

**16th Annual ATLANTIC CITY FUND RAISING EXPO 2012
GENERAL SHOW INFORMATION & POLICIES
Trump TAJ Mahal Casino Resort - Grand Ballroom**

<http://www.acfundraisingexpo.com>

Exposition managed by Sitework Associates, Inc.

SPACE RESERVATIONS

Exhibitors can reserve space by completing the enclosed contract form and mailing it with full payment to: **Atlantic City Fundraising Expo, P.O. Box 20068, Sarasota, FL 34276-3068** or by faxing this application with credit card information to (941) 927-5407. *Note: Credit card payments for exhibit space will be processed by Sitework Associates, Expo Management.*

All Exhibits must be in place and fully assembled by 8:30 a.m. on Tuesday, February 7, 2012, and removed immediately after the Exposition closes at 5:30 p.m. on Wednesday, February 8, 2012.

Exhibitors may display only their own products or those of companies represented.

EXPO DATES

Tuesday, February 7, 2012 9:00 a.m. – 5:30 p.m.
Wednesday, February 8, 2012 9:00 a.m. – 5:30 p.m.

EXHIBITOR SET UP

Monday, February 6, 2012 12:00 Noon – 8:00 p.m.
Tuesday, February 7, 2012 6:30 a.m. – 8:30 a.m.

COMPLIMENTARY NETWORKING LUNCHEON

12 Noon – 1:00 p.m.
Tuesday & Wednesday, February 7 & 8, 2012
Note: Exhibit Hall will remain open during lunch

DISMANTLING

Wednesday, February 8, 2012 5:30 p.m. (not earlier) – 11:00 p.m.
OR BY REQUEST Thursday, February 9, 2012 8:30 a.m. - 12 Noon

Additional selling time before or after daily Expo hours available upon request to Expo Management by calling 1-800-323-1927

CONFIRMATION

A confirmation letter and advance shipping information will be sent to Exhibitors by Expo Management upon receipt of completed Exhibitor Application and full payment. Freight, drayage, furniture and decorating services will be available through AEX Convention Services. Expo Management assumes no responsibility or liability for any of the foregoing services preordered or material delivered.

GUESTROOM RESERVATIONS

\$75.00 plus \$5.00 additional Casino Hotel Room occupancy fee per night, plus tax. Special group Guestroom rate is available for Exhibitors and Attendees at Trump TAJ Mahal Casino Resort, the Expo Host facility. Reservations can be made by telephone call to Group Reservations at 1-800-825-8888 and mentioning the Fund Raising Expo Guestroom block. **Special group code: AFUND 12.** Hotel reservations accepted at group rate until January 20, 2012. This special guestroom convention rate includes 16th Annual Atlantic City Fundraising Expo 2012 registration fees.

CANCELLATIONS

There will be no refunds or cancellations of exhibit space. Expo Management may, in its sole discretion, relocate the site of the Expo or terminate this contract. In the event of Expo relocation or termination, the Exhibitor hereby agrees that the sole liability of Expo Management shall be to return to each Exhibitor his Booth space payment less his pro-rata share of all costs and expenses incurred and committed by Expo Management.

AIISLE SPACE

All aisle space is under the control of Expo Management and shall not be used for exhibit or demonstration purposes.

EXHIBIT RESTRICTIONS

No construction in exhibit space shall exceed eight feet in height. Construction in excess of four feet in height must be kept within three feet of the backline of the exhibit space. All exhibit materials used in the Exhibit area must be non-flammable and conform to existing fire regulations. The use of sound systems is permissible, provided that they are not audible more than three feet into the aisle or into neighboring Exhibit spaces. Expo Management reserves the right to restrict exhibits which, because of noise, method of operations, materials or for any other reason become objectionable. Expo Management also reserves the right to prohibit or remove any exhibit, which, in the opinion of Expo Management, may detract from the general character of the Exhibition or consists of products or services inconsistent with the purpose of the Exhibition.

LIABILITY

Sitework Associates, Inc., Exposition Management of the Atlantic City Fund Raising Expo assumes no responsibility for the safety of personnel and properties of exhibitors or the personal property of their officers, agents or employees. Any exhibitor wishing to insure his personnel or goods against injury, theft, damage by fire, accident or other cause, must do so at his own expense. The Contracting Party hereby indemnifies and shall defend and hold harmless the Atlantic City Fund Raising Expo, Sitework Associates, Inc., its officers and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatever kind or nature arising out of the performance of this agreement, including those arising out of injury to or death of Contracting Party's employees or subcontractors, whether arising before, during or after completion of the services hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence of Contracting Party or its employees, agents or subcontractors.

Sitework Associates, Inc., Exposition Management of the Atlantic City Fund Raising Expo shall not be held liable for any damages in the event that performance of this exposition is rendered impossible for any of the following causes: destruction or closing of the Expo hosting facility or substantial portion thereof, by earthquake, the elements, or a public enemy, strikes, terrorist threats, or other public disorders, impossibility of performance created by law or any public authority, and/or causes beyond its control or control of Expo Management, Sitework Associates, Inc. In the instance of cancellation of the Expo caused by inclement weather which forces closure of the area roadway & airports, every reasonable attempt will be made to reschedule the Expo at the Trump TAJ Mahal Casino Resort in a time period deemed available by the hotel. Expo Exhibitor agrees to abide by the rules and regulations as set forth by Expo Management. Under no circumstances will Expo Management be liable for lost profits or other incidental or consequential damages.

SECURITY AND INSURANCE

Guard Services will be provided during the hours the exhibit area is closed. However, the Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any cause whatsoever. All property of an Exhibitor is understood to remain in its care, custody, and control in transit to or from or within the confines of the Exhibit Hall. Exhibitor agrees to waive its right of subrogation against the Expo Management of the 16th Annual Atlantic City Fund Raising Expo.

REFRIGERATED STORAGE SPACE

A limited amount of refrigerated and freezer storage space will be made available at the Trump TAJ Mahal Casino Resort to exhibitors beginning on February 6, 2012. The Hotel's Business Center is available for small package shipment sent directly to the hotel (limited space).

UNLOADING FREIGHT AT THE HOTEL

Exhibitors may ship exhibit material in advance to AEX Convention Services:
3093 English Creek Ave., Egg Harbor Township, NJ 08234 (609) 272-1600.

AEX Convention Services will deliver all larger, properly labeled shipments to Exhibitor's booth. Inbound drayage charges of \$33.50 per cwt. or fraction thereof, per shipment and \$19.50 per cwt. or fraction thereof for outbound shipments are at the expense of the Exhibitor and must be paid to AEX Convention Services prior to the close of the Expo. Exhibitors can bring their own freight to the Taj Ballroom through the Hotel's freight elevator or use AEX Cart Rate Service at \$55.00 per cartload.

TAXES AND LICENSES

Exhibitors shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any authority in connection with their activities at the Exposition. The Exhibitor shall remain solely liable any infringement(s) or violations. Sitework Associates, Atlantic City Fund Raising Expo Management is to be held harmless from all loss, claims, causes of action, suits, damages, liabilities, expenses, and costs, including reasonable attorney's fees arising from or out of any violation or infringement (or claimed violation or infringement) by Exhibitor's agents or employees.

MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL

Each Exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in the Exhibitor's Booth or Display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, without the procurement of a license to use such music or copyrighted material. The Exhibitor is solely liable for any copyright infringements or violations.