

## CHFA Exhibitor Policies

In addition to the Terms and Conditions outlined on the space application, the exhibitor agrees to abide by all rules and regulations outlined in the exhibitor manual posted on the show website. The exhibitor further agrees that all personnel working within the booth are made aware of these show policies and agrees with the exhibitor to abide by all such terms and conditions including those below.

1. CHFA Trade Shows are private functions. CHFA reserves to itself the right, in its sole arbitrary and unfettered discretion to restrict entry to the Show to any individual (including without limitation anybody that received a badge, whether from the CHFA or an exhibitor, whether an employee of the Exhibitor or an independent contractor). Any person requested to leave the Show shall do so immediately, and the exhibitor for whom the person is in attendance at the show shall ensure such person leaves the show premises immediately. There is no refund payable with respect to anyone refused entry or asked to leave once in attendance.
2. In keeping with the CHFA's Guiding Principles that all members adopt, Exhibitor personnel will act with integrity, honesty, courtesy and in an ethical manner. Exhibitor personnel will treat each other, those in attendance at the show, independent contractors performing functions at the show, CHFA's members, staff and Board of Directors with dignity and respect and will refrain from disparaging each other, those in attendance, independent contractors, the CHFA, its members, staff or Board.
3. The Exhibitor shall not assign any rights to occupy space at the show or sublet booth space without the prior written permission of the CHFA, which permission may be withheld in CHFA's sole, arbitrary and unfettered discretion. If the Exhibitor is found to have assigned or sublet space without express permission and/or to a company previously denied exhibit space by CHFA, both the Exhibitor and the company who was assigned the space may be removed from the show together with any persons in attendance as representatives of the exhibitor and the ability to participate in future CHFA events will then need to be re-determined by CHFA. There will be no refund payable with respect to booth payment for the show or deposits paid for future shows.
4. Exhibitors agree that they will not run on-site and / or off-site events during CHFA conference and trade show hours, or during other CHFA hosted events.
5. Exhibitor badges are non-transferable. CHFA reserves the right to confiscate any badge if it does not match the identification of the person with the badge or is not a valid CHFA badge or if the person has been asked to leave the show or the exhibitor on whose behalf the person is in attendance at the show on behalf of has been asked to leave the show.

-During show hours, booth personnel (including demo staff) must wear the Exhibitor badge furnished by CHFA at all times while they are in the Exhibit Hall. Exhibitors are not allowed to give out Exhibitor badges to anyone NOT working in their booth. Any Exhibitor giving out Exhibitor badges to attendees may be subject to penalties as determined by CHFA.

-Exhibitors have the option to have badges pre-mailed to the office of the exhibiting company or held for pickup on-site. Exhibit personnel who register on-site or opt to pick up their badges on-site will be required to present personal identification and a business card (showing they work for the exhibiting company). Personnel registering on-site may be required to pay applicable registration fees.



-Brokers and Distributors who are representing multiple vendors must ensure that the name of all companies exhibiting in the Brokers/Distributors booth and booth personnel are submitted to the CHFA during the pre-registration period via the on-line registration tool. Only those companies identified as part of the pre-registration process will be permitted to attend the show and exhibit in the Broker/Distributors booth. Additional exhibitor company names will not be permitted to be added on to the Broker/Distributors site application on-site at the show.

6. Soliciting outside your booth area is not permitted. Exhibitors are not permitted to hand out literature, samples or any other promotional material (i.e. signage, mascots walking the show floor) anywhere other than their contracted pavilion/booth/exhibit area unless previously approved by CHFA.

7. If the assigned booth space is not occupied by 8:00 a.m. on the day of show opening, such space may, at the sole, unfettered and arbitrary discretion be taken by CHFA and reassigned to another exhibitor for exhibition purposes or such other purpose as CHFA sees fit. The Exhibitor shall not be entitled to a refund of any monies paid for the booth space.

