

EAC Notification Form

Due September 29, 2017

If your company plans to use a firm other than the official service contractors as designated by CCA Show Management, please complete this form and return with contractor's insurance certificate by September 29, 2017 to:

Maggie Belnap
Events Manager | CCA
805 15th St. NW, Suite 401
Washington, D.C. 20005
OR Email to:
mbelnap@ccamobile.org

PLEASE PRINT

Exhibiting Company Name: _____

Booth # _____

Exhibitor Contact at Show: _____ Phone: _____

E-Mail Address: _____

Exhibitor Appointed Contractor: _____

EAC Contact: _____

Address of EAC: _____ Phone: _____ E-mail: _____

Type of services to be performed: _____

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate to CCA no later than September 29, 2017 or they will not be permitted to service your exhibit. Limits of required coverage are the same as for exhibitors, and are detailed in the Contract Terms and Insurance Information. **It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.**

Exhibit Space & Sponsorship Agreement

CCA 2017 - Terms and Conditions of Participation in Event

1. **Exhibit Space Rental Agreement:** The Exhibit Space & Sponsorship Agreement hereby incorporates these terms and conditions of participation, and shall constitute the entire agreement (“Agreement”) between Competitive Carriers Association (“CCA”) and the exhibitor/sponsor (“Exhibitor”) at CCA’s 2017 Annual Convention in Fort Worth, Texas (“2017 Annual Convention” or “Show”) until the Agreement is fully executed and CCA receives the required deposit as detailed below.
2. **Applications and Fees:** Applications for exhibit space and sponsorship shall be subject to the approval of CCA. CCA reserves the right within its reasonable discretion to reject applications for space with or without cause. Applications received before August 18, 2017 require a 50% deposit (“Deposit”) of the total amount due per the Exhibit Space & Sponsorship Agreement (“Total Fee”) with the remaining payment balance of due by August 18, 2017 (“Remaining Balance”). If the balance is not received by that date, reserved space can no longer be guaranteed. After August 18, 2017, all applications must be submitted with full payment. Exhibitors will not be allowed to set up until the Total Fee is paid in full.
3. **Cancellations:** Cancellation requests must be sent in writing to CCA at the attention of CCA’s Events Manager to 805 15th Street NW, Suite 401, Washington, DC 20005. If cancellation notice is received prior to September 8, 2017, CCA will refund 50% of the Total Fee. If cancellation notice is received on or later than September 8, 2017, no refund will be granted.
4. **Force Majeure:** Neither party shall be responsible to the other for failure to perform any of the obligations imposed by this Agreement, provided such failure shall be occasioned by fire, flood, explosion, lightning, windstorm, earthquake, subsidence of soil, discontinuity in the supply of power, governmental interference, civil commotion, riot, war, strikes, labor disturbance, transportation difficulties, labor shortage or any cause beyond the reasonable control of either party.
5. **Subletting Space:** No Exhibitor shall assign, sublet or apportion the whole or any parts of the space assigned, or have representatives, products or materials from companies other than its own in the said exhibit without prior written consent of CCA.
6. **Assignment:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and the successors to substantially the entire business and assets of the respective parties hereto. This Agreement shall not be assignable by either party without the prior written consent of the other party.
7. **Admission Regulations:** Admission to the Exhibition Hall will be by official CCA registration badges only. Badges must be worn at all times, including during set-up and tear-down.
8. **Minors and Children:** Persons under 21 years of age are not permitted in the Exhibit Hall.
9. **Installation of Displays:** (a) All displays must be completely arranged for viewing by the date and hour officially specified by CCA. (b) Noisy or work, or displays that CCA determines are not professional in appearance, in Exhibitor’s display space after the above deadline is prohibited during exhibition hours. (c) Shipments of display and exhibit materials arriving prior to set-up day, October 24, 2017 (“Set-Up Day”) must be sent to Freeman, the Show’s official decorator and general service contractor (“Freeman”). The Fort Worth Convention Center (“FWCC”) will not accept shipments of freight or materials of any kind from any exhibitor at any time. All shipments delivered to the FWCC after Set-Up Day shall be addressed the attention of Freeman. No shipments will be accepted at the Show site prior to the Set-Up Day. Goods received after the Show opening must be delivered to the space and arranged at times other than official hours. (d) Goods and materials used in any display (except bona fide samples) may not be removed from the Show floor without written approval of CCA. (e) If erection of any crated exhibit has not started by 8:00pm CDT on Set-Up Day, and no arrangements for set-up have been made, CCA shall have the authority to order the exhibit to be erected and Exhibitor will be billed for, and agree to pay for, all charges incurred. CCA shall not be liable for any damages that may occur during this exhibit

set-up. (f) Any space not claimed and occupied by 8:0pm CDT on Set-Up Day for which no special arrangements have been made, may be resold or reassigned by CCA without obligation on the part of CCA for any refund.

10. **Removal of Displays:** (a) Exhibitor shall not dismantle its display or begin to tear down prior to the stated close of the show. Exhibits are to remain open and staffed until the Exhibit Hall closes on October 26, 2017. Exhibitors agree that premature tear down detracts from the overall merit of the show. A penalty of two hundred and fifty U.S. dollars (\$250.00) will be assessed to any exhibitor who fails to comply with this requirement. (b) The deadline for clearance of all materials, October 26, 2017 at 8:00 p.m. CDT will be enforced. It is the sole responsibility of Exhibitor to have materials packed, identified and cleared for shipment by such designated time. (c) CCA 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 requirements, or to order such to be done at the sole expense of Exhibitor.

11. **Space Provisions and Regulations:** For a complete listing of regulations and standard equipment provided by CCA for all linear 10' x 10' exhibit spaces, refer to the Exhibitor Service Manual, which will be provided to all exhibitors by Freeman approximately three months prior to the event. All Exhibits must be free-standing. No bolts, screws, hooks, or nails shall be driven into, or otherwise attached to the walls, pillars, or floor of the exhibit areas. No part of the display may be attached to or otherwise secured to the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars, or floor of the exhibit areas. The Exhibit Hall is not carpeted. It is Exhibitor's responsibility to create an attractive display area. Exhibitor is not required to provide floor covering for the area contracted.

Exhibitors shall not post any sign of any description except within the confines of the exhibit space assigned. Every exhibit must be fully staffed and operational during the entire exhibition. Exhibitors shall confine their activities to the exhibit space granted under this Agreement. All in-line exhibits must be confined to a maximum height of 10', and perimeter exhibits must be confined to a maximum height of 10'. The front half of

the side wall must contain at least 50% open area to permit side viewing through the booth. Island exhibitors are permitted a maximum height of 10'. Because an island exhibit is automatically separated by the width of an aisle from all neighboring exhibits, full use of floor space is permitted, without any other restrictions.

Hanging signs are permitted at 2017 Annual Convention but must be installed by the exclusive rigging services contractor based on the FWCC Facility Guidelines & Requirements. Rigging plans must be submitted at least 60 days in advance. Exhibitor is required to cover the cost of hanging signs.

12. **Operation and Conduct:** Exhibitors is not allowed to obstruct the view or adversely affect displays of other exhibitors. Attendants, models, or robots are subject to the approval of CCA, and must confine their activities to the exhibit space occupied by the exhibitor. Exhibitor's personnel may not enter the exhibit space of another exhibitor without permission from that other exhibitor and at no time may enter an exhibit space that is not staffed, except their own.

Dollies, carts, and other such devices are not permitted on the exhibit floor during exhibit hours without CCA's prior written consent.

Exhibitor is responsible for all damages to property caused by themselves or their personnel. Should such damage occur, exhibitor is liable to the owner of the damaged property.

Exhibitor shall not, without prior written consent of CCA, distribute or permit the distribution of any advertising material, literature, souvenir items, or promotional materials in or about the convention center except from their own allotted space.

CCA reserves the right to restrict displays which would constitute a violation of this Agreement because of noise, methods of operation, materials, or for any reason, become objectionable, and to prohibit or remove any displays, which detract from the general character or appearance of the exhibition.

The serving or distribution of alcoholic beverages by Exhibitor in any part of the Exhibit Hall is forbidden, unless otherwise approved by CCA. Photography and videotaping are prohibited without prior written permission of CCA. CCA is the final authority on all matters relating to operation and conduct.

13. **Fire Regulations:** Exhibitor must conform to all standard fire codes of the host city. Exhibitors shall not allow the display to block the view of, or impede access to, fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment. All wiring, electrical equipment and booth decorations must comply with said regulations.

Exhibitors will not be permitted to store boxes or packing crates in or behind exhibit booths. Prior to 9:30 a.m. of the first show day, all boxes and crates will be placed in storage provided they are properly labeled for storage. Those not so labeled will be removed and destroyed as refuse. (Note: storage labels will be provided at the Official Service Contractor's desk.)

14. Audio Visual & Sound Producing

Apparatus: Video equipment, movie or slide projectors, tape recorders, or other sound equipment must be self-contained and fireproofed. The sound must be kept at a volume not to exceed that of normal conversation or 80 decibels. Such equipment must not interfere with neighboring exhibitors and must not exceed the height limitations of the exhibit space. The film must be devoted exclusively to the business of Exhibitor. CCA will not be responsible for obtaining any audio/visual and/or internet equipment.

Exhibitor shall not show any goods or apparatus in operation if the same are noisy or objectionable to surrounding exhibitors or CCA staff.

15. Verbal Agreements: CCA, including CCA Board of Directors and employees, will not be bound by any verbal agreements, representations, or statements between CCA, exhibitors, sponsors or any supplier. Any amendments to this Agreement must be in writing and signed by both Parties as authorized representative from each Party.

16. Security: CCA will provide the services of a reputable protective agency during the period of exhibitor installation, the Show, and dismantling, and Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of the management to supervise and protect Exhibitor's property with the Exhibit Hall.

Exhibitors may furnish additional guards at their own cost and expense, but only with CCA's prior written approval.

17. Liability and Insurance: (a) Every reasonable precaution will be taken by CCA to protect exhibitor property during installation, show period, and removal. However, neither the exhibitor, CCA, service contractors, building or grounds officials, nor any officers, staff members, or directors of any of the same, are responsible for the safety of the property of exhibitors from theft or damages by fire, accident, vandalism, or other causes. Watchmen will be on the premises as required. (b) All property of the Exhibitor will remain under Exhibitor's custody and control in transit to, from, and within the confines of the Exhibit Hall, subject to the rules and regulations of the FWCC. Exhibitor and any Exhibitor-appointed non-official contractor is

required by CCA to carry general liability insurance (\$1 million per occurrence/\$2 million general aggregate) to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others.

18. Union Labor: Where required by state law or other governing rule, Exhibitor will employ only union labor, as made available by official contractors in the installation and dismantling of their exhibits, and in their operation when required by union agreements. If Exhibitor plans to build employee union displays for companies related to fabrication, carpentry or electrical work such displays must bear union labels.

19. Agreement:

By signing this Agreement Exhibitor/Sponsor agrees to abide by the terms and conditions of the Agreement, and those of the FWCC and by the decisions of CCA. This Agreement will become binding on both the Exhibitor/Sponsor and CCA upon signature by CCA and receipt of Exhibitor Total Fee, according to the terms above.

This Agreement has been developed to allow equality of each exhibitor, regardless of size. Each exhibitor should be given an equal opportunity, within reason, to present its products in the most effective manner to the target audience.