

Women In Trucking 2022 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 2022 Accelerate! Conference & Expo, sponsored by Women In Trucking Association, at the Hilton Anatole in Dallas, TX. This event takes place Nov. 13-16, 2022. This agreement constitutes the agreement with Women In Trucking, offices located at P.O. Box 400, Plover, WI, 54467, USA; 888-464-9482.

2. Payment: *Exhibitor/sponsor must remit payment within 30 days of formal registration,* unless prior arrangements have been made and agreed upon with Women In Trucking. If any remaining balance of the full remittance of the booth(s) or sponsorship engaged by the exhibitor/sponsor has not been received by Women In Trucking 60 days prior to the event, Women In Trucking reserves the right to cancel this contract without liability. In such event, Women In Trucking 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, Women In Trucking 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 Women In Trucking 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 3, 2022. 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 Women In Trucking'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.

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 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, identification sign (17" X 11"), 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.

9. Conference and Expo Registration Fees: One complimentary registration is included in the booth space rental fee. 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 Women In Trucking member. Each individual attending must formally register online at www.WomenInTrucking.org or call Carleen Herndon at 615-696-1870.

10. 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 or contacting Carleen Herndon at 615-696-1870.

11. Exhibitor Services: Global Experience Specialists (referred hereto in this contract as GES) has been selected by WIT to act as the Official Services Contractor for the Show including the right to serve exhibitors as the:

- a. Exclusive provider of all material handling services, electrical, plumbing, in-booth cleaning, overhead sign hanging, labor, rental of mechanized equipment and any other exhibitor services, unless a specific service is required to be provided by the facility as approved by Women In Trucking; GES is the sole party authorized to operate mechanized equipment as part of its rights as the Official Services Contractor (i.e., forklifts, cranes, pallet jacks, genie lifts and scaffolding); and
- b. Sole recommended contractor for standard and specialty furniture, carpet and flooring, staging, exhibit rental, installation and dismantle labor, transportation, signage, banners and graphics.

12. Exhibitor Appointed Contractors: Individual exhibitors may utilize their own contractor ("EAC") to provide any service except services exclusively provided by GES pursuant to the Exhibitor Services Section above. Client authorizes GES to enforce the mutually agreed upon policy to prohibit any EAC from working at any Show unless the exhibitor seeking to use an EAC delivers to GES at least 20 days prior to the Show move-in date: (i) a Notice of Intent from the Exhibitor identifying an EAC; (ii) a signed Agreement and Rules and Regulations between GES and EAC, and (iii) a certificate of insurance ("COI") submitted to GES' partner, Vertikal, who is responsible for electronic COI compliance and tracking, to ensure the EAC has in place the necessary insurance set forth in this Section. Each EAC must maintain: (a) workers compensation insurance in the minimum amount required by state law; (b) Commercial General Liability in a minimum amount of two million dollars (\$2,000,000) covering all operations; and (c) Automobile Liability insurance in a minimum amount of two million dollars (\$2,000,000) covering all owned, hired and non-owned vehicles. Each of the policies indicated in (b) and (c) shall include both Client and Global Experience Specialists, Inc. as additional insureds for the applicable Show. Client agrees and acknowledges that if any EAC or exhibitor fails to comply with this Section, Client will prohibit such EAC from accessing the Show.

13. Shipping: All exhibitors must make their own shipping arrangements. The Hilton Anatole does not have space for the storage of booth shipments. 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).

14. Set-up & Tear-down of Exhibits: Exhibitor Move-in: Nov. 13 (2:00pm – 7:00pm); Exhibitor Move-out: Nov. 16 (3:00pm – 9:00pm). *IMPORTANT: No exhibitors are allowed to begin tearing down their booths until after the final keynote speaker. If an early departure by exhibitor attendees is required, the exhibitor can arrange through GES or EAC alternative resources to tear down and ship their booth materials during this published tear-down time period.* Any exhibitor that is found to dismantle their booth materials outside of these scheduled times agrees to pay a penalty fee of U.S. \$750. No exceptions (this will be strictly enforced). See specific times and details at www.WomenInTrucking.org.

15. Exhibit times: The 2022 Accelerate! Conference & Expo, sponsored by Women In Trucking Association, is unique in that the conference and expo are integrated. Exhibit times can be found at www.WomenInTrucking.org

16. Entertainment of Attendees: The hosting of private functions (such as cocktail receptions, golf outings or special parties) during the time the Accelerate! Conference & Expo is open or during Women In Trucking 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. Exhibit personnel must be dressed in appropriate attire. Women In Trucking will make no refunds to exhibitors who must leave for reasons of inappropriate attire or behavior.

17. 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.

18. 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 Women In Trucking 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. Women In Trucking 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.

19. 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.

20. 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: 1/28/2022