



J-Expo & Career Fair Exhibitor Policies

The rules and regulations contained herein are intended by RTDNA, SPJ and NAHJ to serve the best interest of the J-Expo & Career Fair, the exhibitors and registrants, and to give notice to applicants and exhibitors of governing rules and regulations. All applicants are bound by these rules and regulations.

RTDNA, SPJ and NAHJ shall have full authority to interpret or amend these rules, and its decision is final. Exhibitors agree to abide by any rules or regulations that may hereafter be adopted, which shall be as much a part though not originally incorporated. All issues not addressed herein are subject to the decision of RTDNA, SPJ and NAHJ. These rules and regulations have been formulated in the best interest of all exhibitors. The exhibitor understands and agrees to the information contained herein, and any other issued by RTDNA, SPJ and NAHJ regarding the EIJ J-Expo and Career Fair; to abide by the payment policy; and acknowledges having read the EIJ Rules and Regulations, and agrees to distribute all information contained therein for proper execution to all individuals involved with exhibiting.

Enforcement of Rules and Regulations

By applying for exhibit space or sponsorship, an exhibitor/ sponsor agrees to adhere to all conditions and regulations outlined in the prospectus and herein. Any violations may subject the exhibiting/sponsoring company to a loss of all privileges, i.e., company may not be invited to future EIJ conferences.

Any exhibiting organization that fails to notify EIJ, in writing, prior to exhibit installation at the J-Expo and Career Fair of its intent to cancel is deemed a no-show. A no-show may result in a loss of exhibiting privileges at future EIJ J-Expo & Career Fairs, and no refunds will be issued. Whenever practical or appropriate in EIJ's view, disciplinary action may include refusal or termination of the exhibit/sponsorship.

Infractions of the spirit of the rules by potential exhibitors at any time may be considered in determining whether to accept an application from such company seeking to exhibit at any EIJ conference. Each exhibitor is granted nothing more than a temporary license to exhibit, subject to all the rules herein and the approval of the associations. If RTDNA, SPJ or NAHJ determines that any exhibitor has failed to comply with any rule herein or any directive issued to the exhibitor, the Associations may terminate the license and close that exhibiting company's exhibit without notice. In all interpretations of EIJ Rules and Regulations, EIJ's decision is final.

Exhibit Eligibility

RTDNA, SPJ and NAHJ reserve the right to refuse applications of organizations not meeting standard requirements or expectations. RTDNA, SPJ and NAHJ reserve the right to curtail or to close exhibits, wholly or in part, that reflect unfavorably on the character and the purpose of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc.

Terms of Payment

The exhibitor agrees to enclose with this application full payment. Payments should be made payable to Society of Professional Journalists (SPJ) and forwarded to: 3909 N. Meridian St., Indianapolis, IN 46208. To be included in initial space assignments, the exhibit contract and full payment must be received. Space will not be assigned or held without the contract and all appropriate fees. Any company requesting to pay later than net 90 days after the receipt of invoice, agrees to pay a deposit in the amount equivalent to the cancellation processing fee. (\$200 per 10 x 10 exhibit or 10% of the total sponsorship fee)

Exhibitor Applications

Exhibitor applications should be directed to Holly Rose, EIJ Industry Relations Manager, Email: holly@rtdna.org, Direct: 856-380-6890.

Exhibitor Registrations

Each exhibitor registration includes access to all sessions. Additional registrations needed by EIJ exhibitors can be purchased online at excellenceinjournalism.org. Exhibitor registrations do not include access to ticketed meal events. Ticketed meal events can be purchased online.

Assignment of Space

Priority for space assignment will be made on a first-come, first-served basis; taking space configurations under consideration. Management reserves the right to make any revisions necessary to the floor plan. RTDNA, SPJ, and NAHJ reserve the right to change booth numbers or shift booth space to accommodate exhibitors that have purchased multiple booths or for other reasonable causes.

Decorator Services

RTDNA, SPJ and NAJA have selected Global Experience Specialists (GES) as the official decorator for EIJ17. Decorator services,

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furnishings, floral arrangements and other items will be outlined in the Exhibitor Services Kit, typically sent 60–90 prior to the show.

Show Cancellation Policy

The parties agree that in the event that the EIJ J-Expo & Career Fair is cancelled in whole or in part, or its scheduled opening is cancelled or delayed, due to fire, explosion, strike, freight embargo, act of God, act of public enemy, act of war, war, act of terrorism, civil disturbance, act of any government declaration or regulation, epidemic or other event over which RTDNA, SPJ and NAHJ has no control, then the exhibitor contract may be immediately amended by RTDNA, SPJ and NAHJ, and exhibitor hereby waives any and all claims against RTDNA, SPJ and NAHJ for damages, reimbursement, refunds, or compensation.

Cancellations must be submitted to RTDNA, SPJ and NAHJ in writing. Complimentary registrations will be invalid if booth space is canceled. The date of receipt of supporter's written notice of cancellation will be considered the official cancellation date. If support is cancelled on or before Friday, June 9, 2017, all monies paid minus the cancellation processing fee will be returned to the supporter. The cancellation processing fee for exhibits is \$200 per 10 x 10 exhibit and 10% of the total sponsorship fee for sponsorship packages. Any company who cancels after Friday, June 9, 2017, will be responsible for the total cost. Absolutely NO Refunds after 6/9/2017.

Exhibitor Rules

1. UNOCCUPIED SPACE

Space not claimed and occupied, or for which no special arrangements have been made in writing to RTDNA, SPJ and NAHJ prior to 5:00 pm on Wednesday, September 6, 2017, shall revert to RTDNA, SPJ and NAHJ to be occupied in any manner and for such purposes as RTDNA, SPJ and NAHJ may see fit. If an exhibit has not begun to be set up by 5:00 pm on Wednesday, September 6, 2017, RTDNA, SPJ and NAHJ Management may, but shall not be obligated to, order the exhibit erected at the expense of the exhibitor. Neither EIJ Management nor the official decorating company shall be responsible for any injury to person or damage to property incurred.

2. DISMANTLING

Exhibitors' displays must not be dismantled or packed in preparation for removal prior to the official closing time of EIJ. All exhibitors must have their materials dismantled and their booth space cleared by 5:00 p.m. on the closing day. Exhibitors are subject to penalty.

3. SUBLETTING OF SPACE

The subletting, assignment, or apportionment of the whole or any part of space by any exhibitor is prohibited (i.e. no booth sharing). No exhibitors may permit any other party to exhibit in their space any goods other than those manufactured or distributed by the contracting exhibitor, or permit the solicitation of business by others within their space.

4. SELLING PRODUCTS OR SERVICES

The EIJ J-Expo & Career Fair educates attendees by providing information, services and products, and presenting industry trends pertinent to the attendee's professional interest. Therefore taking orders and selling exhibited products will be permitted. Exhibiting companies that sell taxable goods or services on site are responsible for registering as a dealer with the host state's Department of Revenue, reporting any such sales and paying applicable sales tax.

5. AMERICANS WITH DISABILITIES ACT

Americans with Disabilities Act: Exhibiting companies are responsible for making booths accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold RTDNA, SPJ and NAHJ harmless from any consequences of exhibiting company's failure in this regard.

6. INSURANCE AND LIABILITY

It is the sole responsibility of the exhibitor for any damages, claims, losses, liabilities or expenses arising from any injury to any person or property that arises out of or is in any manner connected with exhibitor's participation in the EIJ J-Expo & Career Fair, including its indemnity obligations herein. Exhibitor/sponsor should maintain general liability insurance in an amount sufficient to cover such obligations, including show cancellation insurance. Exhibitor must provide proof of insurance upon request. Exhibitor/sponsor acknowledges and agrees that it will obtain, at its own expense, any and all licenses or permits in order to comply with all local, state, and federal laws, ordinances and regulations for any of its activities in connection with the EIJ J-Expo & Career Fair.

Execution by exhibitor/sponsor of the application is the agreement to protect, indemnify, defend and hold harmless RTDNA, SPJ and NAHJ from and against any and all liabilities, losses, damages, suits, claims, demands, costs and expenses, including but not limited to reasonable attorney's fees in connection therewith, which may arise or result in any way from the wrongful acts or negligent acts of exhibitor/sponsor, its agents, contractors and employees.

7. SECURITY

Each exhibitor is responsible for safeguarding its goods, materials, equipment and exhibit at all times during the event. Deliveries or removal of equipment are only permitted during move-in and move-out.

RTDNA, SPJ and NAHJ provides security guard service for the perimeter of the exhibit hall, but neither the guard service nor EIJ will be responsible for loss of or damage to any property.

8. SOLICITATION

RTDNA, SPJ and NAHJ prohibits solicitations by non-exhibitors on the show floor or other areas where meeting functions are held.

9. LOGO REQUIREMENTS AND USE

To ensure that your company receives the highest quality logo recognition, RTDNA, SPJ and NAHJ must receive your logo in a

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vector-based EPS format, as well as in a JPEG format. For web use, a PNG is preferred. The level of sponsorship will determine size of logo in relation to other logos on general sponsorship signage. Sponsored item will determine the appropriate size of logo.

10. FOOD & BEVERAGE PRODUCTS

Distribution of food & beverage products from the exhibitor's booth is permitted with prior approval from the Exhibit Manager. All food & beverage service must be coordinated and purchased through the official catering department. Alcoholic beverages are permitted.

11. ANIMALS

The use of live animals in an exhibit for any purpose is prohibited.

12. EXHIBITOR PERSONNEL

All participants affiliated with exhibits must register. Each person registered as an exhibitor must be employed by the exhibiting company or have a direct business affiliation. Exhibits must be staffed at all times during exhibit hours. RTDNA, SPJ and NAHJ strictly enforce the opening and closing hours. Those groups that do not keep their booths staffed and operating until the official closing time jeopardize their participation at future EIJ conferences.

13. BOOTH SIZES

In-line Booth An in-line booth is 10-feet wide, 10-feet deep, and 8-feet high. See diagram for line of sight restrictions.

Island Booth

An island booth is 20-feet wide and 20-feet deep or larger.

The island exhibitor receives the following benefits: a) waiver of sidewall restrictions; and, b) increased visibility from all areas of the exhibit hall.

14. BOOTH CONSTRUCTION

Every exhibit space should allow for the visibility of other spaces. The following rules for booth construction ensure that every exhibitor has reasonable sight lines to the aisle. All exhibits must conform to the standards set by RTDNA, SPJ and NAHJ, which are as follows:

- No obstructions in the front half of the booth above a height of 40-inches are permitted. The booth height of 8-feet, inclusive of company name and logo, may be maintained up to 50% of the distance from the back wall toward the front of the space.
- Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. For demonstrations of equipment that may have a noise disruption to surrounding exhibitors, a demonstration schedule must be set with the meeting manager in advance.
- No part of any equipment, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface same; damage arising by failure to observe these rules shall be payable by the exhibitor.
- Additional guidelines may be found in the official Exhibitor Kit.

Inland Booth Diagram



