

SOUTHEASTERN ASPHALT USER / PRODUCER GROUP
RULES, REGULATIONS & CONTRACT
Crowne Plaza Hilton Head Beach Resort
November 09-12, 2009

All Exhibitors displaying at the 2009 Southeastern Asphalt User / Producer Group (SEAUPG) Annual Meeting are required to comply with the following Official Rules and Requirements below:

MANAGEMENT: The word “**Management**” used herein shall mean the Southeastern Asphalt User / Producer Group (SEAUPG) acting through its staff, Jill R. Baumgardner, acting for it in the management of Exhibits.

LOCATION & EXHIBIT HOURS: The 2009 SEAUPG Annual Meeting being held at The CROWNE PLAZA HILTON HEAD ISLAND BEACH RESORT at 130 Shipyard Dr., Hilton Head Island, SC 29928.

Exhibits Set-up: Beginning at 12:00 PM on Monday, November 09 to be complete prior to the beginning of the General Session, which begins at 1:00 PM on Tuesday, November 10. A reception will follow the completion of the Half-Day General Session on Tuesday beginning at 6:00 PM Concluding at 8:00 P:M and Exhibits will be open from 7:30 AM until at least 5:00 PM on Wednesday and dismantled on Thursday, November 12 after the morning break or before Noon on this same day. Since the Exhibits are in the same area as the General Session.

PLEASE, NO TEARDOWN of exhibits prior to the end of the General Session on Thursday.

REGISTRATION OF EXHIBITORS: Registration for Exhibitor (see form) includes registration for two representatives. Additional registration fee is required for additional attendants. Membership will be verified for member exhibitor.

STANDARD EXHIBIT EQUIPMENT: Exhibit Space is approximately 8' x 10' (may be larger, not smaller depending on space available). Included is 8 ft. high back drapes, 3 ft. side pipe/drape, 6ft skirted table, wastebasket, & chairs. Set up and dismantle of exhibitor equipment is responsibility of exhibitor unless other arrangements are made by exhibitor.

AUDIO VISUAL (AV): AV equipment can be rented by the exhibitor through the hotel's in-house AV company which can supply AV equipment rental needs separate from the exhibit rental agreement with SEAUPG.

ELECTRICAL: One Electrical outlet is included in the price of Exhibit Space, additional outlets are at the Exhibitor's expense.

INSURANCE / LIABILITY: The Exhibitor agrees to make no claim for any reason whatsoever, against SEAUPG Management or Hotel, for loss, theft, damage, or destruction of goods, not for injury to the Exhibitor or its employees while in the exhibit area. **Neither SEAUPG Management nor the Hotel shall be held responsible for the safety of exhibits in transport, or otherwise against robbery, mysterious disappearance, fire, accident or any destructive cause, nor for accident to Exhibitors, their employees or their property. Neither SEAUPG nor the Hotel maintains insurance covering Exhibitors' property; therefore, it is recommended Exhibitors shall carry liability and property damage insurance of their own.**

If the premises are defaced or damaged by the Exhibitor or Exhibitor invitees or guest, the Exhibitor shall pay the Hotel for any and all expenses incurred by damage to its physical property, caused by Exhibitors or riggers, haulers, or other contractors engaged for the purpose of hauling equipment into or out of the building. The Exhibitor shall hold SEAUPG and Hotel harmless from any claims, expenses, damages, or liabilities resulting in damage to the Hotel, its guests, agents or employees caused by or arising out of the actions of the Exhibitor or any of its employees, agents or representatives.

CANCELLATIONS: Notification of cancellation must be received in writing (email, fax or postmaster), by SEAUPG Management on or before November 1, 2009 for Exhibitor refund less 15% cancellation fee. After this date refunds less cancellation fee will only be refunded if space is re-sold.

DEFAULT OF OCCUPANCY: Any exhibit space not occupied by: 6:00 PM on Tuesday, November 10 or by 8:00 AM on Wednesday, November 11, will be forfeited by the exhibitor. The Exhibit space may be re-sold, reassigned or used by SEAUPG without refund.

(Please return page 1 & 3 and keep this page for your records)

