



FAQ ABOUT EXHIBITOR CONTRACT

Q: Can we choose the location of our booth?

A: GRRN will work with exhibitors to accommodate their requests. In the event of competing requests, assignments are also made based upon sponsorship level, logistics such as size and electrical needs, and postmark date.

Q: May we share our booth with another organization?

A: Yes, absolutely, pending prior written approval from GRRN. Why? GRRN wants to know who will be exhibiting at this conference, and wants to ensure all exhibitors acknowledge our contract, terms, and conditions. GRRN may ask them to sign the contract as well.

Q: What hidden fees will you slap on me? Will I have to pay extra for tables, chairs, carpeting, move-in labor charges?

A: No! We are committed to making this an affordable exhibit venue. You will be in a carpeted ball room and an eight foot table and one chair will be included. Additional tables and chairs will be provided free of charge upon request. There is no requirement to use convention center labor for unloading your exhibit materials and there will be no charges for cleaning. Electricity is free, provided you can reach the outlet. The convention center charges an additional \$\$ for wireless internet access and you may rent easels for signage at very reasonable cost.

Q: Is this a good conference to promote my Bioreactor Landfill or Plasma Arc technology?

A: No. Exhibit hall space is extremely limited and GRRN is committed to providing attendees with quality information to advance reuse, zero waste, recycling, and waste prevention as a tool to protect the environment, conserve resources and create green jobs as well as ensuring all our exhibitors and sponsors benefit from the partnership. Ventures that promote waste disposal through landfills and incinerators are not a good match for this event.

Q: How much space will I have?

A: It's flexible and adequate for standard exhibitor needs. You may use the table top for displays and papers. You may set up chairs behind the table if you wish to staff the booth throughout the conference. You may set up a pop up display and banners if you choose. We expect exhibitors may use up to 8 feet of space and may extend your display up to eight feet from the wall to accommodate displays and product samples. If you think need more space, please contact us and we will work with you.

Q: How much time will attendees get to spend in the exhibit hall?

A: Instead of being isolated in a separate exhibit hall, exhibitors will be located *inside the ballroom* used for Plenary and General Sessions, then divided into three rooms for the conference breakout sessions. Therefore exhibitors will have constant exposure and be in the natural flow of traffic for every plenary, breakout session, and breaks. Due to limited space for exhibitors, you will enjoy a large amount of audience attention.

Q: How many attendees will you have?

A: GRRN expects 400 attendees throughout the entire conference, approximately 300 people per day. We characterize our audience as municipal recycling coordinators, and the businesses that supply the tools and services that are needed to reduce waste and recycle more.

Q: Is there anything else I should know?

A: Yes, we have designed this exhibitor opportunity to maximize your company's visibility, reduce hidden costs, make it easy to staff the booth and participate in the conference, and are flexible regarding set-up and break down as long as it does not interfere with the conference program.

Q: What restrictions does GRRN have on exhibitors?

A: Since exhibitors will be located inside all conference program sessions, GRRN requires exhibitors show respect for the presenters while they are at the microphone and avoid excessive talking and noise during presentations, that you do not set up or break down your exhibit during working conference sessions, that you keep your space tidy and attractive during conference hours, and you abide by our commitment to zero waste and strive for a low-waste booth. GRRN will work with exhibitors to help them plan for a zero waste booth. Exhibitors are restricted from attaching signs and displays to the convention center walls.

EXHIBITOR CONTRACT:

CONTRACT FOR SPACE: The "Application and Contract" must be completed in its entirety and accompanied by full payment of the total fee for the number of booths requested. No applications will be processed or space assigned without both the contract and the payment being received. The signed "Application and Contract" and subsequent notice of assignment constitute a contract between the GrassRoots Recycling Network and the exhibitor. Any point not specifically covered in these regulations is subject to the decision of GRRN, whose decision shall be final.

FLOOR PLAN: All measurements shown on the floor plan have been made as accurately as possible. However, GRRN reserves the right to make such modifications as may be needed, making equitable adjustments with the affected exhibitors.

ASSIGNMENT OF SPACE: Booth space will be assigned at the discretion of GRRN. GRRN will make every attempt to accommodate exhibitor requests for location, but assignments will be made depending on sponsorship level, need for electricity, and postmark date. Payments must be made before assignment of space. Exhibitors must be aware that other requests may have been made for the same booth space, especially for popular locations. The decision of GRRN with respect to booth space will be final and binding upon all exhibitors. Applications must be made by mail. Fax copies or telephone requests will be accepted on a conditional basis pending receipt of payment.

SUBLETTING OF SPACE: GRRN prohibits exhibitors from assigning or subletting any part of their allotted exhibit space to another business or firm without the advance, written permission of GRRN. Contracts for exhibit space are between GRRN and each individual exhibitor, not between exhibiting companies. Therefore, the subletting of space is grounds for GRRN's termination of any contract that exists.

PAYMENT TERMS: Full payment of booth fee must be reserved with contract for space to be reserved. Exhibitors will not be able to set up until exhibit fees or any other delinquent payments to GRRN are paid in full.

ATTENDANCE: GRRN expects to attract 400 registered participants with approximately 300 daily attendees. Recognizing that exhibitors rely on accurate attendance counts to prepare their exhibit marketing materials GRRN will provide actual registration numbers periodically upon request.

RIGHT TO CANCEL: GRRN will allow exhibitors to cancel their contract if registration is below 180 persons 96 hours prior to the conference. Any person signing this contract has the right to inquire of GRRN by phone or email and receive an exact count of paid registrants up to 96 hours before 8 AM October 19, 2009 and to cancel this contract without penalty in the event registration falls below 180 attendees. Persons not cancelling under this provision are responsible for all full duties as an exhibitor.

REFUND AND CANCELLATION POLICY: Except as noted above notice of cancellations must be made in writing, no exceptions to GRRN, Cancellations must be made in writing to GRRN. Cancellations received on or before October 1, 2009 will result in GRRN retaining 40% of full rental cost of booth space. No refunds for cancellations will be granted after October 2, 2009. GRRN shall not be liable for any interest on the amount refunded.

WASTE PREVENTION: Exhibitor acknowledges that a focus of this conference is on Zero Waste, waste reduction, reuse, repair, and recycling. Therefore, exhibitors will minimize the generation of wastes in the construction, operation, and dismantling of their booth. Exhibitors are encouraged to bring only enough materials for the number of anticipated attendees as specified by GRRN. In addition, a full recycling program will be provided on-site for all materials readily recycled within the neighboring community. Exhibitors will be billed a recycling fee of \$25/box for any literature or souvenirs left at Devens Commons for disposal after exhibitors dismantle their booths.

QUALIFIED EXHIBITORS: Potential exhibitors may be vetted by a policy committee of GRRN board members. Space is extremely limited and GRRN is committed to providing attendees with quality information to advance waste prevention and recycling. Therefore ventures and organizations using this venue to promote waste disposal through landfills and incinerators will not be accepted.

USE OF SPACE: Displays must be contained within the assigned booth spaces in such a way that they do not interfere with other exhibitors' displays. Canvassing, distributing advertising matter, or the posting of any advertising in any public space outside of the exhibitor's rented space is not permitted and is grounds for removal from the exhibit hall. All exhibits must conform strictly to the display guidelines set out in this notice. GRRN reserves the right to restrict any exhibit that might be considered undesirable or does not conform to these Terms and Conditions. GRRN also reserves the right to make any modifications to displays, at exhibitor's expense, so that the exhibit conforms to the Terms and Conditions.

HEIGHT AND CONSTRUCTION RESTRICTIONS: For all booth types, exhibit booth is considered to be contained in the space stated in the individual schematics set out within this document, to the maximum heights. In no case is the exhibit hall ceiling, whether directly above the booth or not, considered to be part of the booth. No ceiling projection will be allowed.

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

INSTALLATION AND REMOVAL OF DISPLAYS: Exhibitors are responsible for unloading/reloading of freight as well as the installation of your booth. All displays must be erected and substantially ready for viewing by 8:00 AM on Monday October 19, 2009, unless other arrangements are made with GRRN. GRRN will proceed with its pre-opening inspection at this time. GRRN reserves the right to reassign any unoccupied space at this time, irrespective of any contracts made or payments received.

Incomplete and/or vacant spaces may be used at GRRN's direction. Noisy or unsightly work in any exhibitor's booth area after the above deadline and/or during show open hours is prohibited. The deadline for removal of all materials from the exhibit hall will be Tuesday, evening October 20 2009 at 7 PM.

It is the sole responsibility of each exhibitor to have materials packed and removed by the move-out deadline. GRRN reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, or clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the aforementioned removal requirements, and to order such work to be done at the sole expense of the exhibitor.

Exhibitors are strictly prohibited from attaching any signage or materials to the convention walls in any matter whatsoever. Easels (nominal fee) and tables (included) are available from the Convention Center.

STORAGE OF BOXES AND CRATES: Since we located in a main conference venue and pipe and drape will not be provided exhibitors will not be permitted to store boxes or packing crates in or behind booths. Boxes and crates must be removed from the exhibit floor one hour prior to the conference opening, and will be placed in storage.

BOOTH PERSONNEL: Each exhibiting organized is entitled to (1) complimentary full conference registration which includes all meals, snacks and sessions. Evening activities that are not hosted by GRRN require separate admission.

One additional registration will be made available at a reduced rate of \$250. Badges must be worn at all times for admission to the Tradeshow and are nontransferable. Exhibitors assume all responsibility for their booth personnel and for all persons admitted to the Tradeshow using their exhibitor badges. Non-exhibitor personnel will not be permitted to enter the Exhibit Hall during Exposition hours.

Exhibitors must designate one individual who is the key contact for their display. This individual will be the primary contact between said exhibitor and GRRN.

OPERATING RESTRICTIONS: GRRN reserves the right to restrict displays, which, because of noise, methods of operation, materials, or for any reason, become objectionable, and to prohibit or remove any displays that, in the opinion of GRRN, detract from the general character, theme, purpose, or appearance of the Tradeshow. Unusual or distracting signs or illumination are subject to immediate removal by GRRN. Any firm or organization NOT officially assigned space will NOT be permitted to engage in any activities

within the exhibit hall. The following activities are forbidden within any part of the exhibit facility unless approved by CRRR in writing and in advance of the show's opening date:

- Serving or distribution of alcoholic beverages by exhibitors or their representatives within any part of the Exhibit Hall unless approved by GRRN and conference center.
- No exhibitor or other organization is permitted to sponsor a food or beverage event (other than those arranged or sanctioned by GRRN in cooperation with Devens Commons Center) within the exhibit area, at the meeting hotels, or any facility used for the meeting, during meeting hours.
- The distribution of food/beverages, even if said food or beverage is the actual product produced by the exhibitor, within the exhibit area must be approved in advance and in writing by GRRN because it must comply with all federal, local, facility, and exclusive contractor laws, codes, and rules.
- The activities/dress of these individuals shall in no way detract from or interrupt the activities of other exhibitors or the conference program.

SOUND: Ensure that the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others or detract from the speakers and presentations. Remember that the use of sound systems or equipment producing sound is an exception to the rule, not the norm and is not necessary or advised. GRRN reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

LIABILITY/INDEMNITY: Except for liability claims and damage arising from the negligence or willful acts of GRRN, Marriott, Devens Commons Center, or their officers, directors, members, employees or agents, the exhibitor shall indemnify and hold harmless GRRN, Devens Center Commons, or their officers, directors, members, employees or agents, including and not limited to all liability, claims, loss, damages or expense, including counsel fees and costs, arising by reason of the death or injury of any person who is an employee or agent of the exhibitor, or by reason of damage to or destruction of any property, including property owned by the exhibitor and any person who is an employee or agent of the exhibitor, caused or allegedly caused by (1) any cause whatsoever while that person or property is on the premise of the GRRN National Recycling and Zero Waste Conference in any way connected with such premises or with any improvements or personal property in the premises; (2) some condition of the premises or some building or improvement on the premises; (3) some act or omission on the premises of the exhibitor or any person in, on or about the premises with the permission and consent of the exhibitor; (4) any matter connected with the Exhibitors occupation and use of the premises; or (5) exhibitor's use of, or publication of any information on, any internet web site owned, maintained sponsored, or hosted by GRRN. Except as stated above, the exhibitor waives all such claims for itself and assumes all liability for any such claims arising by reason of it's exhibit or presence at the GRRN Recycling and Zero Waste Conference.

The individual signing this contract is authorized to enter into an agreement on behalf of the agency.

Signature

Print Name

Title

Date

Name of Organization: _____

Exhibitor Contact: _____

Title: _____

Mailing Address _____ Mail Code/Suite # _____

State and Zip Code _____

Preferred Phone Number: _____ Extension: _____

Alternate Phone Number: _____ Extension: _____

Email Address: _____

Name of Booth Personnel #1 (Included in \$500 Exhibitor Fee) Please Print Neatly

Name of Booth Personnel #2 (Additional \$250 full registration) Please Print Neatly

Optional: Number of Easels needed for signage (\$16.00 easel/day for 2 days) _____

Please print out and enclose with a check payable to GRRN

Mail check to:

GrassRoots Recycling Network
PO Box 282
Cotati, CA 94931-0282