

EXHIBIT INFORMATION AND REGULATIONS

This section becomes a part of the executed contract between the Exhibitor and Blacks in Government (BIG).

SPACE ASSIGNMENT

This Contract for exhibit space must be signed and dated by a duly authorized agent of the exhibitor. Full payment must accompany the contract. Please make your submission prior to July 1, 2009. A copy of the contract will be returned to you after BIG has confirmed your space assignment. **Space is assigned on a first-come, first-served basis.**

EXHIBIT BOOTH SIZE AND STRUCTURE

Exhibit booths are 10'x10' for single space. Additional space is charged in multiples of the 10'x10' allocation. Space includes back wall, aisle posts and draperies. The back wall is 8' high with 3' side partitions. An identification sign will be included in each unit.

SCHEDULE

		EXHIBIT	HEALTH SCREENINGS
Setup	Sunday, August 23	12:00 PM - 5:00 PM	12:00 PM - 5:00 PM
	Monday, August 24	9:00 PM - 11:00 PM	9:00 PM - 11:00 PM
Dismantle	Friday, August 28	1:00 PM - 4:00 PM	1:00 PM - 4:00 PM
Operating Hours	Monday, August 24	1:00 PM - 7:00 PM	1:00 PM - 4:00 PM
	Tuesday - Thursday, August 25-27	10:00 AM - 7:00 PM	10:00 AM - 4:00 PM
	* Thursday, August 27 (Career Fair)	10:00 AM - 4:00 PM	
	Friday, August 28	10:00 AM - 1:00 PM	10:00 AM - 1:00 PM

* **The Career Fair Exhibitors will have a different contract, visit web site www.bignet.org or call the BIG National Office at (800) 433-3280 for more information.**

Exhibitors will be permitted entrance into the exhibit area daily one hour prior to opening and forty-five minutes immediately after closing. All exhibits must be in place for opening on Monday, August 24, 2009, at 12:00 PM. Each exhibitor must maintain at least one attendant in his/her booth during hours of exhibit operation.

EXHIBIT EQUIPMENT AND FURNITURE

Shortly after exhibit space has been confirmed, exhibitors will receive the Exhibit Service Manual. For your convenience, order forms will be included in the manual. The Official Service Contractor will design an exhibit to your specification, if requested. The order forms will offer rental of such items as furniture, electrical supplies, etc. The Exhibit Service Manual will also include information on Exhibit Handling and Labor Services. Two chairs, a table and waste can will be provided at no cost.

EXHIBITOR'S BADGES





Persons designated by Exhibit Booth Managers will be issued badges (no more than four per exhibit), which will authorize the person to enter the Exhibit Area one hour prior to opening and to remain for forty-five minutes after closing. **Badges must be visible at all times (Mandatory).**

LIABILITY OF BLACKS IN GOVERNMENT

It is expressly agreed and understood between the Exhibitors and BIG that BIG shall be under no liability for loss of, or damage to goods and property of Exhibitors, nor shall BIG be held liable to personal injuries to Exhibitors or Exhibitor's employees. Each Exhibitor, upon signing this agreement, expressly releases BIG from and agrees to hold BIG harmless from all such claims. The Hold Harmless Clause includes and indemnifies BIG against any claims arising out of the negligent acts or omissions of Exhibitors, their agents or employees in the use of exhibit space. Exhibitor further warrants that they will obey all rules, regulations, and laws of the city of the Baltimore, as well as the Baltimore Convention Center.

In addition to convention security, BIG will provide 24-hour security in the Exhibit area. However, it is advisable to ensure that Exhibitors employees are present during setup and dismantling. Valuable articles subject to pilferage should be removed from booths during times that exhibitors are not present. No one is permitted to carry Exhibitor equipment, etc. out of the exhibit area during operating hours, unless they have a property pass signed by the manager and countersigned by a BIG representative. Exhibitors are advised to carry insurance against damages, loss, fire, and theft.

MISCELLANEOUS REGULATIONS

-  Loudspeakers, phonographs, sound movies and megaphones that interfere with adjoining exhibits are not permissible. Location of silent movies must not interfere with other Exhibitors or aisle space. All operators must conform to any regulations set forth by the Baltimore Convention Center.
-  All packing containers, excelsior and wrapping paper are to be moved from the floor and stored under tables and behind displays.
-  Firms and their representatives not assigned exhibit spaces are prohibited from soliciting in the Exhibit area. Violators of this regulation will be promptly evicted from the area.
-  Exhibit must be confined within the area of space issued to the exhibitor and cannot obstruct the view of the surrounding exhibits or exhibitors.

Your signature affixed to the reverse side of this contract, warrants that you understand and will comply with all terms and conditions listed above. Failure to comply with all rules and regulations may result in removal from the show.

THANK YOU