



## TABLETOP VENDOR RULES & REGULATIONS

### 1. ASSIGNMENT OF TABLETOP VENDOR SPACE:

Tabletop vendor assignment is based on the order of receipt of contract and payment to the East Coast Oracle Users Conference (ECO).

**2. CONTRACT FOR TABLETOP SPACE:** The application for space and the full payment of space rental together constitute a contract. Amendments and/or exclusions to this contract are not legally binding unless written into the contract and initialed by authorized representatives of both parties.

**3. TABLETOP RENTAL AND PAYMENT:** Rental fee for one tabletop vendor space is \$1,400. Full payment is required at the time of application for space.

Make checks payable to *East Coast Oracle Users Conference* and send to:

**ECO**  
**441 N. Crestwood Drive**  
**Wilmington, NC 28405**

**4. TABLETOP VENDOR SPECIFICATIONS:** Each tabletop vendor is furnished one 6-foot draped table and 2 chairs and standard electrical outlet. Pop-up displays of 6 feet or less in width will be allowed.

**5. TABLETOP VENDOR REGISTRATION:** All persons working in the tabletop area must be registered as a conference participant or tabletop attendant. Tabletop vendors receive 2 complimentary registrations. Additional attendees will be at an additional cost of \$175 per attendee. Persons desiring to attend one or more sessions and/or the lunches must be registered as a conference participant.

**6. ELECTRICAL & TELEPHONE SERVICES:** Electrical services and charges will be handled by the hotel. Order forms will be provided in the exhibit materials kit. Each company is responsible for coordinating these requests and payment directly with the hotel.

**7. CANCELTION OF DISPLAY SPACE:** Display space may be canceled prior to the opening date of the conference based on the following schedule:

**120 days or more:** 75% of the cost refunded minus processing fee (\$100)

**75 - 119 days:** 50% of the cost refunded minus processing fee (\$100)

**75 days or less:** No refund

**8. AUDIO DEVICES:** Tabletop vendors that include the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noise-making machines must be approved by the conference

manager. This equipment must be operated so that the resulting noise will not disturb adjacent vendors and their patrons.

**9. GENERAL RESTRICTIONS:** ECO reserves the right, without recourse, to control or prohibit any tabletop vendor or part of any tabletop set-up which, in its opinion, is not suitable or in keeping with the character of the conference. This reservation concerns persons, things, conduct, recruiting (see item 13), printed matter, souvenirs, catalogs, etc. Each tabletop will receive the participant list electronically after the conference. The participant list, in its entirety or any part thereof, is proprietary and cannot be resold or loaned to any person or persons for any reason.

**10. WAIVER OF LIABILITY:** The exhibitor agrees to protect, save, and hold ECO, the Hilton North Raleigh/Midtown Hotel, and all agents and employees thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the vendors or those holding under the vendors and further, exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs, (including attorneys' fees), damages, liabilities, or expenses arising from or out of any accident or bodily injury or other occurrence to any person or persons, including the vendor, its agents, employees, and business invitees, which arises from or out of or by reason of said vendor's occupancy and use of all or part of the exhibition premises. The vendor understands that neither ECO nor the Hilton North Raleigh/Midtown Hotel maintains insurance covering the vendor's property, and it is the sole responsibility of the vendor to obtain such insurance.

**11. FIRE PROTECTION:** All display material must be flameproof and subject to inspection by the fire department in the city where the conference is conducted. No flammable fluids or substances may be used or shown in tabletops.

**12. SHIPPING INSTRUCTIONS:** All vendors must make arrangements to ship or carry their own materials to the conference. This is not an exhibition with a drayage company contracted to handle move-in and move-out.

**13. RECRUITING POLICY:** No recruiting is permitted at the conference. If a company is found to be recruiting, ECO reserves the right to ask them to leave, without a refund of conference fees.