



Join us to celebrate **DIVERSITY** and **INCLUSION** at the  
**SEVENTH ANNUAL DIVERSITY SUMMIT**  
 Strong Community. Better Future. Working together to promote multicultural understanding in the 21<sup>st</sup> Century

**EXHIBITOR BOOTH REGISTRATION FORM**

**LOCATION:**

South Western School District  
 200 Bowman Road  
 Hanover, PA 17331

**DATE:**

October 11, 2016

**TIME:**

7:30AM – 3:30PM

Thank you for registering as a booth exhibitor for HACH’s Seventh Annual Diversity Summit. For the past six years over 400 individuals have attended the event. This year we have planned the event with prominent speakers and acclaimed workshop presenters. Please read, complete and sign the forms below verifying your participation and understanding of the Exhibitor Rules and Regulations.

By completing this form, you hereby acknowledge that you have read the Exhibitor Rules and Regulation and make application and agree to pay for exhibit space at the 2016, Seventh Annual Diversity Summit, initiative of the Hispanic American Center Hanover (HACH), ministry of the Hanover Council of Churches. You further agree that HACH, Hanover Council of Churches, or South Western School District is not liable for any damages that may occur during the exhibition.

**EXHIBITOR’S INFORMATION:**

**INSTRUCTIONS:**

<p>Company Name:</p> <hr/> <p>Web Site:</p> <hr/> <p>Address :</p> <hr/> <p>City:</p> <hr/> <p>State:</p> <hr/> <p>Country:</p> <hr/> <p>Postal / Zip:</p> <hr/> <p>Phone: (    )</p> <hr/> <p>Fax: (    )</p> <hr/> <p>Your Name:</p> <hr/> <p>Your Title:</p> <hr/> <p>Email:</p> <hr/> <p>Company Liaison for Conference:</p> <hr/> <p>Brief Description of your products or services for our guide to exhibits:</p>	<p><b>1.</b> Booth dimensions are 8 x 10 feet. Registration is <b>US \$100</b> per table booth for <b>per-profit</b> businesses and <b>includes one conference registration pass.</b></p> <p>Registration is <b>US \$75.00</b> dollars for <b>non-profit</b> organizations and <b>includes one conference registration pass.</b></p> <p><b>2.</b> Please verify additional booth attendees.</p> <p><b>3.</b> Complete and submit this form and payment to HACH, 111 Frederick Street, Hanover, PA, 17331</p> <p>Make check payable to:        Hispanic American Center Hanover (HACH)</p> <p><b>4.</b> The Exhibits Coordinator will contact you with final booth assignments depending on availability.</p> <p><b>Booth tables are reserved on a first-come first-served basis.</b></p> <p><b>Registrations being accepted now until September 17, 2016</b></p> <p><b><u>ADDRESS:</u></b>        111 Frederick Street, Hanover, PA 17331        ( 717) 688-4200 or (717) 524-7885</p>
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## **EXHIBITOR RULES AND REGULATIONS**

### **Section A: GENERAL RULES AND REGULATIONS**

This document details the rules and regulations for exhibiting and exhibitor participation at the Fourth Annual Diversity Summit Exhibits, as defined in Section B, “Show Specifics”.

By registering for the Fourth Annual Diversity Summit Exhibits, the exhibitor agrees to be bound by these rules and regulations.

#### **1. INSTALLATION AND DISMANTLING OF EXHIBITS**

Exhibits must be completely installed and finished prior to summit opening. Staff person will not be required to remain in place during the workshop session. Therefore, HACH or committee members of the Diversity Summit, will not be held liable for any broken or stolen items. Information for installation and dismantling of exhibits will be sent prior to the event.

#### **2. FIRE, SAFETY AND HEALTH**

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the exhibitor. Aisles surrounding the exhibitor’s space must be kept clear. Exhibitors are expected to construct booths in such a manner that will accommodate expected attendees within the confines of their licensed exhibit space.

#### **3. FILM, SOUND DEVICES AND LIGHTING**

Photography and audio recording within the exhibit area are permitted only if it is maintained at a reasonable level and is not objectionable to neighboring exhibitors. HACH reserves the right to restrict or prohibit the use of any objectionable lighting, unwarranted noise, or other effects which could otherwise distract from the exhibits as a whole.

#### **4. SUBLICENSING OF SPACE**

Only one company shall be considered as the exhibitor, and no other company is licensed to use the assigned booth space. The exhibitor shall not reassign or sublicense either all, or part, of the licensed space. The exhibitor agrees to not have representatives, equipment or materials from any other companies in their booth. Subsidiaries or affiliates are excluded from this requirement.

#### **5. EXHIBITOR’S PERSONNEL AND OTHER CONSIDERATIONS**

- ✓ HACH reserves the right to prohibit an exhibit or any part of an exhibit including promotional materials and graphics that in its sole judgment may be considered objectionable to the exhibits as a whole.
- ✓ Exhibitors are prohibited from having live animals as part of their exhibit.
- ✓ Undignified methods of attracting attention will not be permitted. Booth activities, costumes, or presentations, which are undignified, tasteless, racist, sexist or otherwise offensive, are prohibited.
- ✓ Tampering with another exhibitor’s booth or equipment is not permitted. Exhibitor’s personnel should act courteously and not crowd other company’s booths.
- ✓ Exhibitor employees and related personnel in the exhibit hall must follow a professional dress code and be attired in a businesslike, professional and tasteful manner.
- ✓ Exhibitor’s personnel shall conduct themselves in a professional manner at all times.
- ✓ Exhibits must be staffed at all times during the exhibit’s opening hours.
- ✓ Exhibitors are not permitted to arrange any seminars, lectures, hospitality events etc. concurrent with the exhibit’s opening hours, that would detract or otherwise deter attendance to the exhibits.
- ✓ All display materials, signs, etc. should be professionally produced. Any display deemed unprofessional in appearance will not be permitted.

- ✓ Exhibitors are prohibited from promoting, advertising or otherwise displaying information or invitations to seminars, meetings, or events that may be construed by HACH to be conflicting with the conference and exhibits as a whole.
- ✓ Canvassing in the exhibits or advertising on behalf of non-exhibiting companies is forbidden.
- ✓ Any unusual or atypical activity planned by the exhibitor must be reviewed and approved by HACH prior to the exhibits opening.

**6. CANCELLATION OF THE EXHIBITS**

Should extenuating circumstances prevent the conference from being held (e.g. fire, flood, at the designated exhibit space) HACH will first strive to make alternative arrangements. If HACH is unable to provide suitable alternatives, exhibitor’s registration fees will be refunded less any costs incurred by HACH.

**7. PAYMENT AND CANCELLATION POLICY.**

Full payment upon application and exhibitor registration is required. The following refund policy will apply in the case of cancellation for any reason: A 50% refund of the fee is applicable for cancellations prior to 90 days of the exhibits opening. No refund will be granted for cancellation less 90 days of the exhibits opening.

Cancellations must be in writing to the designate Fourth Annual Diversity Exhibits Coordinator.

**8. VIOLATION OF THE RULES**

HACH, at its sole discretion, determines an exhibitor has violated these rules, the violating exhibitor will be warned and given an opportunity to remedy the situation. If the exhibitor fails to correct the violation, HACH reserves the right to terminate the exhibitor’s involvement in the conference and remove any/all material, any/all personnel, force cessation of a given activity, and bar the exhibitor from future participation at HACH events.

In witness to their understanding and agreement to these terms and conditions, the parties hereby affix their signatures below.

\_\_\_\_\_  
 HACH’s Representative Signature      Date

\_\_\_\_\_  
 Exhibitor’s Signature                      Date