EXHIBITOR RULES & REGULATIONS
2012 National Symposium on Student Retention
October 29-31, 2012 ● New Orleans, Louisiana ● The Astor Crowne Plaza

1. The Exhibitor Showcase will be open as follows: Monday, October 29, 2012 (set-up 10 a.m. - noon) exhibit from 2:00 - 4:30 p.m.; Tuesday, October 30, 2012, 7:30 a.m. - 4:30 p.m. and Wednesday, October 31, 2012, 7:30 a.m. - 3:00 p.m.. Unless other arrangements are approved by the conference sponsor, the exhibitor agrees to have exhibits in place by noon on Monday, October 29, 2012 and have all exhibit materials removed by 3:00 p.m. on Wednesday, October 31, 2012.

2. The exhibitor agrees to accept responsibility for moving in, setting up, dismantling, and removing his/her own exhibit.

3. The exhibitor agrees not to affix any tape, staples, thumbtacks, nails, or other items to walls of the conference hotel or in any other way deface hotel property for which The Center for Institutional Data Exchange and Analysis might be held responsible.

4. The Exhibitor agrees to provide any a/v equipment needed for the exhibit and to keep a/v or video presentations with sound adjusted to low volumes. Exhibitor further agrees that music will not be played in and around exhibit area, unless exhibitor is selling music or musical instruments.

5. The exhibitor agrees to have at least one attendant present representing the exhibitor at said exhibit during all exhibit hours. Special arrangements with The Center for Institutional Data Exchange and Analysis will be necessary in order to exhibit equipment, supplies, processes, or services without an attendant present.

6. The exhibitor agrees to accept full responsibility for compliance with local, city, and state, fire, safety, and health ordinances regarding the installation and operation of equipment. This includes use of safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays. Any necessary fire precautions will be a responsibility of the exhibitor.

7. The exhibitor agrees to make no claim, for any reason whatsoever, against the conference sponsors, or other contractors for loss, theft, damage, or destruction of goods, or for any injury to the exhibitor or employees. The property of the exhibitors shall at all times remain in the sole possession and custody of the exhibitor and shall be the sole responsibility of the exhibitor.

8. In the event that the conference and/or exhibit is cancelled by the University of Oklahoma, a full refund of exhibit rental fees will be made. The University of Oklahoma’s liability is limited to refunding the rental fees, and University shall not be liable for any damages by reason of failure to provide space for the exhibit, or for removal of the exhibit, or for failure to hold the conference as scheduled.

9. Further, exhibitor agrees to indemnify, defend and hold harmless the University of Oklahoma, its agents, representatives, and employees, from any and all liability for damages, fees, claims, and expenses (including attorney fees) for bodily injury, including death, and property damage arising out of exhibitor's attendance, participation, or exhibition at The National Symposium on Student Retention.

10. The exhibitor agrees that exhibit space will be assigned by The Center for Institutional Data Exchange and Analysis. Information regarding the nature of the equipment, supplies, processes or services to be exhibited is requested on the Exhibitor Application form and is used to determine appropriate space assignment. Although every effort will be made to accommodate exhibitors' needs, The Center for Institutional Data Exchange and Analysis reserves the right to assign exhibit location and approve exhibition materials.

Shipping Information:
Astor Crowne Plaza New Orleans
739 Canal Street at Bourbon
New Orleans, Louisiana 70130