

EXHIBITOR RULES & REGULATIONS

Booth Construction

Within perimeter and in-line booths, all display material is restricted to a maximum height of 4' on the sides of the booth, and a maximum height of 8' in the back the booth. Any variations must be approved in advance by the IASD. Company name, product, and/or logo, or floor support may not exceed 16' in height. No exhibit may span an aisle by roofing or floor covering.

Exposed, unfinished sides or exhibit backgrounds must be draped to present an attractive appearance. Inspection of the exhibits will be made during set-up and exhibitors will be notified if any deviation from the IASD exhibit rules is noted.

Flooring

The exhibit area has tiled flooring. You are welcome to bring an area carpet or rug for your booth area should you choose to do so.

Booth Conduct

Exhibitors are exhibited to conduct themselves in a manner that respects the rights of other exhibitors and does not interfere with other exhibits. Exhibits and display materials must be limited to the space rented.

All exhibits should be set up and conducted in a professional manner. Operation of sound devices are allowed if the exhibitor complies with IASD exhibit rules on volume. The IASD reserves the right to close exhibits or parts of exhibits that are deemed inappropriate or unprofessional.

The following practices are adhered to by the IASD:

- **This will be a fragrance-free conference. Candles, incense, perfumes or the use of any item adding fragrance to the conference environment will be prohibited.**
- Loud electrical or other mechanical apparatus disturbing other exhibitors are not allowed
- Use of professional actors, magicians, or performers may be allowed with prior approval and within limitations of approval.
- Canvassing outside the booth including aisles, entrances, or any other public space is not allowed.
- Entering another exhibitor's booth without permission is not allowed.
- Live music is allowed if maintained at a low volume as to not disturb other conference events or exhibitors.
- Smoking in or around the exhibit hall or conference space
- The IASD reserves the right to close exhibits or parts of exhibits that are deemed inappropriate or unprofessional.

Cancellations or Reduction in Space

All notices of cancellation must submitted in writing. The date notice is received will be used as the official cancellation/reduction date. Notices received prior to April 29, 2006 will incur a penalty equal to 20% of the total contracted space costs. No refunds will be given for cancellations/reductions received after April 29, 2006.

Move In/Move Out

Move-in will be on Tuesday, June 20, from 12:00 pm until 7:00 pm. All crates and carts must be removed from the exhibit area by 7:30 am on Tuesday. Exhibit space not occupied by 7:00 pm on Tuesday, June 20th will be forfeited and crates will be removed at the exhibitor's expense. Space may be resold or reassigned without refund.

Move-out may not begin before 12:00 pm, on Saturday, June 24 and must be completed by 7:00 pm on Saturday, June 24. Packing/dismantling of exhibits is strictly prohibited prior to the official closing time. Exhibit space not cleared by 7:00 pm on Saturday, June 24 will be dismantled at the exhibitor's expense and liability. Any exhibitor who does not comply with these times may jeopardize participation at future IASD Annual Conferences.

Note: Move-in/Move-out times are subject to change.

Staffing of Exhibits

Exhibits must be staffed and operational at all times during exhibitor hours.

Demonstration and Promotional Activities

All demonstrations and promotional activities shall be confined to the space allotted to each exhibiting company in the exhibit hall. Exhibitors and their personnel, or any other company/organization, including those not exhibiting in the exhibit hall, are prohibited from displaying or demonstrating products, soliciting orders, or distributing advertising materials anywhere in IASD contracted space to include but not be limited to conference areas, gathering areas, and attendee hotel rooms.

Independent Service Contractors

Exhibitors may opt to use independent service contractors for installation and dismantling of exhibit booths. If such contractors are used, the exhibiting firm has the responsibility of notifying the IASD in writing using the form contained in the Exhibitor Information Packet. Without such notification, the independent contractor will not be permitted to set up your booth. Independent service contractors are responsible for notifying the IASD of the booths they will be working in and must provide proof of insurance coverage by April 29, 2006. Communication with an independent contractor, including the rules and regulations for IASD exhibitors, and all other exhibit information is the responsibility of the exhibiting company with whom the IASD has a contractual agreement.

Subletting or Sharing

IASD does allow subletting or sharing of exhibit space with prior approval from the IASD. Exhibitors may show only their own products or services and those approved by the IASD. The featuring of a name or advertisement of a non-exhibiting firm or business is prohibited.

FDA Regulations

Exhibitors should be aware of the Food and Drug Administration (FDA) restrictions on the promotion of investigational and pre-approved drugs and devices. The FDA also prohibits the promotion of approved drugs for unapproved purposes.

Americans with Disabilities Act

Within the rented booth space, each exhibitor is responsible for compliance with the Americans With Disabilities Act (ADA).

Use of IASD name and logo

The IASD name, logo, and acronym are proprietary and may not be used in signs, advertising, promotions, or on any product literature either inside or outside the exhibit hall. This rule applies before, during, and after the Annual Conference, unless prior authorization has been received from the IASD.

Handouts and Giveaways

Handouts and giveaways are allowed with prior approval of IASD. This includes prizes for contests or drawings. Please note on the exhibitor contract if and what handouts/ giveaways are intended. IASD must give permission prior to the opening of the exhibit hall for all handouts/giveaways. Handouts and giveaways may only be distributed inside the rented booth space.

Any materials distributed must be limited to information about the company's products/services.

Exhibitors may not handout fliers of any kind announcing events occurring on dates or at locations outside of the IASD conference unless prior approval has been granted. The IASD will have sole discretion to approve or prohibit the distribution of any samples or handouts that it deems objectionable or otherwise inappropriate.

Photography and Video Recording

Exhibitors are prohibited from taking photographs or video recordings of other exhibitor booths or presentations. Violation of this rule could result in removal of the individual from the exhibit hall or conference room, confiscation of the film, and deduction of points.

Picture taking or video recording is only allowed by the official photographer of IASD or registered press during installation, show days, and dismantling. No camera of any kind will be allowed on the exhibit floor or in the conference rooms during these times.

Food and Beverage Distribution

Distributing food samples such as wrapped candy will be allowed by exhibiting companies. IASD reserves the right to approve or deny distribution of any other food or beverage items. All requests should be submitted in writing. Permission will be granted on a limited basis.

Security

Exhibitors will be primarily responsible for the security of the items at their booth.

Exhibitors will be solely responsible for any funds collected.

The exhibition area cannot be locked during the hours that the Campus Center is open. Exhibitors will be responsible for the security of their booths until 11 PM each evening.

The IASD is not responsible in any manner for omissions or damages, or claims which may result from such actions or omissions. Neither the IASD nor Bridgewater State College will assume responsibility for the exhibitor's property. Any items an exhibitor deems exceptionally valuable should be removed from the hall during non-exhibition hours.

Fire Regulations

There are strict rules concerning fireproofing of all materials used in booth construction and furnishings. Should your exhibit include any flammable substance, please be sure it is properly secured. It is necessary for you to bring the manufacturer's certification that your booth materials are fireproof. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the IASD reserves the right to cancel all or part of the exhibit proven to be irregular. The IASD is not obligated to monetarily refund any exhibitors if they fail to comply with applicable fire regulations. Fire regulations prohibit the storage of flammable materials behind or around any exhibit or table skirting.

Liability & Security

The IASD is not liable or responsible for any injuries, theft, loss, damage of whatever nature, direct or indirect, to exhibitors, their employees, agents, goods, or property of any of the foregoing, from any cause or omission whatsoever.

The exhibitor agrees to protect, save and hold the International Association for the Study of Dreams and Bridgewater State College, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, the Exhibitor shall, at all times, protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises, the convention center or any part thereof.

All exhibitors must make provisions for the safeguarding of their own goods, materials, equipment and display at all times and are responsible for obtaining insurance in such amounts as deemed appropriate to comply with the exhibitors' obligations herein and for the exhibitors' own protection. The space occupied by each exhibitor must be surrendered (ordinary wear and tear expected) in the same condition as it was at the time of the exhibitors' use and occupation thereof.

IASD shall have sole power in the interpretation and enforcement of all regulations contained herein, and the power to make amendments thereto and such further regulations shall be considered necessary for the proper conduct of the exhibition. Such decisions shall be binding upon exhibitors.

Unions and Contractors

Exhibitors agree to abide by the Rules and Regulations concerning any local unions that have agreements with the conference center or with authorized service contractors employed by the conference center. Only contractors designated or approved by the IASD and/or the conference center will be permitted in exhibit areas. Exhibitors are cautioned to observe the regulations as provided herein. Failure to comply with these or any other regulation, or any amendments thereto, may be sufficient cause to require the immediate removal of the exhibitor.

Rejection of Application

The IASD reserves the rights refuse or cancel rental of display space to any person or company whose conduct or display of goods is, in the opinion of the IASD management, incompatible with the general character and educational objectives of exhibition at the IASD Annual Conference.

Code of Ethics

The International Association for the Study of Dreams acknowledges the value and importance of the study of dreams and recognizes the responsibility inherent in such study and its consequent applications. The Association encourages its exhibitors to exemplify the highest standards of ethical behavior in whatever involvement they may have at the conference and are thus asked to refrain from counseling or dream interpretation at booths or elsewhere at the conference. If you choose to attend a scheduled event, you are asked to respect our members and guest by abiding by our confidentiality guidelines

In keeping with these broad principles, exhibitors are expected to be honest and accurate in the communication of their own credentials and competencies.