

REVISED JULY 2008

## SECTION VI

# CONFERENCE PLANNING FOR NATIONAL & REGIONAL CONFERENCES

Conference Planning Guide  
National Conference  
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## **Conference Planning Committees**

1. The host region's planning committee will have, at least, seven (7) members, including the conference chairperson and the conference vice-chairperson. Should the conference chairperson be unable to fulfill the duties, the vice-chairperson will become the conference chairperson and the region's president will appoint a conference vice-chairperson.
2. The National Executive Board will serve as ex officio members of the committee. Any exceptions must be requested in writing and approved by the National Executive Board two years in advance of the scheduled conference.
3. The National Executive Board will serve as advisors to the host region's planning committee. It will be included in the coordination of all aspects of the conference and will offer guidance where necessary.
4. It is suggested that the host region's Planning Committee wear some distinguishing attire to make them easily identifiable, such as shirts, ribbons, name tags, etc.

## **Conference Planning Time Line**

### **Two years prior to the conference:**

1. A site must be selected.
2. Negotiate contract [see Contract section].

### **Six to eight months prior to the conference:**

1. The National Executive Board will meet at the conference hotel for its annual meeting which includes conference planning. At that time, they will meet with the host region's planning committee.
2. A meeting with the hotel's representative will occur and a tour of the facility will be conducted. At this time, the final menu selection for all meals will be determined.
3. Finalize the classes to be taught.
4. Finalize the times of the meetings, meals, worship, and special activities
5. The brochure must be completed and approved by the Executive Board by January 15 of the conference year.
6. Once class schedule has been approved, instructors may be sought for the courses offered.
7. The brochure must be on the website by February 1 of the conference year.

### **A month prior to the conference:**

Adjust the room requirements depending on the registrations received.

## **Contract**

1. Negotiate with the hotel offering the best price, based on the numbers from the last conference. A contract should be negotiated which includes room rates, meals, meeting rooms, classrooms, equipment supplied, etc.
2. Complimentary rooms should be offered based on what has been negotiated.
3. The contract should be presented to the national president. The president and the Executive Board will determine if the contract is to be accepted. Once accepted, the president will sign the contract by March 1 - one year prior to the conference.
4. State tax on hotel and food is exempt by state certificate issued to APA in that state. If the organization does not have a tax exempt certificate, the region may need to make arrangements with the synod or presbytery in that area for use of their certificate. This detail must be worked out in advance of signing the contract. Final food numbers are usually due 48 hours prior to the meal. Determine how many meals can be added, if any.

## **Conference fees**

1. The registration fee is determined by the Executive Committee. For 2007, it is \$135. All incidental costs are covered by this fee: paper, printing, supplies, instructors' honorariums and incidentals, rental fee for equipment.
2. Meals, gratuities, etc. need to be factored into the cost for meals.
3. An amount including both of the above items may be listed as Conference Fee.
4. This all must be determined before the brochure can be approved.
5. The National Treasurer will handle the registration for National Conferences. Excess revenue after all expenses are paid from the National conferences will serve as income to the national budget less 10%, or a minimum of \$1,000.00, reimbursed to the host region
6. A 50% registration fee will be charged to Life Members for National conference attendance, and they will be responsible for paying for meals, hotel and any extra activities.

## **Information for the Website**

Registration information will be available on the website by February 1 of the conference year.

Information pertinent to the conference will be made available for each member. It will be the members' responsibility to print all necessary information. It will not be provided at the conference. Please bring the following:

1. Proposed changes to the Bylaws
2. Minutes of the previous year's National Business Meeting
3. National Financial report of the previous year with balance sheet

4. National Financial report of the current year National President's report
5. Material pertinent to conference site
6. Information on the next two national conferences, including dates, location, contact person with address, telephone number and e-mail address.

Anyone attending either the Certification Council meeting or the Executive Committee meeting will need to print the following items and bring with them to the conference:

1. Proposed changes to the Bylaws
2. Minutes of the previous year's National Executive Committee Meeting
3. Minutes of the previous year's National Business Meeting
4. National Financial report of the previous year with balance sheet
5. National Financial report of the current year
6. National President's report
7. A complete list of attendees, including addresses, etc.
8. A report from each Region's President to include a summary of actions taken by their region and the budget approved by their membership
9. Conference evaluation form
10. Material pertinent to conference site
11. Information on the next two national conferences, including dates, location, contact person with address, telephone number and e-mail address.

### **Brochure**

1. The region's planning committee must appoint someone with graphic arts abilities to create the brochure.
2. The brochure must be completed and approved by the Executive Board by January 31 of the conference year.
3. The brochure must be on the website by February 15 of the conference year.
4. Once leaders are confirmed, a short biography with photo may be placed onto the web site.
5. Must include option for printed version of all conference documents as well as email confirmation.
6. Conference information will be sent to all members, including all presbytery and synod offices and appropriate persons in the Presbyterian Center, a minimum of four months prior to any National or Regional Conference.

### **Meals**

1. The region should plan meals for Thursday, Friday, and Saturday.
2. Banquet: installation of newly elected officers (both regional and national) will be conducted.
3. Separate meal prices need to be indicated for guests or those attending the conference for less time.
4. Generally, taxes and gratuities are included in the price given by the hotel. Be sure to ascertain this information.

### **Registration**

1. All conference registrations will be sent to the national Treasurer.

2. A copy of each registration form and each check will be sent to the host region's registrar.
3. A confirmation letter shall be sent, by the host region, to each attendee registered indicating payments received, classes and activities scheduled.
4. The Treasurer will provide the Office Manager with a list of attendees, in order for the Office Manager to determine membership status of each.
5. The Office Manager will provide membership status list of the attendees. This information is needed for the National Business Meeting voting procedures as directed by the Bylaws. The National Secretary will be responsible for checking the voting status of each attendee before the National Business Meeting.
6. The Treasurer will provide the host region with a list of attendees.
7. The host region's Planning Committee, or the Conference Chairperson, will solicit volunteers for the registration area.
8. Registration must begin by 3:00 p.m. on Wednesday and will continue on Thursday morning.

### **Worship**

1. A short worship time should be planned for Friday morning. Blessings should be offered at each group meal time. Something as simple as a written blessing placed at their place setting is acceptable.
2. Mission - APA in the past has contributed solely to the Mission of the Presbyterian Border Ministry. The hosting committee has the option to either continue to contribute to this worthy cause or select another. The hosting region may select a ministry within their presbytery which APA may support during the conference. Representatives from that ministry may be invited to display information about the ministry and donations may be received throughout the conference, rather than just during the worship service. All monies collected will be given/sent to the National APA Treasurer.
3. If communion is to be offered during the worship time, arrange for members who are ordained elders to serve, and permission from the local presbytery is needed.

### **Hospitality**

1. The host region's planning committee will appoint a chair for the Hospitality Committee. The chair will select members for the committee.
2. Signs that are easily read are needed throughout the facility directing the conference attendees to meals, meetings and classes.
3. The Hospitality Room number should be included in the Welcome Packet given to each conference attendee.
4. The Hospitality Committee will provide refreshments for the Hospitality Room.
5. The Hospitality Committee, in conjunction with the host region's Planning Committee, will make all arrangements for the National President's Reception based on the date, time and requests of the National President.
6. The Hospitality Room shall be open each evening and during the day when possible.

7. If prizes are to be given to attendees, the Hospitality Committee should be responsible for obtaining the items.
8. Refreshments should be available each evening of the conference. The costs of the refreshments are taken from the National Conference Budget. Costs for alcoholic beverages are not reimbursed by APA.

### **Classes, Group Discussions and Instructors**

1. The host region's planning committee must work with the national Certification Council Chair to determine which classes are to be offered at the conference.
2. There should be no less than seven (9) and no more than (12) classes offered. Any exceptions must be approved by the National Executive Board.
3. The conference may include a one-hour discussion group based on governing bodies served: church, presbytery, synod, boards and agencies.
4. Classes for all levels must be offered.
5. Instructors for the class may be either local experts in that particular field, those APA members who are Level III certified, ministers, presbytery or synod representatives.
6. Honorarium for instructors should not exceed \$100 for a 2.5 hour class and \$150 for a 5 hour class. These amounts may be adjusted by the National Executive Committee. The region's host committee will notify each instructor of the honorariums and other expenses that will be paid.
7. Class leaders, once confirmed, are to be given the course description and length of time of the class. A reminder letter is to be sent in March. At this time, request a biography, photograph and their needs for the classroom. Once registrations are complete, arrange to have a class roster sent to each instructor.
8. The Board of Pensions supports the Administrative Personnel Association by providing educational programs. Contact the local Board of Pension representative about teaching a class pertinent to their field.
9. For information on who may be instructors, please consult page 10 in the Certification Handbook.

### **Classrooms**

1. All rooms should be set up in classroom-style to allow people to easily take notes.
2. A podium and microphone will be needed for the classrooms.

### **Special Events**

At least one special activity will be planned for the conference attendees. This information will appear on the registration form. These activities are not mandatory for conference attendees.

### **Meetings**

1. The host region's business meeting must be conducted at some time during the conference.
2. The Certification Council will meet prior to the start of the conference at a time prearranged by the Certification Chair.
3. The National Executive Committee will meet prior to the conference at a time prearranged by the President.
4. Committees may meet prior to the start of the conference, and all arrangements will be made by each committee chair.
5. The national business meeting must be conducted on Saturday during the lunch break.
6. The plenary session room should accommodate 150 people.
7. All rooms should be set up in classroom-style to allow people to easily take notes.
8. A podium and microphone will be needed for the larger meetings.

## **Exhibitors**

Please refer to the Exhibit Area & Advertising Contract (page 15) at the end of these guidelines for the appropriate fees. A payment of \$200 is required along with a signed contract to the Treasurer of APA by April 15 of the conference year.

Your exhibit fee includes:

1. Conference registration for one person including meal tickets for Thursday, Friday and Saturday lunches. (Please note: We must have the names of the person working your exhibit area by June 15. Name badges created prior to the conference are complimentary, but there will be a fee of \$5 for each name badge that we must create on site.)
2. One refreshment break
3. One conference notebook
4. A discount on advertising in the conference notebook
5. Names and business addresses of the conference attendees [no email addresses]
6. One draped 6 or 8 foot table
7. One identification sign with your company name
8. A chair
9. Electrical outlet

## **Space Allocations**

The reservation of booth space is on a first-come first-served basis.

## **Cancellation Policy**

All booth cancellations must be received in writing [email is acceptable]. Cancellations received by April 1 will receive a refund; between April 1 and June 1 a 50% refund will

be given; after June 1 no refunds will be given.

Donating a prize for the conference drawings is good public relations for your company. Proper recognition will be given to those who contribute prizes. Please indicate on your contract if you will be contributing a prize.

### **Conference Notebook**

Advertising in the conference notebook is available. Each conference attendees receives a notebook, and this is another way to keep your information available long after the conference ends.

1. Rates: the advertising rates are given on the exhibit contract
2. Due date: Ads must be received by May 15 of the conference year
3. Production notes: digital files are required for all ads, and can be delivered on disk or via the internet.

### **Schedule of Future Conferences**

2008	Denver, CO	2012	Southwest*
2009	Orlando, FL	2013	Heartland*
2010	Northeast*	2014	Mid-Atlantic*
2011	Greater Midwest*	2015	Mid-South*

**{Complete schedule may be found Section I, P&P, Manual}**

### **End of conference responsibilities**

1. At the end of the conference, the host committee chairperson of the next national conference will be responsible for taking all pertinent information back to the region.
2. The Treasurer shall pay all hotel accounts for APA prior to leaving the conference site. If not paid, they shall be paid within thirty (30) days.

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## **Conference Planning Committee**

The region's planning committee will include the conference chairperson, the region's certification chair and the treasurer. Should the conference chairperson be unable to fulfill the duties, the vice-chairperson will become the conference chairperson and the region's president will appoint a conference vice-chairperson.

## **Combining Regional Conferences**

The following guidelines are recommended to help Regions combine their efforts and have a conference together

The National Executive Board will be notified 90 days prior to the regional conference with the following information:

- Planning Committee Members – It is anticipated that this will be divided and that each region will have equal representations, with Co-Chairs from each region and planning members accordingly.
- Present a plan outlining an estimated budget
- Determine how the profits will be divided
- Determine how the expenses will be covered.
- Work Arrangement – Determine how the planning of the conference will be performed and each region's responsibility, such as:
  - a. Who will collect registrations and pay expenses
  - b. Where the planning meetings will take place
  - c. Who will be in charge of the planning meetings
  - d. Will follow Conference Planning Guidelines in the Manual, Section VI Conference Planning.
- Fail Safe – Determine what each regional co-chair would do if other co-chair or committee members dropped out before completion of conference.

## **Conference Planning Time Line**

Each Regional Conference will have at least one planning meeting, presided over by the Regional Conference Chair.

### **One year prior to the conference:**

1. A site must be selected.
2. Negotiate with the hotel offering the best price based on the numbers from the last conference. A contract should be negotiated which includes room rates, meals, meeting rooms, classrooms, equipment supplied, number of complimentary rooms, etc. [See Contract section].

### **Six months prior to conference:**

1. Determine the classes to be taught.
2. Determine the times of the meetings, meals, worship, and special activities 3All details must be finalized at this time so that the brochure may be completed
3. The brochure must be completed and approved by the region's Executive Board
4. Once brochure has been approved, instructors may be sought for the courses offered.
5. The brochure must be on the national APA website by five months prior to the conference.

**A month prior to the conference:**

Adjust the room requirements depending on the registrations received.

Negotiate with the hotel offering the best price, based on the numbers from the last conference. A contract should be negotiated which includes room rates, meals, meeting rooms, classrooms, equipment supplied, etc.

Complimentary rooms should be offered based on what has been negotiated.

The contract should be presented to the president. The president and the Executive Board will determine if the contract is to be accepted. Once accepted, the president will sign the contract.

State tax on hotel and food is exempt by state certificate issued to APA in that state. Determine how many meals can be added, if any.

## **Contract**

1. Negotiate with the hotel or conference center offering the best price, based on the numbers from the last conference. A contract should be negotiated which includes room rates, meals, meeting rooms, classrooms, equipment supplied, etc.
2. Complimentary rooms should be offered based on what has been negotiated.
3. The contract should be presented to the regional president. The president and the Executive Board will determine if the contract is to be accepted. Once accepted, the president will sign the contract.
4. State tax on hotel and food is exempt by state certificate issued to APA in that state.

## **Conference fees**

1. The registration fee is determined by the Executive Board and Conference Planning Committee based on costs. All incidental costs are covered by this fee: paper, printing, supplies, instructors, rental fee for equipment.
2. Meals, gratuities, etc. need to be factored into the cost for meals.
3. An amount including both of the above items may be listed as Conference Fee.
4. This all must be determined before the brochure can be approved.

## **Brochure**

The brochure must be completed and approved by the Executive Board eight months prior to the conference date.

The brochure must be on the website by February 15 of the conference year.

Once leaders are confirmed, a short biography with photo may be placed onto the web site.

## **Meals**

The region should plan meals for the length of time of the conference.

Separate meal prices need to be indicated for guests or those attending the conference for less time.

## **Registration**

All conference registrations will be sent to the region's treasurer.

A confirmation letter or email shall be sent, by the host region, to each attendee registered indicating payments received, classes and activities scheduled.

The region's Planning Committee, or the Conference Chairperson, will solicit volunteers for the registration area.

## **Worship**

A short worship time should be planned. Blessings should be offered at each group meal time. Something as simple as a written blessing placed at their place setting is acceptable.

If communion is to be offered during the worship time, arrange for members who are ordained elders to serve, and permission from the local presbytery is needed.

## **Hospitality Committee**

The region's planning committee will solicit a volunteer to chair the Hospitality Committee. The chair will select members for the committee.

The committee will provide signs that are easily read are needed throughout the facility directing the conference attendees to meals, meetings and classes.

The Hospitality Room number should be included in the Welcome Packet given to each conference attendee.

The Hospitality Committee will provide refreshments for the Hospitality Room.

The Hospitality Room shall be open each evening and during the day when possible.

If prizes are to be given to attendees, the Hospitality Committee should be responsible for obtaining the items.

Refreshments should be available each evening of the conference. Costs for alcoholic beverages are not reimbursed by APA.

## **Classes, Group Discussions and Instructors**

1. The region's planning committee must work with the region's Certification Chair to determine which classes are to be offered at the conference.
2. Classes for all levels must be offered.
3. Instructors for the class may be either local experts in that particular field, those APA members who are Level III certified, ministers, presbytery or synod

representatives.

4. Honorarium for instructors are to be determined by the region's Planning Committee. The region's committee will notify each instructor of the honorariums and other expenses that will be paid.
5. Class leaders, once confirmed, are to be given the course description and length of time of the class. A reminder letter is to be sent. At this time, request a biography, photograph and their needs for the classroom. Once registrations are complete, arrange to have a class roster sent to each instructor.
6. For information on who may be instructors, please consult page 10 in the Certification Handbook.

## **Classrooms**

All rooms should be set up in classroom-style to allow people to easily take notes.

A podium and microphone will be needed for the classrooms.

## **Meetings**

The region's business meeting must be conducted at some time during the conference and the installation of officers must be done during the business meeting or the banquet, whichever the region determines.

# Administrative Personnel Association (PCUSA) Exhibitor Booth Contract Dates and Location

Company/Organization Name: \_\_\_\_\_

Contact person for conference info: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Primary contact on-site at conference: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Other representatives attending the conference. Each name badge created on-site will cost \$5.)

1) \_\_\_\_\_ 3) \_\_\_\_\_

2) \_\_\_\_\_ 4) \_\_\_\_\_

Information to be published in the conference notebook (Please print or type the following information):

Name of Sales Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

25 word description of business service or product: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your \$200.00 exhibit fee includes:

- Conference registration for one including meal tickets for Thursday, Friday and Saturday lunches. (Please note: We must have the name/s of the person/s working our exhibit area by June 15, \_\_\_\_\_. Name badges created prior to the conference are complimentary, but there will be a fee of \$5 for each name badge that we must create on site.
- Daily refreshment breaks
- One conference notebook
- Names and business addresses of the conference attendees [no email addresses]
- One draped 6 or 8 foot table
- One identification sign with your company name

- A chair

**Agreement**

In making application, exhibitor agrees to exhibit under, and comply with, those rules and regulations as written in this contract. This application shall constitute a non-revocable offer by exhibitor until such time s APA has returned to exhibitor notification of space assigned. Any withdrawal of this application by exhibitor prior to the dates herein indicated will result in the respective forfeiture of monies, and neither party shall thereafter have any further responsibility to the other with respect to this contract. I have read the Terms and Conditions. Agreed to:

\_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Authorized Representative of Company Requesting Exhibit Space

The company will furnish the following prizes for drawings:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Please return completed form with check for \$200 by April 15 to:

Administrative Personnel Association  
 Carol Ferrantelli, Treasurer  
 501 El Dorado St.  
 Monterey, CA 93940

**Terms and Conditions**

**Rules and Regulations**

The Exhibition Area is managed by the Administrative Personnel Association (PCUSA). The term "Exhibitor" refers to the organization or person or any of its officers, directors, shareholders, employees, contractors, agents or representatives that applied for exhibit space rental and agreed to enter into this agreement. The Exhibit Booth Contract and the payment of exhibit space fees together will constitute a contract for the right to use exhibit space. APA reserves the right to reject any application for space.

**Space Rental**

All booths are 10" deep and 10" wide. Each exhibiting company will receive:

- Conference registration for one including meal tickets for Thursday, Friday and Saturday lunches.
- Daily refreshment breaks
- One conference notebook
- Names and business addresses of the conference attendees [no email addresses]
- One draped 6 or 8 foot table
- One identification sign with your company name
- A chair

**(Please note: We must have the name/s of the person/s working our exhibit area by June 15, \_\_\_\_\_. Name badges created prior to the conference are complimentary, but there will be a fee of \$5 for each name badge that we must create on site.**

**Space Assignments**

The reservation of booth space is on a first-come, first-served basis.

**Exhibitor Representation**

Each booth includes the complimentary registration of one exhibitor (individual). There is a registration fee of \$50 for each additional person over the one person contracted. Each registration includes a set of

meal tickets for Thursday, Friday and Saturday lunches and a conference notebook. Each Exhibitor representative must be registered to participate in the event. The deadline for registering the persons working in your exhibit area is June 15, \_\_\_\_\_. The additional registration of individuals at \$50 per person is transferable at no charge.

#### **Exhibitor Space Occupancy**

**ANY EXHIBITOR THAT FAILS TO OCCUPY ITS EXHIBIT SPACE BY THE END OF PUBLISHED SET-UP HOURS, LEAVES THE EXHIBIT SPACE UNATTENDED DURING CONFERENCE HOURS, OR BEGINS DISMANTLING OF EXHIBIT SPACE PRIOR TO THE CLOSE OF THE CONFERENCE, MAY FORFEIT ITS RIGHT TO THE EXHIBIT SPACE AND ITS ELIGIBILITY TO EXHIBIT AT FUTURE APA CONFERENCES.**

#### **Cancellation Policy**

All booth cancellations must be received in writing (email acceptable); no telephone cancellations will be honored. For cancellations received by April 15, \_\_\_\_\_, the booth fee of \$200 will be returned; from April 15 - June 15, \_\_\_\_\_, \$150 will be returned. Cancellations received after June 15, \_\_\_\_\_ will forfeit full payment. APA retains the right to resell any booth space cancelled by Exhibitors and retain the proceeds for APA's own account.

#### **Cancellation or Postponement of Conference**

In the event that the Conference is postponed for any reason, the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the Conference, the obligations of the parties under this Agreement shall be automatically terminated and all payments made by Exhibitor under this Agreement shall be refunded to Exhibitor.

#### **Payments of Debts**

Exhibitors are required to make all payments for exhibit space as outlined in the Exhibit Booth Contract. Exhibitors are further responsible for ensuring that there are no outstanding debts owed by them to APA. If all payments and outstanding debts are not paid in full by April 30, \_\_\_\_\_ APA retains the right to cancel the Exhibitor's space without further notice and without obligation to refund moneys previously paid and to re-sell any exhibit space assigned.

#### **Exhibitor Services Kit**

An Exhibitor Services Kit will be sent to the Exhibitor. The Exhibitor Services Kit will include pertinent information regarding the Conference including, but not limited to:

- additional rules and regulations
- display rules
- installation/dismantle schedules
- registration information
- shipping and drayage
- utilities and building services
- audio/visual
- additional visibility opportunities

#### **Arrangement of Exhibits**

Exhibitor agrees to abide by all exhibit display guidelines published in the Exhibitor Services Kit. All exhibitors must remain within the confines of their own exhibit space, and no other exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other exhibitors. APA shall have the right to demand modification of the appearance of dress of persons or mannequins used in conjunction with displays or demonstrations. Exhibits not conforming to these specification, or which in design, operation, or otherwise, are deemed objectionable by APA in its sole discretion, will be prohibited.

### **Handling or Storage**

APA and the owners or managers of the facility where the Conference is to be held will not accept nor store display materials or empty crates and Exhibitor shall make its own arrangement for shipment, delivery, receipt, and storage of such materials and empty crates. All shipments and deliveries to the Conference shall be prepaid.

### **Exhibitor Operation and Conduct**

- Exhibitors may not schedule private functions or events which conflict with officially scheduled APA events
- The use of live animals is prohibited in the Conference
- The use of objectionable amplifying or lighting equipment is prohibited
- Exhibitors may not use strolling entertainment, nor distribute samples, magazines or advertising materials in any area outside their booth
- It is the Exhibitor's responsibility to ensure that models' and/or artisans' appearance and dress will not be offensive to modest tastes. Furthermore, artisans and models are not permitted to perform or appear outside the contracted booth space during conference hours
- Food and beverage may be dispensed from Exhibitor's booth within the following guidelines:
  - 1) Exhibitor must notify APA in advance and received written approval
  - 2) Distribution area must be kept clean and attractive
  - 3) All attendees must have the opportunity to sample
  - 4) Cooking may not take place in the booth

Exhibitors and their representatives shall at all times conduct themselves in a professional manner and shall not disparage or libel fellow exhibiting companies, member companies, APA, or the employees of aforementioned organizations, or engage in other activities detrimental to the event. If exhibitors do engage in such conduct, APA reserves the right to cancel Exhibitor's space without further notice and without obligation to refund moneys previously paid and to re-sell exhibit space assigned. APA further reserves the right to reject Exhibitor's application to exhibit in future APA conference.

### **Protection of Exhibit Facility and Liability**

Exhibitor is expressly bound, at its expense, to promptly pay for or repair any and all damage to the exhibit facility, booth equipment, or the property of others caused by the Exhibitor or any of its employees, agents, contractors, or representatives. This Agreement shall not constitute or be considered a partnership, employer-employee relations, joint venture or agency between APA and the Exhibitor. Exhibitor hereby agrees to and does indemnify, hold harmless, and defend APA from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever (including but not limited to cost, interest, and attorney's fees) which APA may incur, suffer, be put to, pay, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by Exhibitor or any of its employees, servants, or agents. Exhibitor further agrees that APA and their respective agents and employees shall not be responsible in any way for damage, loss, or destruction of any property of Exhibitor or injury to Exhibitor or its representatives, agents, employees, licensees, or invitees.

### **Security**

APA will provide limited guard service over the days of the Conference (normally after hours) and will exercise reasonable care with respect to the protection of the Exhibitor's materials and display. Beyond this, APA, the Conference facility, or any officer or employee thereof will not be responsible for the safety of the property or the Exhibitor or its agents and employees from theft, damage by fire, accident, or any other cause. Exhibitor is required to provide all insurance and/or policy riders to cover all booth contents.

### **Exhibiting Codes and Agreements**

Exhibitor hereby agrees to be bound by all conference rules and regulations outlined here, and in the Exhibitor Service Kit, and any additional rules, regulations, and information as may be adopted by APA.

Exhibitor further agrees to adhere to and be bound by (1) all applicable fire, utility and building codes and regulations of the facility where the conference is held; (2) any rules and regulations of said facility, (3) the terms of all leases and agreements between APA and the managers or owners of said facility, (4) the terms of any and all leases and agreements between APA and any other party relation to the Conference and (5) all Federal, State, and locale laws, codes, ordinances and rules.