

OFFICIAL EXHIBITION REGULATIONS

All exhibits and exhibitors are subject to the following regulations

1. Organization of American Historians (OAH): The OAH, in determining convention sites, will consider the availability of an acceptable area for exhibitors as a factor in deciding whether or not a particular facility meets the need for OAH and exhibitors.

OAH provides and pays for security for the general exhibit area but not for individual booths.

OAH assumes the responsibility of arranging for proper floor space, lighting of the general area and decorator service. It also assigns booth space, scheduling as to when exhibitors set up exhibits, hours exhibits are open during the Annual Meeting, and when exhibits may be seen. It also reserves the right to make changes in hours and exhibit booth location(s), if necessary.

For each of the matters above set forth, OAH assumes responsibility and liability and will hold exhibitors harmless from all claims, including attorney fees, growing directly or indirectly out of its performance of its obligations as above set out.

2. Exhibit Criteria: Exhibiting firms must be limited to those providing services, products or publications which relate directly to history. The OAH Executive Board reserves the right to cause any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of the Board, is misleading or deceptive, in poor taste, or not in keeping with its character the objective of the Annual Meeting.

3. Contract for Space: Exhibitor must pay the OAH the sum of \$1,000.00 per booth. A deposit of \$500.00 per booth is due with the signed original contract and the balance is due 15 February 2002. The OAH will provide 10' background and 3' side drape, one six-foot skirted table, two chairs and a wastebasket as a package in each booth. Contracts received after 15 December 2002 must be accompanied by full payment. Notification of cancellation must be made in writing. Cancellations received after 15 December 2002 obligate the exhibitor to full payment of the rental and forfeiture of all monies paid. Any space not occupied by 3:00 p.m. on Thursday, 3 April 2003, will be forfeited by the contracting exhibitor and such space may be sold, reassigned, or used by the OAH without refund of rental fee.

Reassignment or subletting of all or any part of the booth space by the exhibitor is prohibited. No exhibitor shall share the space allotted without the knowledge and consent of the OAH. All companies who share a booth must sign a contract.

4. Exhibit Set-up and Dismantle: In setting up or removing the booth, exhibitors must abide by the following schedule:

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| <u>Set up:</u> | Thursday, 3 April, 8:00 a.m.-3:00 p.m. |
| <u>Operate:</u> | Thursday, 3 April, 3:00 p.m.-6:00 p.m. Friday, 4 April, 9:00 a.m.-6:00 p.m. Saturday, 5 April, 9:00 a.m.-6:00 p.m. Sunday, 6 April, 8:30 a.m.-11:00 a.m. |
| <u>Dismantle:</u> | Sunday, 6 April, 11:00 a.m.-3:00 p.m. |

Exhibitors shall be liable to the owner of the exhibit area and other exhibitors for any property damage incurred during set-up and dismantle of the exhibit. All exhibits are to be completely set-up

by 3:00 p.m., Thursday, 3 April. Exhibits must remain intact until the official closing hour. Failure to observe this rule will result in removal from the first priority announcement mailing the following year. **All exhibits must be removed by 3:00 p.m. Sunday, 6 April.**

5. Special Regulations: The exhibiting company will be responsible for construction of and payment of costs of construction of its booth within the area assigned it by OAH.

No music shall be played in the exhibit area.

The exhibitor will maintain a neat, attractive display conforming with the provisions herein as established by OAH. Exhibit booth staff shall exercise due care to avoid anything which will make the exhibition area unattractive or unsafe, and exhibitors shall cooperate with each other in keeping the display area safe. Such action by each exhibitor shall include but not be limited to having attractive and safe displays, keeping the display in good order, keeping exhibit areas and any public ways immediately adjacent to their respective display areas free from all debris, water, paper, and any other thing which might be the cause of a person sustaining personal injury or property damage.

Each exhibitor shall have the duty to report to the Convention Manager when it is believed that OAH or an exhibitor(s) have not performed or are improperly performing any of its obligations as herein set out.

6. Security: Exhibitors are solely responsible for their own exhibit materials and should insure exhibits against loss or damage from theft, accident, vandalism, fire or other causes. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to/from and within the confines of the exhibit area.

7. Nonflammable Materials: All materials, including cloth drape or banner used in the exhibit area, must be nonflammable to conform with fire regulations. Materials not conforming with such regulations will be removed immediately at the exhibitor's expense.

8. Official Decorator: The official general service contractor for the 2003 OAH Annual Meeting is Heritage Exposition Services, 4240 Duncan Avenue, Saint Louis, MO 63110; 314-534-8500.

9. Liability: Each and every exhibitor having executed an agreement in the same words and figures as this agreement, the exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises of the Memphis Cook Convention Center and shall indemnify and hold harmless the Memphis Cook Convention Center, its parent, agents, affiliates, directors, officers, servants, and employees from any and all such losses, damages, and claims. Excluded from this are liability or claims caused by the negligence of the Memphis Cook Convention Center, and/or OAH and their respective owners, directors, officers, employees, servants, or agents. The Exhibitor understands that neither the OAH nor the Memphis Cook Convention Center maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.