



21ST CENTURY
EXPO GROUP

Howard University Careers Exploration Fair

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3321-P 75th Avenue Landover, Maryland 20785
Phone: 301-386-9771 x 115 Fax: 301-386-9780

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Dear Exhibitor:

21st Century Expo Group, Inc. is pleased to have been selected by Show Management to serve as your official Service Contractor.

To facilitate your planning for the show, this Exhibitor Services Manual includes everything you need to order products and services for this event. Your prompt attention and response will help guarantee the timely delivery of services and equipment.

To qualify for discount prices, Exhibitors must:

- 1) Submit full payment with orders
- 2) Complete the Payment Information on the first page of the Order Form
- 3) Submit orders by the Discount Deadline, which is **March 20, 2009**.

Remember, all products and services must be paid in full when you place your order. For your convenience, we accept credit card orders via fax (301.386.9780) or email (customerservice@21stCEG.com). If you are paying by check, please mail your order, along with payment, in plenty of time to take advantage of discount prices.

If you need assistance or additional information, please contact our Exhibitor Service Department, at:

3321-P 75th Avenue
Landover, Maryland 20785
Telephone: 301-386-9771 x 115
Fax: 301-386-9780
Email: customerservice@21stCEG.com

All questions regarding the Exhibit programs, policies, space assignments, display limitations and event schedule should be directed to:

Joan Browne
Phone: (202) 806-7513
Fax: (202) 462-4267
Email: jmbrowne@howardu.edu
Email: jmbrowncareers@gmail.com

All questions regarding electricity, telephone, and audiovisual equipment should be directed to the appropriate service contractor indicated on the form specifically for that service.

We look forward to seeing you in Washington, DC!

21st Century Expo Group, Inc.



SHOW INFORMATION

3321-P 75th Avenue Landover, Maryland 20785
Phone: 301-386-9771 x 115 Fax: 301-386-9780

LOCATION & DATES

Show Location: **John H. Burr Gymnasium
Howard University
6th & Girard Street NW
Washington, DC 20059**

Show Dates: **March 31, 2009**

EXHIBITOR MOVE-IN

Exhibitors may begin moving in according to the following date(s) and time(s):

Tuesday, March 31, 2009 9:00AM to 11:00AM

SHOW HOURS

Tuesday, March 31, 2009 11:00AM - 4:00PM

EXHIBITOR MOVE-OUT

Exhibitors may begin moving out according to the following date(s) and time(s):

Tuesday, March 31, 2009 4:00PM to 6:00PM

Outside carriers must be checked in by **Tuesday, March 31, 2009 at 5:00PM**. Please see the Move-Out Information sheet in this Manual for more details. All Exhibits must be packed and ready for outbound shipping by **6:00PM Tuesday, March 31, 2009**.

PLEASE NOTE: Overtime rates apply after 4:30 PM on Friday and all day Saturday and Sunday. Please refer to the Material Handling & Labor Price list in this Manual for rates and budget accordingly.

STANDARD BOOTH PACKAGE

Each **8' x 8'** booth includes the following standard equipment:

- 8' High **Backwall** – Color(s): **Blue & White**
- 3' High **Siderails** – Color: **Blue**
- 1 – 7" x 44" **Identification Sign** with Company Name & Booth Number
- 2 Side Chairs
- 1 6" draped table - Blue Drape
- 1 Wastebasket

The aisles **are not** carpeted.



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WAREHOUSE ADDRESS

Advance shipping begins **Monday, February 2, 2009 at 8:00AM** and ends **Friday, March 27, 2009 at 4:30PM.**

Advance shipping address:

**Exhibiting Company Name and Booth Number
c/o 21st Century Expo Group
21st Century Expo Group
Howard University Careers Exploration Fair
3321-P 75th Avenue
Landover, MD 20785**

DIRECT SHIPPING

Direct shipping will begin on **Tuesday, March 31, 2009 at 8:00AM.**

Direct shipping address:

**Exhibiting Company Name & Booth Number
c/o 21st Century Expo Group, Inc.
Howard University Careers Exploration Fair
John H. Burr Gymnasium
6th & Girard Street NW
Washington, DC 20059**

21ST CENTURY EXPO GROUP, INC. ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than:

March 20, 2009

For additional information, please contact our Client Services Department at 301-386-9771 x115.



MATERIAL HANDLING SERVICES

3321-P 75th Avenue Landover, Maryland 20785
 Phone: 301-386-9771 x 115 Fax: 301-386-9780

21st Century Expo Group, Inc. has been designated as the official drayage contractor with the responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. For trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding on both parties.

WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN February 27, 2009 at 4:30PM. SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NOT EARLIER THAN March 2, 2009 at 12:00PM.

WHERE TO SHIP:

Advance Shipments – Deadline March 27, 2009 at 4:30PM	Direct Shipments – 1 st Day to Receive March 31, 2009 at 8:00AM
Exhibiting Company Name and Booth Number c/o 21 st Century Expo Group Howard University Professionals Day 3321-P 75 th Avenue Landover, MD 20785	Exhibiting Company Name & Booth Number c/o 21 st Century Expo Group, Inc. Howard University Career Fair John H. Burr Gymnasium 6 th & Girard Street NW Washington, DC 20059

MATERIAL NOT BOXED, CRATED OR ON A SKID WILL NOT BE ACCEPTED AT THE WAREHOUSE

RATE SCHEDULE:

ADVANCE SHIPPING: \$85.00/cwt. or fraction thereof (200 lb. minimum per shipment). This includes receiving at the warehouse, storage for up to thirty (30) days, delivery to the show site and booth, handling of empty containers, removal of freight from the booth at the show close and loading on to designated carrier(s). All shipments which require storage in excess of thirty (30) days will be charges \$.60 sq. ft. or \$60.00 minimum, whichever is greater. **To estimate your Advance Shipping costs, complete the Material Handling Section of the Order Form found in this Manual.**

DIRECT SHIPPING: \$70.00/cwt. or fraction thereof (200 lb. minimum per shipment). This receiving and unloading at the show site dock, delivery to booth, handling of empty containers, removal of freight from the booth at the show close and loading on to designated carrier(s). **To estimate your Direct shipping costs, complete the Material Handling Section of the Order Form found in this Manual.**

OVERTIME RATE: Add 25% if handled IN or OUT on overtime Add 50% if handled IN and OUT on overtime
All shipments handled on Saturday, Sunday and Holidays and before 8:00 AM or checked in after 3:00 PM on weekdays will be charged at the overtime rate.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize 21st Century Expo Group, Inc. to handle our shipment(s) in accordance with the information provided in this service kit and we have read and agree to the terms and provisions hereof. We agree that 21st CEG will provide its services as our agent, and not as bailee or shipper, and if any employee of 21st CEG shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent and we accept the responsibility therefore. We agree, in the event of a dispute with 21st CEG relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by 21st CEG as an offset against the amount of the alleged loss or damage. Instead, we agree to pay 21st CEG for the full amount of the invoice for all such charges, and we further agree that any claim we have against 21st CEG shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

COMPANY NAME _____ **TELEPHONE:** _____

AUTHORIZED BY (PLEASE PRINT) _____

SIGNATURE: _____ **TITLE:** _____



RUSH

RUSH

DIRECT TO ADVANCE WAREHOUSE

DIRECT TO ADVANCE WAREHOUSE

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

c/o 21ST CENTURY EXPO GROUP
Howard University Careers Exploration Fair
3321-P 75TH AVENUE
LANDOVER, MD 20785

c/o 21ST CENTURY EXPO GROUP
Howard University Careers Exploration Fair
3321-P 75TH AVENUE
LANDOVER, MD 20785

**MUST BE RECEIVED BY:
March 27, 2009 4:30PM**

**MUST BE RECEIVED BY:
March 27, 2009 4:30PM**

COMPANY: _____

COMPANY: _____

BOOTH #: _____ PIECE ____ OF _____

BOOTH #: _____ PIECE ____ OF _____



RUSH

RUSH

DIRECT To SHOW SITE

DIRECT To SHOW SITE

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

c/o 21ST Century Expo Group, Inc.
Howard University Careers Exploration Fair
John H. Burr Gymnasium
6th & Girard Street NW
Washington, DC 20059

c/o 21ST Century Expo Group, Inc.
Howard University Careers Exploration Fair
John H. Burr Gymnasium
6th & Girard Street NW
Washington, DC 20059

**CANNOT ARRIVE BEFORE:
March 31, 2009 12:00PM**

**CANNOT ARRIVE BEFORE:
March 31, 2009 12:00PM**

BOOTH #: _____ PIECE ____ OF _____

BOOTH #: _____ PIECE ____ OF _____



**MOVE OUT
INFORMATION**

To increase the efficiency of exhibitor move-out, 21st Century Expo Group, Inc. has instituted the following Move-Out Schedule for this show.

Tuesday, March 31, 2009 at 4:00PM – Exhibitor Move-Out officially begins.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the 21st CEG Service Center.

Tuesday, March 31, 2009 , 5:00PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carriers should advise their carrier(s) to be checked in with the 21st CEG Dock Supervisor by **Tuesday, March 31, 2009 at 4:00PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the 21st CEG Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **Tuesday, March 31, 2009 at 4:00PM**, 21st Century Expo Group, Inc. reserves the right to re-route the shipment via the official show carrier as necessary. Neither 21st CEG nor Show Management assumes any liability as a result of such re-routing.

Tuesday, March 31, 2009, at 5:00PM – Exhibits packed and Bills of Lading turned in to 21st CEG.

All Bills of Lading must be turned in to the 21st CEG Service Center to be validated. *Do not leave Bills of Lading in your booth*, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the 21st CEG Service Center at your convenience. **No Bills of Lading will be issued until your balance is paid in full.**

Delivery of your Bills of Lading to 21st Century Expo Group, Inc. does not signify that 21st Century Expo Group, Inc. has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Bills of Lading to the Exhibitor Service Desk.

Final Payments

For your convenience, any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card at the close of the show. Be sure to pick up and review your statement of charges at the **21st CEG** Service Center prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

Tuesday, March 31, 2009 at 6:00PM – Final clean up, Exhibitor Move-Out ends.



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Howard University Careers Exploration Fair
DISCOUNT DEADLINE: March 20, 2009

**ORDER FORM –
 SERVICES AND
 ACCESSORIES**

Furniture & Accessories (multiply quantity by the appropriate price for the Unit Price)

Description	Quantity	Discount Price	Standard Price	Unit Price	Total Price
Side Chair		\$ 69.00	\$75.00		
Cocktail Table 30"		\$ 79.00	\$94.00		
Pedestal Table 42"		\$ 89.00	\$98.00		
Literature Stand		\$90.00	\$119.00		
Tripod Easel		\$30.00	\$40.00		
					Sub-Total
<ul style="list-style-type: none"> ❖ Discount prices apply only to orders received and paid for in full by the deadline date. ❖ Items cancelled after delivery will be refunded 50% of the original price. 					5.75 % Tax
					TOTAL

Display Tables and Drapery (multiply quantity by the appropriate price for the Unit Price)

Description	Quantity	Discount Price	Standard Price	Unit Price	Total Price
40" 4' x2' wood counter (draped)		\$92.00	\$118.00		
30" 4' x 2' display table (draped)		\$70.00	\$80.00		
					Sub-Total
<ul style="list-style-type: none"> ❖ Discount prices apply only to orders received and paid for in full by the deadline date. ❖ Items cancelled after delivery will be refunded 50% of the original price. ❖ Drape color choices above are based upon show colors 					5.75 % Tax
					TOTAL

Carpet (multiply quantity by the appropriate price for the Unit Price)

Description	Quantity	Discount Price	Standard Price	Unit Price	Total Price
9' x 10' Blue		\$117.00	\$135.00		
9' x 10' Gray		\$117.00	\$135.00		
					Sub-Total
<ul style="list-style-type: none"> ❖ Discount prices apply only to orders received and paid in full by the deadline date. ❖ Items cancelled after delivery will be refunded 50% of the original price. Standard Carpet color choices above are based on show colors.					5.75 % Tax
					TOTAL

Booth Cleaning (multiply number of days by square feet by unit price to arrive at total price)

Description	No. of Days	Booth Size	Unit Price	Total Price
Booth Vacuuming		100 sq feet	\$ 0.35	
Shampoo Carpet		100 sq feet	\$0.45	
<ul style="list-style-type: none"> ◆ All vacuuming, general cleaning and shampooing orders are computed based on the gross square footage of your booth, with a minimum of 100 square feet. A 10% discount applies to all orders of 500 square feet or more. ◆ 21st Century Expo Group, Inc. is the exclusive cleaning contractor for this show. 				Sub-Total
				5.75% Tax
				TOTAL



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Howard University Careers Exploration Fair
DISCOUNT DEADLINE: March 20, 2009

**ORDER FORM –
 SERVICES AND
 ACCESSORIES**

Signage (in addition to sign included with Standard Booth Package)

Description	Vertical or Horizontal	Color	Qty.	Discount Price	Standard Price	Total Price
7" x 11"				\$35.00	\$ 70.00	
7" x 44"				\$38.00	\$ 96.00	
11" x 14"				\$36.00	\$ 72.00	
22" x 28"				\$63.00	\$112.00	
<ul style="list-style-type: none"> Sign orders are filled immediately upon receipt, therefore, no refunds are issued once your order has been received in our office. Signs ordered at showsite will be charged double the published standard price. 				Sub-Total		
				5.75 % Tax		
				TOTAL		

Write the wording for your sign here. PLEASE PRINT CLEARLY

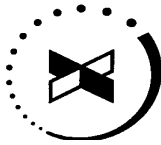
Material Handling (multiply CWTs by Price per CWT, add the appropriate OT rates, if applicable to estimate total price)

Description	# of Pieces	# of CWTs.	Price per CWT	25% OT Surcharge	50% OT Surcharge	Total Price
ADVANCE SHIPPING TO WAREHOUSE			\$85.00	\$21.25		
ADVANCE SHIPPING TO WAREHOUSE			\$85.00	\$21.25		
DIRECT SHIPPING TO SHOWSITE			\$70.00	\$17.50		
DIRECT SHIPPING TO SHOWSITE			\$70.00	\$17.50		
<ul style="list-style-type: none"> Small package rates apply to shipments with a total weight of 30 pounds or less. Material Handling is billed by the hundredweight, or per CWT, with a 2 CWT minimum. When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT. Each delivery to the dock constitutes a shipment, and is billed accordingly. Shipments received without weight tickets will be weighed and charged for double handling. <p>Be sure to check the show information and show schedule carefully to determine whether or not overtime surcharges should be included in your material-handling estimate.</p>						
						Sub total
						5.75% Tax
						TOTAL

Utilities

Provider Name	Telephone Number	Discount Deadline	Price	Hourly Rate	Estimated Total Cost
Howard University	202-806-7513	September 29, 2005			

- Please order these services through the forms provided in this Manual.
- Save money by ordering on or before the Discount Deadline



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**Payment
and
Labor**

T E R M S & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between 21st Century Expo Group, Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE CREDIT CARD AUTHORIZATION FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH 21ST CENTURY EXPO GROUP, INC.; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH 21ST CENTURY EXPO GROUP, INC.

DEFINITIONS

For purposes of this Contract, "21st Century Expo Group, Inc." ("21ST CEG") means 21st Century Expo Group, Inc and its employees, directors, officers, agents, assigns, affiliated companies, and related entities including without limitation any subcontractors 21ST CEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of 21ST CEG except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 30% restocking fee will be applied to all 21ST CEG rental items with the exception of Premium Carpet, Custom-Cut Carpet, Rental Displays and any other custom-order items, which will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond 21ST CEG'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. 21ST CEG will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the 21ST CEG Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, 21ST CEG requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, 21ST CEG requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in Washington, DC upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by 21ST CEG shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF MARYLAND. In the event of any dispute between the EXHIBITOR and 21ST CEG relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to 21ST CEG for its services, as an offset against the amount of any alleged loss or damage. Any claim against 21ST CEG shall be considered a separate transaction, and shall be resolved on its own merits. 21ST CEG reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that 21ST CEG may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, 21ST CEG hereby provides notice that it reserves the right, and EXHIBITOR authorizes 21ST CEG, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on EXHIBITOR'S account.

OPTION A: LABOR UNDER THE SUPERVISION OF 21ST CEG

RESPONSIBILITIES:

21ST CEG shall be responsible for the performance of labor provided under this option. 21ST CEG does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under 21ST CEG'S direct supervision and control. In no event shall 21ST CEG be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. 21ST CEG shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond 21ST CEG'S reasonable control.

INDEMNIFICATION:

21ST CEG agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to 21ST CEG'S employees, or property damage arising out of work performed by labor provided by and supervised by 21ST CEG, except when EXHIBITOR exercises direction and/or control over the work being performed.



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OPTION B: LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through 21ST CEG in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with 21ST CEG'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend 21ST CEG from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to 21ST CEG employees, and/or property damage arising out of work performed by labor provided by 21ST CEG but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of 21ST CEG includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by 21ST CEG to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO 21ST CEG'S "MATERIAL HANDLING SERVICES" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE FREIGHT RATES AND SHIPPING INSTRUCTIONS AS IT RELATES TO SERVICES PROVIDED BY 21ST CEG. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH 21ST CEG. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH 21ST CEG.

Material Handling

TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between 21st Century Expo Group, Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR
- EXHIBITOR'S MATERIALS ARE DELIVERED TO 21ST CEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH 21ST CENTURY EXPO GROUP, INC. IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH 21ST CENTURY EXPO GROUP, INC.

1. DEFINITIONS. For purposes of this Contract, "21st Century Expo Group, Inc." ("21ST CEG") means 21st Century Expo Group, Inc. and their employees, directors, officers, agents, assigns, affiliated companies, and related entities including without limitation any subcontractors 21ST CEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, EXHIBITOR is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. PACKAGING AND CRATES. 21ST CEG shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, 21ST CEG shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. 21ST CEG assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels and without 21ST CEG labels
- Improper information on empty labels

21ST CEG WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended.

21ST CEG WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. 21ST CEG highly recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. 21ST CEG WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. 21ST CEG highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to 21ST CEG by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to 21ST CEG and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. 21ST CEG assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. 21ST CEG loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. 21ST CEG assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.



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7. DESIGNATED CARRIERS. In order to expedite removal of materials from show site as required by Show Management and/or the facility, 21ST CEG shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall 21ST CEG be responsible for any loss resulting from such rerouting designation.

8. 21ST CEG'S RESPONSIBILITIES. 21ST CEG shall be responsible only for those services which it directly provides. 21ST CEG assumes no responsibility for any persons, parties, or other contracting firms not under 21ST CEG'S direct supervision and control. 21ST CEG'S performance hereunder is subject to, and 21ST CEG shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond 21ST CEG'S reasonable control, nor for ordinary wear and tear in the handling of materials.

9. INSURANCE. It is understood that 21ST CEG is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide 21ST CEG with a release of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to 21ST CEG immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from 21ST CEG'S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against 21ST CEG more than one (1) year after the date of loss or damage occurred.

- (a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and 21ST CEG relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due 21ST CEG for its services as an offset against the amount of any alleged loss or damage. Any claims against 21ST CEG shall be considered a separate transaction and shall be resolved on their own merits.
- (b) **MAXIMUM RECOVERY.** If found liable for any loss, 21ST CEG'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.
- (c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** 21ST CEG'S liability shall be limited to any loss or damage which results solely from 21ST CEG'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall 21ST CEG be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of 21ST CEG or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if 21ST CEG has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. DECLARED VALUE. Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of 21ST CEG'S maximum liability stated herein. 21ST CEG will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, 21ST CEG WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

12. JURISDICTION / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MARYLAND WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN Washington, DC. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. INDEMNIFICATION. EXHIBITOR agrees to indemnify and forever hold harmless 21ST CEG and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through 21ST CEG, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of 21ST CEG'S equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

14. WAIVER & RELEASE. EXHIBITOR, as a material part of the consideration to 21ST CEG for material handling services, waives and releases all claims against 21ST CEG with respect to all matters for which 21ST CEG has disclaimed liability pursuant to the provisions of this Contract.

15. SEVERABILITY. If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.



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Howard University Careers Exploration Fair

EXHIBITOR SAFETY AND SECURITY

Exhibitor Safety

- Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. 21st Century Expo Group, Inc. cannot be responsible for injuries, falls or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the 21st CEG Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.
- All exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to fire marshal jurisdiction and an exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hardwall displays.
- Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.
- In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.
- Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

Exhibitor Security

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. 21st Century Expo Group, Inc., Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor. Move-in and move-out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. 21st CEG strongly recommends that you insure plasma screens, as **NO** liability for theft is assumed by show management, the facility or 21st Century Expo Group, Inc. We also recommend that the shipping containers are not marked 'PLASMA SCREEN'.
 - Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
 - Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
 - Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
 - Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
 - Never store items in containers marked "Empty".
 - Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by 21st Century Expo Group, Inc., Show Management, or their agents.
- **INSURE YOUR BOOTH!** Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



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Howard University Careers Exploration Fair

EXHIBITOR RIGHTS AND UNION JURISDICTION

Exhibitor Rights

Exhibitors have specified rights. For example, they are permitted to arrange their own manufactured products for display and related sales literature.

One (1) or two (2) full-time employees of the exhibiting company may work up to a total of one (1) hour erecting and/or dismantling their company's exhibit without the use of power tools. If this cannot be done in that amount of time, union labor must be used.

Any exhibitor may move material that can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s). This means that if you cannot hand-carry your materials and must use the loading dock, you will be charged the specified material handling rates to have your vehicle unloaded and the materials delivered to your booth.

If you choose this option, the fee that you pay will cover your materials round-trip, and they will be delivered to the loading dock and loaded into your vehicle at the close of the show.

Generally, if an exhibitor's employees are members of the appropriate union, they are permitted to perform specified duties at the show; however, they must first register for permission with the local headquarters having jurisdiction in the Washington, DC area. Secure clearances well in advance.

Union Jurisdiction

Trade show labor is completely unionized. Practically all the building trades -- carpenters, riggers, plumbers, electricians, stagehands, teamsters and others, serve it. The general contractors and all sub-contractors must work under union contracts.

Therefore, union labor is required for all work in the exhibit area. Failure to recognize this relationship in every phase of exhibit planning can be irritating and expensive to exhibitors.

Union jurisdictions change from time to time, but in most cases the following applies:

- Position and leveling of all machinery and equipment - Teamsters
- Un-skidding/re-skidding and re-banding of machinery - Carpenters
- Un-crating and re-crating of machinery - Carpenters
- Display erection, dismantling and floor covering - Carpenters
- Draping and cloth installation - Carpenters
- Plumbing installation - Plumbers
- Material handling in and out of the building - Teamsters operate fork lifts for unloading and reloading of all display material, machinery and equipment
 - Sweeping, cleaning, dusting - Porters
 - Electrical installation - Electricians

It will be necessary for all exhibitors to use qualified union carpenters for exhibit work if the exhibit contains materials, which are subject to the jurisdiction of the carpenters. Carpenter labor has jurisdiction over the following:

- Erection and dismantling of exhibits, including simple fold-open displays requiring more than one (1) man, one (1) hour or two (2) men, one (1) hour total to set-up and/or dismantle.
- Installation and removal of floor covering, including carpet.
- Crating and re-crating of exhibit materials.