



#### 1. Exhibit Dates and Hours

Friday	October 21	7:00 am – 5:00 pm
Saturday	October 22	7:00 am – 12:00 pm

Exhibits will be allowed in the Exhibit Hall at 6:00 am with proper ID (HOTZONE issued Badge Only)

#### 2. Exhibit Move-in and Set-up

Thursday	October 20	12:00 pm – 6:00 pm
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Exhibitors and their approved appointed contractors will be allowed on the Exhibit Hall Floor during the above noted times. Electrical power and work level lighting will be on during setup hours.

#### 3. Dismantling of Exhibits and Move-Out

Saturday	October 22	12:00 pm – 2:00 pm
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SEE Crowne Plaza Shipping & Receiving Procedures

#### 4. Operation of Exhibits

- Booths must be open during Exhibition Hall hour of operation.
- Exhibits should include descriptive and educational brochures.
- Booth space must be planned to allow an adequate viewing area so aisle traffic is not obstructed. Equipment for demonstrations must not pose a safety hazard.
- HOTZONE reserves the right to discontinue objectionable presentations that violate laws or rights of other Exhibitors and that might disrupt the Conference.
- Activity and attire of models and demonstrators SHALL be consistent with the professional atmosphere of the Exhibit.

#### 5. Demonstrations, lectures or presentations must be done by full-time employees of the exhibiting company.

- It is the responsibility of the Exhibitor to receive prior approval from HOTZONE for any product demonstration or presentation which is not within standard industry procedures and/or may be questionable in nature.
- Audiovisual devices/effects and demonstrations will be permitted only in those locations and at such sound intensity as, in the opinion of HOTZONE, does not interfere with the activities of neighboring Exhibitors. Plans to use such devices or demonstrations must be presented to HOTZONE for approval by September 9, 2016.
- Spotlights and floodlights must be located in such a way as not to distract or annoy others. Flashing, revolving or rotating lights must be within the prescribed ceiling height of the booth space, and may only be turned on while being demonstrated.
- No helium balloons may be used as booth decoration or inflated to distribute to booth visitors.
- HOTZONE reserves the right to discontinue objectionable presentations that violate laws or rights of other Exhibitors and that may disrupt the HOTZONE Conference until such time as a mutually agreeable presentation may be developed. The Exhibitor waives any rights or claims of damages arising out of enforcement of this rule.

#### 6. Program Listing

Only the Exhibitor name that appears on the Company Profile form will be used to identify booth space. Company and product information provided as part of the Company Profile will be included on the HOTZONE website and **THE HOTZONE Participant Brochure**. Exhibitor information is listed in alphabetical order by Company name in the HOTZONE Participant Manual. Products or services displayed by the Exhibitor may not be used in conjunction with or in place of the Exhibitor's legal company name. Product information can be outlined in the listing area provided for this information. HOTZONE cannot be held responsible for errors or omissions which occur in the course of collection and/or printing of this information.

#### 7. Sponsorships

A Sponsorship Program is developed to help companies gain additional exposure and advertising during the conference. These diverse and high profile sponsorship opportunities are limited. Whenever possible, multiple sponsorships will be available for a given item. Exhibiting companies will be allowed to purchase multiple sponsorships. See separate attachment for details.

03-11-2016

#### 8. Mechanical Recording

Photography, videotaping or other means of mechanical recording during setup, dismantling and non HOTZONE Conference hours is prohibited. Photography is allowed during THE HOTZONE hours with approval of HOTZONE. Once approved, the Exhibitor will be required to schedule a time when the photography will occur. The photographer must be accompanied by a member of the HOTZONE Staff. Each Exhibitor has control over the space they have rented and may prevent those considered its competitors from gaining access to or photographing its exhibit or presentations. No Exhibitor shall deny any reasonable request by the media to photograph the exhibit from outside the perimeter of the booth during THE HOTZONE hours

#### 9. Handout/Novelty Item and Food Distribution

Small token gifts which are worn, displayed and/or carried in the pocket such as pens, pencils, luggage tags, or pocket calendars may be distributed from the booth without prior approval from HOTZONE. It is the responsibility of the Exhibitor to receive prior approval from HOTZONE for any handout which may be questionable in nature.

Distribution of refreshments or any other products for consumption is prohibited without the prior approval of HOTZONE and Crowne Plaza Houston–NRG Park. No food or beverages will be permitted on the premises unless purchased through the Crowne Plaza Houston–NRG Park.

#### 10. Compliance with Laws

Exhibitors shall comply with all laws and ordinances of the United States, the State of Texas and the City of Houston. Plus, whenever applicable, all rules and regulations of the local police and fire department along with policies and criteria established by the Crowne Plaza Houston–NRG Park.

#### 11. Labor

Houston is a right-to-work city. Full-time employees of exhibiting companies may set their own exhibits. Employees should be prepared to produce some type of company ID when engaged in these activities.

#### 12. No Smoking Policy

Crowne Plaza Houston–NRG Park & the HOTZONE Conference is a non-smoking event. Smoking is prohibited in the Conference Hotel.

#### 13. Press Conferences

Press conferences by Exhibitors in the HOTZONE Exhibit Hall during Exhibit hours are prohibited. All press conferences **must** be coordinated with HOTZONE.

#### 16. Endorsements

HOTZONE does not approve, endorse or recommend the use of any specific commercial products or services. The Exhibitor may not, therefore, state or imply either verbally, or in printed literature, that his product or service is approved, endorsed or recommended by HOTZONE.

#### 17. Enforcement of Rules and Regulations

Violations of the 2016 Terms and Conditions, and/or Rules and Regulations may result in the reduction of rights for space selection at the 2017 HOTZONE. In addition, violations of these Rules and Regulations, or the Contract Terms and Conditions by the Exhibitor, its employees or agents shall, at the sole option of HOTZONE, entitle HOTZONE to terminate the Exhibitor's right to occupy space at the 2016 HOTZONE Conference. In the case of such termination, HOTZONE may retain all monies paid or due by the Exhibitor. Upon evidence of violation, HOTZONE may terminate the Contract, re-enter and take possession of the space, and may remove all persons and goods at the Exhibitor's risk. The Exhibitor shall pay all expenses and damages which HOTZONE may thereby incur.

#### 18. General Information

All matters not covered by these Rules and Regulations are subject to the decision of HOTZONE. These Rules and Regulations may be amended at any time by HOTZONE and all amendments that may be made shall be equally binding on all parties affected by them as are the original Rules and Regulations. All portions of this contract are self-sustaining and capable of separate enforcement. In the event of any amendment or additions to these Rules and Regulations, written notice will be given by HOTZONE to such Exhibitors as may be affected by them.