTH SPACE.

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes. Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not exceed their listed amperage rating.
2. All temporary electric wiring must be accessible and free from debris and storage materials.
3. Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the CCFD for issuance permit.
4. Exit doors, exit signs, fire alarm, fire hose cabinets, strobes, and fire extinguisher locations may not be concealed or obstructed and must be maintained in proper working condition
5. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
6. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
7. Under NO circumstances shall anyone other than a Mandalay Bay electrician make electrical connections to house equipment.
8. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
9. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
10. All material and equipment furnished by the Mandalay Bay for this service order shall remain the property of Mandalay Bay and shall be removed ONLY by the Mandalay Bay at the close of the show.

11. Unless otherwise directed, Mandalay Bay electricians are authorized to cut floor coverings to permit installation of service.
12. All exhibitors' 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
13. Mandalay Bay reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Mandalay Bay's electrical supervisors.
14. Incentive orders will receive priority service.
15. Prices are based upon current wage rates and are subject to change without notice.
16. All payments MUST be paid in full before services are provided. Onsite orders are subject to a 50% increase over the base rate.
17. The exhibitor releases, waives, and holds harmless Mandalay Bay, its officers, employees, and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify Mandalay Bay for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
18. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
19. Obstructions blocking utility floor boxes are subject to relocation as necessary.
20. Mandalay Bay will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
21. All electrical services are to be billed to the next greatest wattage (i.e. 15amp 208v single phase = 20amp 208v single phase).
22. Mandalay Bay does not provide distribution panels. If an exhibitor orders "bulk power", Mandalay Bay will not provide distribution panels to the exhibitor; they must provide their own.

LIGHTING

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting should be directed to the inner confines of the booth space.
- Lighting should not project onto other exhibits or show aisles.
- Lighting that is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by show management.
- Lighting that spins, rotates, or pulsates and all other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

CHARACTER OF EXHIBITS

The general rule of the exhibit floor is “be a good neighbor”. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, hostesses, and models, are required to confine their activities within the exhibitor’s booth space. Apart from the specific display space for which an exhibiting company has contracted with WBENC, no part of the Mandalay Bay Convention Center and its grounds may be used by any organization other than WBENC for display purposes of any kind or nature.

A. Sound videos or movies relating to exhibitor’s equipment will be permitted, provided projection equipment and screen is located on the rear one-third of the booth, and all viewers stand or sit within the booth. Sound videos or movies will be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors.

B. Lighting: In the best interest of the Business Fair, WBENC reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs or lights is not permitted.

C. Booth Exteriors: The exterior of any display cabinet or structure facing a side aisle, or an adjacent exhibitor’s booth must be suitably decorated at the exhibitor’s expense.

D. Noise and Odors: In fairness to all exhibitors, no noisy or obstructive activity will be permitted during expo hours, nor will noisily operating displays or exhibits producing objectionable odors be allowed.

OPERATING RESTRICTIONS

WBENC reserves the right to restrict displays which, because of noise, methods of operation, materials, or for any reason, become objectionable; and WBENC reserves the right to prohibit or remove any displays which, in the opinion of WBENC, detract from the general character or appearance of the exposition.

SHIPPING AND STORAGE

The Mandalay Bay Business Center has no facilities for the storage of exhibit materials. Shipments will be received and stored by the official drayage agent, Hargrove, Inc., prior to the conference. Delivery of the shipment to the booth, removal of the empty crates to storage, return of empty crates at the close of the show, and delivery of your shipment to the loading platform will be provided by Hargrove, Inc. at prevailing rates. A material handling information rate sheet will be included in the online Exhibitor Service Manual. It is the exhibitor’s responsibility to mark and identify his or her own crates. Crates not properly marked and identified may be destroyed.

EXHIBITOR'S REPRESENTATIVE

The exhibitor will name one individual as its duly authorized representative to have charge of the exhibit and will accept and assume responsibility for such representative being in

attendance at the exhibit throughout exhibit periods. This individual will be responsible for the installation, operation, and removal of the exhibit. Said representative must have the authority to enter into such service contracts as may be necessary, for which the exhibiting company shall be responsible.

LIABILITY AND INSURANCE

24-hour security guard service will be provided in the Exhibit Hall beginning on Sunday, June 18, 2017 through teardown on Thursday, June 22, 2017. No registrants will be allowed into the Exhibit Hall outside of regular show hours; Exhibit Hall personnel will only be allowed into the Exhibit Hall during installation hours, 30 minutes before the show, during the show, and during dismantle hours. However, this does not imply that WBENC, Hargrove, Inc., or the Mandalay Bay Convention Center assumes any obligation or duty with respect to the protection of the property of exhibitors, which shall, at all times, be the sole responsibility of each exhibitor. Each party involved in the exhibit agrees to be responsible for any claims arising out of their own negligence or that of their employees or agents. Each party agrees to be responsible for their own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policy.

MUSIC LICENSING

Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between WBENC and ASCAP or BMI for meetings, conventions, trade shows, and expositions. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present WBENC with a copy of such license or grant no less than 30 days prior to the start of the Business Fair.

CONFLICTING EVENTS DURING BUSINESS FAIR HOURS

All attendees and exhibitors agree not to extend invitations, call meetings, host hospitality events, or otherwise encourage the absence of industry professionals or registered conference attendees from the Exhibit Hall and meeting rooms during the hours of all WBENC National Conference & Business Fair activities. If an exhibitor cancels their exhibit space, they will automatically lose the opportunity to use any approved meeting rooms, hotel suites, or special function rooms.

RELOCATION OF EXHIBITS

WBENC reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the exposition.

FIRE AND SAFETY REGULATIONS

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards enforced by the Clark County Fire Department, but it does provide the fundamental rules governing exhibits in any building open to the public.

Exhibitors, service contractors and event promoters must comply with all federal, state and local fire and building codes that apply to places of public assembly.

The Clark County Fire Department requires special permits for the following:

- Display/operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, etc.
- Flame effects -Fireworks/Pyrotechnics
- Liquid or gas-fueled vehicles or equipment
- Hot Work Operations
- Fire systems for covered booths exceeding 1000 square feet that will be erected for more than (7) days or contain vehicles, open flame or hot works.
- Display or operation of any electrical, mechanical or chemical devise that the fire department deems hazardous. -Use or storage of flammable liquids, compressed gas or hazardous materials.
- Generators with fuel capacity of more than 60 gallons.
- Tents over 200 square feet and canopies over 400 square feet.

All materials used in the construction of the booth and all decorative materials(drapery, table coverings, banners, foam board, signs, set pieces, etc.) within exhibitor booths and those used for special events must be non-combustible or made flame retardant. Certificates of flame retardant treatment must be submitted to the CCFD along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the CCFD can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible. Foam plastic elements greater than ¼-inch thickness shall not be permitted. Fire resistant foam board signage, not greater than ½-inch thickness, is acceptable in exhibit booths

The following are related to the display of automotive vehicles and equipment:

Motorized vehicles on display within assembly occupancy shall be in accordance with the following:

Automobiles or other fuel powered vehicles of any nature must adhere to the following guidelines:

- Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
- Vehicles shall not be fueled or refueled within the building
- At least one battery cable shall be removed from the batter used to start the vehicle engine and the disconnected battery cable shall be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Fuel tank openings shall be sealed to prevent the escape of vapors.
- Ignition keys removed
- Propane tanks to be removed

- Visqueen or other protective covering approved by the Mandalay Bay Convention Center placed underneath vehicle
- A minimum 42-inch wide access aisle or clear space shall be maintained around all sides of the displayed vehicle. Where multiple vehicles are displayed, a minimum 42" aisle shall be provided between vehicles. Vehicles shall not obstruct the clear width required for any portion of the means of egress.
- Vehicles shall not exhibit any leaks of fluids.
- Displayed vehicle may only be moved during exhibit hours as allowed by the permit conditions established during the plan review.

PHOTOGRAPHY AND SKETCHING

Cameras may be carried in the exhibit area, but under no circumstances may photographs be taken without expressed authority of the exhibitor concerned in each case.

FOODSERVICE

Exhibitors are responsible for complying with all Southern Nevada Health Department Regulations. The following is a summary of the regulations:

- Exhibitors handling food must wash their hands for 20 seconds upon entering their work station.
- Sanitizer must be provided at each booth, and the exhibitor should have knowledge of what sanitizer they are using.
- Single-service gloves or suitable utensils must be provided for handling of all ready to eat food.
- All food must be maintained at proper temperatures: 41 degrees F. or colder or 135 degrees F. or hotter. Stem thermometers must be available to monitor food.

Please address further questions to Southern Nevada Health District www.southernnevadahealthdistrict.org or email environmentalhealth@snhdmail.org.

Mandalay Bay Convention Center's guidelines for the service of prepared food are as follows:

- Samples are limited to manufactured, processed or distributed products only.
 - Food samples are limited to one (1) ounce.
 - Beverage samples are limited to two (2) ounces.
- Items used as traffic promoters must be purchased through Mandalay Bay.
- Exhibitor Services department must approve all samples. Exhibitors must fill out the Sampling Authorization Form.
- Each exhibitor intending to serve samples must advise Exhibitor Services (exhibitorservices@mandalaybay.com) for approval and instructions.
- Corkage and service charge fees may apply.

Please address further questions to exhibitorservices@mandalaybay.com.

HOLD HARMLESS CLAUSE

All conference attendees and exhibitors shall indemnify and hold harmless Mandalay Bay Resort & Casino from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits and will indemnify, defend and hold harmless WBENC, the Mandalay Bay Resort & Casino, and their respective agents, servants and employees from any and all such losses, damages, and claims. Neither the Mandalay Bay Resort & Casino, Hargrove, Inc. nor WBENC is responsible or liable for any loss, damage, or claims arising out of injury or damage to exhibitor's displays, equipment, nor other property brought upon the premises of the Mandalay Bay Resort & Casino.

AGREEMENT

By submitting your registration, the registrant (and his/her guests) agrees to be bound by and to abide by these Rules and Regulations and all amendments thereto, as well as all decisions of WBENC.

FAILURE TO HOLD BUSINESS FAIR

Should any contingency prevent the holding of the Business Fair, WBENC may retain such part of the Exhibitor's rental fees as shall be required to compensate it for expenses incurred up to the time such contingency shall have occurred. All remaining rental fees shall be refunded. However, exhibitors will not be reimbursed if the Business Fair is cancelled, postponed, curtailed or abandoned due to an act of God, war, threat of war, radioactive contamination, government retaliation against foreign enemies, federal, state or local government regulation or advisory, disasters, fire, earthquakes, accidents, or other casualty, strikes or threat of strikes, acts of attendees, civil disorder, terrorist acts and/or threats of terrorism, acts of foreign enemies, or a curtailment of transportation services or facilities preventing attendees from attending, or a similar intervening cause beyond the control of WBENC making it illegal, impossible, unsafe, or commercially impracticable to hold the Business Fair.

AMENDMENT OF RULES

WBENC reserves the right to make changes, amendments, and additions to these rules at any time, and all changes, amendments, and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by WBENC.

FOR ADDITIONAL INFORMATION:

Send request via email with "NCBF 2017 information request" in the subject line to: wbenccustsvc@wbenc.org