



The Archaeology Channel
Conference on Cultural Heritage Media
Hilton Eugene and Conference Center
Eugene, Oregon, USA
11-15 May 2016

EXHIBIT RESERVATION FORM

In accordance with the Exhibition Regulations governing rental of exhibit space, the undersigned hereby applies for exhibit space at ***The Archaeology Channel*** Conference on Cultural Heritage Media in Eugene, OR, May 11-15, 2016. I have read and, by signature below, agree to the Exhibition Regulations. I understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by ALI.

OFFICIAL CONTACT INFORMATION (Please print)

Exhibitor Representative: _____

Title: _____

Organization name: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal code: _____ Country: _____

Telephone: _____ Fax: _____

Signature of Representative: _____

All applications must be signed and accompanied by full payment to confirm booth reservations.

BADGES (Please provide names of both attendants)

Each booth comes with two complimentary Conference registrations and passes to all TAC Festival film screenings.

1. (official on-site representative) _____

2. _____

EXHIBIT DIRECTORY

Include a description of your products and services for the TAC Conference Program (maximum 50 words).

EXHIBIT SPACE AND FEE

- ☐ Standard booth (\$450 x # of booths _____ = \$_____)
- ☐ Electrical hookup (4 days @ \$30.50/day = \$122) _____

Total Exhibit fees _____

Checks, credit cards and PayPal accepted.

I am paying in the following way (check one):

- ☐ By check. Please mail your check payable to ALI in US dollars to the address below.
- ☐ By PayPal. The ALI PayPal account email address is info@archaeologychannel.org.
- ☐ By credit card. Credit card information (just below) can be faxed, mailed or called in to 541-345-5538). Please do not email your credit card information.

Credit card information: (circle one) VISA MasterCard American Express

Card number: _____ Expiration date: _____

CVV or CSC number: _____ Signature: _____

Your exhibit reservation application is due by February 29, 2016.

Return completed application and payment to:

TAC Conference on Cultural Heritage Media
Archaeological Legacy Institute
4147 E. Amazon Dr.
Eugene, OR 97405
conference@archaeologychannel.org

EXHIBITION REGULATIONS

All exhibits and exhibitors are subject to the following regulations. The words "Management," "Institute," and letters "ALI" herein refer to Archaeological Legacy Institute acting through its officers, employees, or agents in the management of the exhibition. The word "Conference" herein refers to ***The Archaeology Channel*** Conference on Cultural Heritage Media.

1. Show Hours – 9 am to 5 pm, Thursday through Saturday, May 11-14, 2016. Management reserves the right to adjust exhibit hours to conform to the overall meeting format.
2. Exhibition Sponsorship and Objectives--The Conference Exhibition is produced by, and is the property of, Archaeological Legacy Institute. The Exhibition is a practical, educational adjunct to the professional meetings held during the Conference. The Exhibition is meant to supplement the professional meetings by providing attendees information on the various products and services available to them. Exhibitors are expected to display their products and discuss their services with awareness of the professional and practical needs of Conference attendees. ALI reserves the right to refuse space to any applicant who, in the opinion of the Institute, is unlikely to contribute to the overall objectives of the Conference.
3. Exhibitor Representative Responsibilities--Each Exhibitor must name at least one person to be the official on-site representative and responsible party. The official representative will receive all materials relevant to the Conference Exhibition. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to ALI, and to other contractors and subcontractors. At least one representative must be at the display during all official hours of the exhibition. Each Exhibitor is entitled to two badges per booth space rented; additional registrations may be purchased at the standard rate. Each Exhibitor is entitled also to two passes to films screened for ***The Archaeology Channel*** International Film and Video Festival, which takes place concurrently with the Conference.
4. Exhibitor Registration--Exhibitor registration will occur from 12 to 5 pm on Wednesday, May 11, 2016. Exhibitors should check in at the ALI Booth in the Exhibit Hall to receive badges and registration materials. Personnel from the security firm or the exhibit decorator will not allow exhibitors without badges to enter the exhibit hall at appointed times.
5. Contract for Space--This application for exhibition space, the notice of space assignment by ALI, and the full payment of exhibit fees together constitute a contract for a right to use the space. No refunds are issued for cancellations.
6. Arrangement of Exhibits--All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided Exhibitor by management will consist of a cloth back wall 8 feet high and side dividers 3 feet high. No construction or built-up exhibit, including signs, shall exceed the overall height of the back wall, unless approved by management. Display boards and other equipment more than 3 feet in height must not extend more than 3 feet out from the booth back wall in regular aisle locations.
7. Exhibitor Move-in--Exhibits may be installed between 12 noon and 5 pm on Wednesday, May 11, 2016.
8. Exhibitor Move-out--Exhibitors may not dismantle or disturb their exhibits until after the official closing of the exhibition, which is at 5 pm on Saturday, May 14, 2016. Failure to observe this rule may jeopardize Exhibitor's right to exhibit at forthcoming ALI exhibitions. All exhibits and accompanying supplies must be dismantled and removed from the exhibit hall by 9 pm on Saturday, May 14.
9. Unclaimed Space--Any space unclaimed by 5 pm on Wednesday, May 11, 2016, may be reassigned without refund of fees paid, and management will not be liable for any incurred expenses.
10. Care of Buildings--Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, or the equipment or furnishings in the booths. Exhibitor will be held liable for any such damage caused by Exhibitor or its agent(s). Exhibitor assumes full responsibility for complying with union regulations; local, city, and state laws regarding sales taxes; and regulations concerning fire, safety, electrical wiring, and health.
11. Use of Exhibit Space--No Exhibitor shall assign, sublet, or share the whole or any part of the space assigned without the consent of management. No Exhibitor is permitted to exhibit goods or services other than those manufactured, handled or provided by Exhibitor in the regular course of business. No firm or organization not assigned space in the Exhibition Hall will be permitted to solicit business in any manner within the exhibit hall.
12. Fire Protections --No combustible decoration, such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior, and wrapping paper, all of which must be flame proof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must stand a flameproof test as prescribed by the applicable fire and safety ordinances. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, and the like, are not permitted. If inspection indicates that any Exhibitor has neglected to comply with the foregoing requirements, or otherwise

incurs a fire hazard, ALI reserves the right to cancel the entire exhibit of that Exhibitor, or such parts of it as may be irregular, with no refund of rental or liability for exhibit expense.

13. Group Functions--Exhibitor agrees not to sponsor group functions such as hospitality suites, tours, film showings, speeches, or other activities during the Conference and Exhibition hours that would in any way interfere with delegate attendance at Conference meeting sessions or induce visitors away from the exhibition. Exhibitor must clear with management any intended group functions.

14. Circulation and Solicitation--Distribution by Exhibitor of any printed matter, souvenirs or other articles must be confined to the space assigned. No undignified manner of attracting attention will be permitted. All aisle space belongs to ALI. No exhibit or advertising matter will be allowed to extend beyond the space allotted to Exhibitor.

15. Direct Selling--In the event that Exhibitor engages in on-location transactions, Exhibitor will be responsible for complying with all federal, state, and local laws that may pertain to such sales.

16. General Restrictions--Exhibitors can distribute only non-food items which are manufactured or handled by them in the regular course of business. Management reserves the right to restrict exhibits that, because of noise, methods of operation, or for any reason, become objectionable and also to prohibit or evict without refund any exhibit or person that in the opinion of management may detract from the general character of the exhibition. Exhibitors are not permitted to set up displays in hotel rooms, hotel suites, or lobbies. No display materials that may, because of their inferior quality, cheapness of materials, or workmanship be deemed by management to detract from the dignity of the show will be permitted. No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted. ALI reserves the right to reject or prohibit any exhibit, or part thereof, including, without limitation, any person, article, conduct, printed matter, catalogue, or souvenir, that, in its opinion, is not suitable to and in keeping with the character of the exhibition. ALI reserves the right without notice and with no liability whatsoever for damages or loss, for inconvenience, or business interference, to close down, disassemble, dispose of, store or clear away from the premises, or to order such work to be done at the expense of Exhibitor, any exhibit display material, goods, property, or merchandise of any Exhibitor who fails to comply with any of the Exhibit Regulations as set forth herein.

17. Liability and Insurance--Management will ensure that guards are employed during non-Show hours, and will take reasonable precautions to safeguard Exhibitor's property; however, management will not be liable for loss or damage to property of Exhibitor or its representatives or employees from theft, fire, accident, or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. Management's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. Exhibitor shall indemnify management against, and hold it harmless from, negligence of Exhibitor in connection with Exhibitor's use of display space. All personnel in the exhibit booths are required to display proper name badges throughout the show. Security guards and Management will be checking for badges on all exhibit representatives.

18. Indemnification Agreement--Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities on the Hilton Eugene and Conference Center premises and will indemnify, defend and hold harmless, the Hilton Eugene and Conference Center, its agents, servants, and employees from any and all such losses, damages, and claims. Each Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual General Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. In addition, Exhibitor acknowledges that the Hilton Eugene and Conference Center, its owners and operators, do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor. Should Exhibitor contract for decorator services through a company other than one selected by ALI, Exhibitor shall notify ALI in writing and shall provide ALI with certificates evidencing that such company has liability and worker's compensation insurance in place. Exhibitor agrees to protect, indemnify and hold ALI, its officers, directors, employees and agents against and from any and all losses, costs, damages, liability or expenses (including attorney's fees) arising from or by reason of any accident, bodily injury, property damage, or other claims or other occurrences to any person, including Exhibitor, its employees and agents, or any business invitees, arising out of or related to Exhibitor's occupancy or use of the exhibition premises or in and adjacent to the exhibition location(s) including storage and parking areas, or claims arising out of or related to Exhibitor's Web site.

19. Failure to Open Exhibition--In case the premises of the Hilton Eugene and Conference Center shall be destroyed or damaged, or if the Conference Exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by ALI. In the event of such termination, Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of ALI shall be to return to each Exhibitor the exhibit space fee, less a pro rata share of all costs and expenses incurred and committed by ALI.

20. Material Handling--Exhibitors may hand-carry their own materials into the exhibit facility. Exhibitors who do so will be responsible for removal and storage of their empty cartons, cases, and other related materials.

21. Regulations and Contract--These regulations have been formulated in the best interest of all concerned and become a part of the contract between Exhibitor and ALI. All matters and questions not covered by these regulations are subject to the decisions of management. These exhibit regulations may be modified or amended by ALI at its discretion.