



Women In Trucking 2024 Accelerate! Conference & Expo Contract Conditions, Rules & Regulations for Exhibitors

- 1. Contract for Exhibit Space:** This form serves as the Contract for exhibit space at the 2024 Accelerate! Conference & Expo, sponsored by Women In Trucking Association, at the Hilton Anatole in Dallas, TX. This event takes place Nov. 10-13, 2024. This agreement constitutes the agreement with Women In Trucking Association (WIT), with offices located c/o Kerber Rose, 2040 Jay-Mar Road, Plover, WI, 54467, USA; 888-464-9482.
- 2. Payment:** *WIT must receive payment in full from exhibitor/sponsor within 30 days of formal registration*, unless prior arrangements have been made and agreed upon with WIT. If any remaining balance of the full remittance of the booth(s) or sponsorship engaged by the exhibitor/sponsor has not been received by WIT 30 days prior to the event, WIT reserves the right to cancel this contract without liability. In such event, WIT shall retain the amount paid by such exhibitor as a forfeited deposit and will apply amount to remaining balance. Exhibitor/Sponsor agrees to pay full amount of remaining balance on the first day of the event and will not be allowed to set-up until full payment has been remitted in the form of certified check, money order, or credit card.
- 3. Payment and Provisions in Case of Default:** If an exhibitor fails to pay, when due, any sum required after they formally commit online at www.WomenInTrucking.org to their participation in the Accelerate! Conference & Expo, or fails to observe or abide by these Contract Conditions, Rules and Regulations, WIT reserves the right to terminate this contract immediately, without refund of any monies previously paid. The exception to this is if they formally follow Cancellation of Exhibit Space Contract in point 18, see below.
- 4. Cancellation of Exhibit Space Contract:** A request for cancellation of an exhibit space contract must be made in writing and received by Carleen Herndon of WIT at Carleen@womenintrucking.org. A full refund, less 50% for cancellation penalty, will be made to the exhibitor or sponsor for any cancellations received in writing prior to June 7, 2024. The exhibitor or sponsor will be liable for 100% of commitment if cancellation is made after this date.
- 5. The Expo exhibits** will be mainly in the same space in which the WIT's general conference sessions will take place. Integrating the expo with the main conference space will help to give maximum marketing exposure to exhibitors. Exhibitors are asked to be respectful of the speakers during their sessions and limit networking and conversations to expo times. See schedule for session times and expo times at www.WomenInTrucking.org.
- 6. Assignment of Exhibit Space:** For applications that include a deposit or payment in full, primary consideration for booth space assignment will be given to exhibitors and sponsors on a first-come, first-serve basis, and will ultimately be determined by Women In Trucking. WIT reserves the right to limit the number of company types in each market segment (and particularly those company types that are not a core service or product in transportation, logistics or supply chain).
- 7. Exhibit Rental Fees:** Refer to the schedule of fees found on the Sponsor/Exhibitor Packet found at www.WomenInTrucking.org.
- 8. Booth Space Rental Fee Includes:** One unfurnished piped and draped 10' x 10' exhibit space (8-foot high back wall and 3-foot high siderails), 1 paid registration, 2 contour chairs, 1 6-foot draped table (3 sides), 1 waste basket, one identification sign (17" X 11") per 100 square feet, access to pre-conference attendee list, a discount on additional registrations, listing on the Expo Website, company profile on the conference app, listing on conference entrance sign, and expo game card participation. WIT will provide basic carpeting in the exhibit hall, but if alternative padding/carpeting is desired, exhibitor will order from GES. WIT can accommodate companies that opt to purchase multiple booth spaces at a discounted pricing – including a 20' x 20' island booth. See Sponsor/Exhibitor Prospectus or List of Deliverables for the number of comped registrations you receive. Additional registrations can be purchased at the discounted exhibitor rate, regardless of whether or not you are a WIT member. Each individual attending must formally register online at www.WomenInTrucking.org.

9. Exhibitor Guests: Exhibitors wishing to invite guests, other than registered attendees, to the Conference or Expo, must purchase additional conference registrations. These may be purchased by visiting online at www.WomenInTrucking.org.

- 10. Exhibitor Services:** Below are the primary providers of exhibitor-related services. If the exhibitor needs specific service to be provided by the Hilton Anatole or an outside provider, the exhibitor must secure approval in writing by WIT prior to the stated set-up schedule of the expo.
- Global Experience Specialists (GES) is the Official Services Contractor and is the primary provider of all material handling services, in-booth cleaning, labor, rental of mechanized equipment and any other exhibitor services.
 - Encore is the primary company responsible for electrical, plumbing, or rigging and is the sole party authorized to operate mechanized equipment (i.e., forklifts, cranes, pallet jacks, genie lifts and scaffolding) as part of its contract with the Hilton Anatole. The exhibitor must secure approval in writing by WIT if exhibitor needs to engage an alternative provider

11. Exhibitor Appointed Contractors: Individual exhibitors may utilize their own Exhibitor Appointed Contractor ("EAC") to provide any service except services exclusively provided by GES pursuant to the Exhibitor Services Section above. In order for any EAC to provide any services at this show, the EAC must use the link below to submit a valid certificate of insurance 30 days prior to show start. It should be prepared by an insurance agent and include the following data:

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS: GES (Official Service Provider), Women In Trucking Association (Show Management), Hilton Anatole (Facility), and Accelerate! Conference (Show) are hereby named as additional insured, except for Workers' Compensation. GES and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: Sunday, November 13, 2022 - Wednesday, November 16, 2022 at the city of Dallas, TX.
c/o CertFocus by Vertikal (web portal)
CERTIFICATE HOLDER: Global Experience Specialists, Inc. (GES), 1001 E 101st Terr Ste 235, Kansas City, MO 64131
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract.
 - Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence and {\$1,000,000} each aggregate.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than {\$1,000,000} each accident, {\$1,000,000} disease - each employee and {\$1,000,000} disease - policy limit.
 - AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer

12. Shipping: All exhibitors must make their own shipping arrangements. Exhibitors can make arrangements for storage with the exhibit services company, GES. Shipping instructions will be provided by GES prior to the event. For packages of materials not shipping with the booth, please have them shipped to the attention of a company representative who will be checked into the Hilton Anatole at the time of delivery (charges will be incurred by that individual receiving the freight). Smaller shipments needing to be made immediately prior to the event can be sent to the FedEx Office location at the Hilton Anatole and all shipping fees are the responsibilities of the sender.

13. Set-up & Tear-down of Exhibits: Exhibitor Move-in: Sunday, Nov. 10 (8:00am – 4:00pm); Exhibitor Move-out: Wednesday, Nov. 13 (11:30am – 3:00pm). See specific times and details at www.WomenInTrucking.org.

14. Entertainment of Attendees: The hosting of private functions (such as cocktail receptions, dinners, golf outings or special parties) during the time the Accelerate! Conference & Expo is open or during educational sessions is strictly prohibited. Exceptions may be made only with the expressed written consent by WIT. Obscene, distasteful or lewd behavior or attire is prohibited (see Code of Conduct at www.WomenInTrucking.org). Exhibit personnel must be dressed in appropriate attire. WIT will make no refunds to exhibitors who must leave for reasons of inappropriate attire or behavior.

15. Fire Regulations: All materials used for booth decoration must be of a non-flammable nature. Electric signs and equipment must be wired to meet specifications of local fire authorities. Fire extinguishers on walls, on the floor or elsewhere must not be removed or obstructed in any manner.

16. Insurance and Liability: Exhibitor assumes the full responsibility and liability for losses, damages and claims arising out of injury to persons or damage to Exhibitor displays or other property brought upon the premises of the Hilton Anatole Hotel only to the extent that Exhibitor's negligence caused such liability, losses, damages, claims or injuries. Exhibitor agrees to indemnify, defend and hold harmless WIT and its agents, the Hilton Anatole Hotel, and members, officers, representatives, owners, servants, agents, and employees of both organizations for the aforementioned liability, losses, damages, claims or injuries to the extent that they are caused by Exhibitor's negligence. WIT and the Hilton Anatole Hotel agree to indemnify, defend and hold harmless Exhibitor, and members, officers, representatives, owners, servants, agents, and employees of its organization for such liability, losses, damages, claims or injuries to the extent that they are caused by Women In Trucking's and/or Hilton Anatole Hotel's negligence. Neither party will be liable for any incidental or consequential damages, including lost revenue.

17. Space Limitations: Exhibitor personnel and equipment must refrain from blocking aisles and fire lanes. Exhibitors who violate this regulation are subject to the immediate closing of the exhibit space, without refund or rental fees, as violations could result in the closure of the entire show by the fire marshal.

18. Amendments: Women In Trucking reserves the right to interpret, amend and enforce these Contract Conditions, Rules and Regulations. Written notice of any amendments or interpretations will be provided to each exhibitor or sponsor. Each exhibitor or sponsor, for himself/herself, his/her agents and employees agree to abide by all Contract Conditions, Rules and Regulations set forth herein or any subsequent amendments or interpretations.

Dated: 1/5/2024