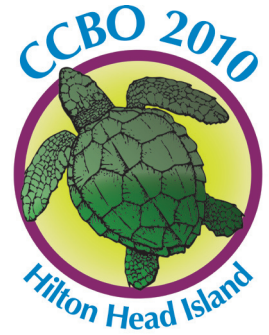


# EXHIBITOR APPLICATION

## Community College Business Officers 28th Annual International Conference

The Westin Hilton Head Island Resort • Hilton Head, South Carolina • November 13-16, 2010



Business: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

C/S/Z \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Chief Product or Service: \_\_\_\_\_

Booth Selection: \_\_\_\_\_ Please list organizations you would prefer not to be next to in the exhibit area:

\_\_\_\_\_

\_\_\_\_\_

Please indicate the Exhibitor Package you wish to purchase:  MEMBER \$1,295  NON-MEMBER \$1,795

Payment Method:  Check/Money Order – All checks must be made out to **Community College Business Officers**.

Credit Card (Check one):  MasterCard  Visa  American Express

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I authorize Community College Business Officers to charge \$ to my credit card account above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the Exhibitor, I agree to abide by all rules and conditions under which the exhibit area is leased to CCBO. Said exhibit specifications become part of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EXHIBIT RULES & REGULATIONS

#### Standard Booth Equipment

No signs or decorative materials may protrude into the aisle or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobbies or exits leading to any fire extinguishing devices.

#### Installation/Dismantling

All displays must be installed and completely arranged at least one hour in advance of the date and hour officially announced for the opening of the exposition.

The deadline for removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment by the appropriate deadline published by CCBO.

All displays must remain intact until the official close of the show. No exhibitor may begin dismantling, move-out or packaging prior to the time of closing shown on the program.

Arrangement and payment for transporting goods to and from the exposition, receiving, decorating and removal of exhibits are the responsibility of the exhibitor.

#### Eligibility

Any firm or organization NOT officially assigned space in the exposition will NOT be permitted to engage in any activities within the exhibit area unless authorized by CCBO.

#### Exhibit Booth Personnel

Exhibit Booth Personnel identification shall be restricted to full-time employees of exhibiting organizations or other authorized representatives of exhibiting firms approved by CCBO who are actually "staffing" the exhibit booth during published move-in, show opening and/or move-out hours.

All exhibitor personnel shall wear proper badge identification, as provided by CCBO, prominently displayed, plus have corporate identification available for viewing by management or the representative of the official contractor for security, at all times.

CCBO shall have the right to limit the number of exhibitor representatives present in any exhibit space and shall have the right to limit the total number of exhibitor badges that may be included with the cost of each booth.

#### Insurance

Exhibitors are advised to carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others. CCBO does not accept responsibility (or liability) for any losses or damage to person or property in the exhibit hall.

Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Exhibit Facility (including any union labor work rules). Without limiting the foregoing, exhibitor shall construct its exhibits to comply with the Americans with Disabilities Act.

Each exhibitor is charged with knowledge of, and compliance with, all laws, ordinances and regulations pertaining to health, fire prevention, music and public safety while participating in the exhibition.

#### Cancellation

If you must cancel your booth, please do so by October 22, 2010. A \$100 processing fee will be charged.