

**CINCINNATI PARALEGAL ASSOCIATION (“CPA”)
RULES AND REGULATIONS
FOR CONTRACTING OF EXHIBIT SPACE AT SPRING SEMINAR**

CONTRACT FOR SPACE

Payment and completion of application shall constitute a contract with the **CPA**. In the event of fire, strikes or other uncontrollable circumstances rendering the exhibit areas unfit or unavailable, or causing the exhibit to be canceled prior to March 1, 2007 the contract will be binding and payments will be refunded.

PAYMENT FOR SPACE

The exhibit fee is \$250.00 for each booth. There are additional data connection charges (see Exhibit Application). Payment should accompany application and should be received by March 1, 2007. Each space assignment will be made on a priority basis, on the basis of the postmark.

CANCELLATION

If the contract is canceled by the exhibitor after March 1, 2007, no refund will be made. **Cancellations must be made in writing.** No telephone cancellations will be accepted.

EXHIBIT HOURS AND INSTALLATION

Exhibits will be located in an exhibitor place at the Hilton Cincinnati Netherland Plaza. Registration for Seminar, workshops, breaks, and lunchroom all will be held in the conference rooms located on the same floor(s) as the exhibits. Exhibits can be set up beginning at 7:30 a.m. on Thursday, March 14, 2007. Security will be provided. The exhibit area will be open to the seminar participants all day from 8:30 a.m. – 3:30 p.m.

EXHIBIT CONSTRUCTION

Six-foot tables will be provided.

USE OF EXHIBIT SPACE

Sales which include the taking of orders, payment of money or delivery of merchandise in the exhibit area are prohibited. Exhibitors shall confine all exhibit activities to within the limits of their own exhibit space. All materials and activities shall be relevant to the exhibitor's products or services. The level of sound producing material shall be kept low enough so as not to be objectionable to other exhibitors. Exhibitors may give away literature describing their products and samples of products which they manufacture or distribute.

LIABILITY

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment, and other property upon the premises.

SUBLETTING

No exhibitor shall assign, sublet or share allotted space except with written approval of the **CPA**.

DISMANTLING

Each exhibitor expressly agrees not to dismantle the exhibit or do any packing before the final closing hour of the exhibit.

ENFORCEMENT

CPA shall have sole authority to interpret and enforce all rules in the best interest of the exhibition. **CPA** reserves the right to change these rules at any time.