

GENERAL RULES, REGULATIONS, AND POLICIES GOVERNING THE BiiG 2018 CONFERENCE AND TRADE SHOW

JANUARY 31- FEBRUARY 2, 2018 | SCOTIABANK CONVENTION CENTRE, NIAGARA FALLS, ON

Campus stores Canada (CSC) reserves the right to exercise its sole discretion in the acceptance or refusal of exhibitor application. All exhibitors must be full CSC Vendor Partners in good standing. (Membership applications can be found online at www.campusstores.ca/partners.)

CSC and its authorized representatives are hereafter referred to as BiiG or BiiG Management. The BiiG 2018 Conference and Trade Show is hereafter referred to as BiiG. The Scotiabank Convention Centre is hereafter referred to as SCCN. This document, "General Rules, Regulations, and Policies Governing the BiiG 2018 Conference and Trade Show" is hereafter referred to as Rules.

1. PAYMENT POLICIES

- All payments must be made in Canadian Dollars
- All contracts must be accompanied by payment according to the schedule listed below. Contracts received without such payment will not be processed nor will space be assigned.
- If paying by cheque, contracts received on or before July 31, 2017 require a 20% deposit of total booth fee. Full payment is due by July 31, 2017. If space is not fully paid for prior to August 1, 2017, space is subject to cancellation or reassignment at the discretion of BiiG Management.
- If payable by credit card, 20% will be charged upon receipt of contracts received up to July 31, 2017, and the balance will be charged automatically on August 1, 2017.

2. CANCELLATION POLICIES

- All cancellations must be received in writing addressed to Campus Stores Canada via email: biiG@campusstores.ca
- Prior to December 15, 2017, the exhibitor will receive a 50% refund on their total registration.
- No refunds on space cancellations will be made after December 15, 2017.

3. USE OF SPACE

Upon receipt and acceptance of exhibit application, BiiG Management will assign booth space and notify exhibitor of acceptance and booth number. Exhibitor may not assign, share, or sublet any space allotted to it and may not advertise, display or otherwise market goods other than those manufactured, distributed, represented, or sold by it in the regular course of business as listed in the directory. *NOTE:* Only the name of the exhibitor who has contracted exhibit space will be listed in the BiiG 2018 Trade Show Exhibitor List. BiiG Management reserves the right to reassign booth space as necessary.

4. INSTALLATION AND DISMANTLE

All exhibits must be installed, dismantled, and removed per the schedule set forth by BiiG Management. Should any paid space remain unoccupied as of 12:00 pm on Wednesday, January 31, 2018, except if BiiG Management has been notified by the exhibitor and has approved late arrival, BiiG reserves the right to rent such space to any other applicant and no refund will be made to the original contracting firm. **Dismantling a display before the official show end on Friday, February 2, 2018 is not allowed.** Early booth dismantling may result up to a \$10,000 fine and being permanently forbidden from all future CSC events. If any exhibit is not removed by the scheduled move-out time, BiiG Management reserves the right to remove and/or discard the exhibit and charge the expense to the exhibit and charge the expense to the exhibitor.

5. DISPLAY

BiiG will supply the following for each exhibit: 8' curtain background; 3' curtain side rails; one 6' x 2' folding table with associated drapery; and two chairs. Vacuuming the afternoon prior to the trade show opening is included in the booth fees; any additional vacuuming can be ordered at the exhibitor's expense and may be ordered through STRONCO. Nothing can be affixed, nailed, or otherwise attached to convention centre walls, doors, etc. Likewise, no attachments may be made to the floors by nails, screws, or any other device that would damage them. Further display rules, including site-line requirements, hanging signs requirements, and booth heights can be found in the one Exhibitor Service Kit.

6. BOOTH CONDUCT AND GENERAL PRACTICES

Exhibitors must operate in a way that does not interfere with the rights of another exhibitor. Exhibits, displays, and personnel must be presented in a professional manner. The following practices are not permitted at BiiG 2018:

- Scheduling conflicting activities during any scheduled BiiG event
- Suitcasing on the trade show floor.
- Solicitation of other BiiG exhibitors.

- Entering any booth uninvited; harassment, plagiarizing, photographing, video or audio recording of another booth without their express permission.
- Conducting business outside of contracted space (including the distribution of fliers, leaflets, or any other activity in public areas) or other aisle obstructions mascots, models or booth personnel must be inside of your contracted space.
- Selling of food or beverage in exhibitor's booth is not permitted – food given away by exhibitors must either be purchase through the catering department of the convention centre.
- Smoking or the use of electronic cigarettes in the exhibit hall
- Use or distribution of glitter, confetti, or similar items
- Use or distribution of helium balloons
- Use or dissemination of loud music, noise, odors, or flashing lights
- Children under the age of 18 will NOT be allowed in the exhibit hall except when allowed by BiiG Management. Children must be badged at registration to gain admittance, and must be supervised and accompanied by an adult always while on the trade show floor.

7. ORDER TAKING/SALES

No retail sales are permitted on the trade show floor. Exhibitors are not permitted to sell products for delivery at the show. Orders may be taken for future delivery only.

8. LICENSING

Exhibitors or their agents shall not display or offer for sale any counterfeit product, nor shall they display, offer for sale, or advertise any products which bear the name, logo, mark, symbol, or other indicia of origin of a college or university for which a licensing program exists, unless such display has been authorized by the respective institution and/or its licensing agent. If BiiG believes an exhibitor has violated the licensing agreement, BiiG Management shall be entitled to request the removal of the unauthorized product. If BiiG is found liable for any licensing violation that arises from or relates to an exhibitor's actions, that exhibitor agrees to indemnify BiiG.

9. EXHIBITORY DIRECTORY AND FLOOR PLAN

An official directory will be created as part of BiiG 2018. Only vendor partners with valid exhibitor contracts will be listed. The exhibitor waives any and all claims with respect to errors and omissions in the listing. The exhibitor shall be responsible for submitting the information by stated deadlines, the content of the entries, and for any damages claimed through the publication thereof. **The directory will list company name as it appears in BiiG membership database.**

10. EXHIBITOR HOSPITALITY

Exhibitors may not schedule hospitality events, entertainment, or any event during the course of BiiG event programming except in their exhibit booth while the conference and trade show are in progress. Companies who wish to host hospitality suites must apply to BiiG in writing for permission, and must agree that the suites are not to be open during any BiiG scheduled event. **IN ADDITION, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to BiiG attendees at any time during BiiG without the advance approval of BiiG. If an event is held without approval, BiiG reserves the right to exclude the exhibitor from future CSC activities.**

11. BADGES AND EXHIBITOR PERSONNEL

Exhibitors should register their personnel in advance online at <<website>>. Exhibitors are permitted to register 4 person-days for each 100-square-foot-booth unit up to a maximum of 40 personnel present at any one time. Each representative of an exhibiting company must wear official BiiG exhibitor badge at all times while in the exhibit hall. Exhibitor badges are non-transferable. Exhibit booths must be staffed at all times during the show. Additional badges are available, they are \$25 apiece.

12. SECURITY

BiiG Management will contract a security service to monitor the hall during move-in, exhibition, and move out. However, exhibitors are solely responsible for the care, custody, and control of their own exhibit material. It is suggested that exhibitors carry insurance for covering loss or damage to their exhibit material.

13. EXHIBITOR INSURANCE

The License Agreement, the Scotiabank Convention Centre Rules, the Exhibitor Contract, and these Rules limit the responsibility of SCCN, BiiG Management, its agents and representatives, and Campus Stores Canada for property loss or personal injury arising from exhibitor's participation in BiiG or use of SCCN. Exhibitor shall, at the exhibitor's sole cost and expense, procure and maintain for a period inclusive of the entire term of BiiG (including the time specified for installation and dismantling), comprehensive general liability insurance against claims for bodily injury, death, and property damage which arise out of or are in any way connected with the exhibitor's participation in the trade show or use of occupancy of the Licensed Premises of SCCN, including claims for injuries occurring in SCCN. Such insurance must include coverage for contractual liability, product liability, and coverage for the indemnification obligations of exhibitor under these Rules, with combined single limits of liability of not less than \$1,000,000 for each occurrence. Such insurance must designate Campus Stores Canada, Scotiabank Convention

Centre, and all agents and representatives of such entities as additional named insured. Exhibitor shall obtain and furnish BiiG Management, upon request, a certificate of insurance evidencing the required insurance.

14. EXHIBITOR LIABILITY-INDEMNIFICATION AND COVENANT NOT TO SUE

Exhibitor agrees to be fully liable and responsible for all claims, liabilities, losses, damages, or expenses relating to or arising from an injury to any person or any loss of or damage to property, if such injury, loss, or damage arises out of, it is in any way connected with, the participation in BiiG by exhibitor. Exhibitor releases CSC from and agrees not to sue or otherwise make any claim against CSC for any damages or liability in any way related to BiiG, the Exhibit Contract, the Rules The License, the Licensed Premises, BiiG's agents or representatives, or SCCN for: (i) loss, theft, damage, or destruction of goods; (ii) injury to exhibitor employees, agents, invitees, r representatives while attending BiiG; (iii) any damage by reason of failure to provide space for the exhibit, or the removal or alteration of the exhibit (iv) any good faith action of any nature by BiiG Management; or (v) any other loss or damage of any other nature or character. This release and agreement not to sue covers claim which are both known and unknown. Fully permitted by applicable law and statues, exhibitor agrees to protect, indemnify, hold harmless, and defend CSC, the SCCN, and BiiG's agents and representatives against all claims, liabilities, losses, damages, and expenses arising out of or relating to exhibitor's participation in BiiG or use or occupancy of the Licensed Premises or Centre, including reasonable attorneys' fees and all costs of litigation.

15. FORCE MAJEURE CLAUSES

BiiG will not be responsible in any event for any loss, damage, delay, or limitation related to acts of God, transportation stoppages, labor disputes, government restrictions, civil unrest, warfare, acts of terrorism, unavoidable casualty, or any other similar or dissimilar causes beyond the control of CSC. Exhibitor hereby releases and discharges CSC from all liability for any such loss, damage, delay, or limitation. Should any contingency present the holding of BiiG, CSC may retain such part of the fee specified in the Exhibitor Contract as is required to compensate BSB for expenses incurred up to the time such contingency has occurred.

16. CANCELLATION OF BIIG 2017

Should any contingency prevent holding the exposition, other than through a direct act or omission of CSC, CSC may retain such part of exhibitor's booth fees as shall be required to recompense it for expenses incurred up to the time of cancellation, and both parties will be relieved of any other and all further liability.

17. COMPLIANCE WITH ALL FEDERAL, PROVINCIAL, AND LOCAL LAWS; SCOTIABANK CONVENTION CENTRE RULES, REGULATIONS, AND POLICIES; LOCAL LABOUR RULES; AND CSC RULES, REGULATIONS, AND POLICIES

Exhibitor shall comply with all applicable laws, rules and regulations of governing authorities, including without limitation, all applicable fire, health, and safety regulations; building/catering regulations; labour/union policies; as well as any and all present and future rules, regulations and schedules of which it has notice promulgated by BiiG regarding the planning, construction, maintenance, and removal of exhibits and the occupancy of exhibition areas at the conference, including the rules and regulations as set forth in the Exhibitor Service Kit and/or periodic updates.

18. MUSIC LICENSING

Exhibitor may not play unlicensed music during BiiG. If CSC is found liable for a copyright infringement arising from an exhibitor's unauthorized use of copyrighted music, the exhibitor agrees to indemnify CSC in full.

19. RULES, AMENDMENTS, AND ENFORCEMENT

CSC shall have the final determination, interpretation, and enforcement of all rules, regulations, and conditions governing exhibitors. All matters and questions not covered by these regulations shall be subject to the final judgment and decision of BiiG Management. If any of the above laws, rules, regulations, and/or policies are violated by an exhibitor, CSC reserves the right to annul or cancel this Contract, remove exhibitor from the exhibit hall, impose fines, and/or forbid the exhibitor from participation in future CSC events. Such rules, regulations, and schedules may be amended from time to time by BiiG Management and exhibitors shall comply with any and all such amendments following written notification of such changes.

20. APPLICABLE LAW

These Rules and all other terms and conditions of the Exhibit Contract shall be governed by and construed in accordance with the laws of the Province of Alberta without regard to conflict of laws, rules, or principles.