

8. RULES and REGULATIONS for the Space Symposium:

READ CAREFULLY: Please read the following Contract Rules and Regulations. By submitting the Contract to the Space Foundation, the Exhibitor agrees to all terms and conditions, including, but not limited to, the following Rules and Regulations. It is the responsibility of the Exhibitor to be thoroughly familiar with the Rules and Regulations and to ensure that each member of the organization attending the Symposium complies with these Rules and Regulations.

8.1. CONTRACT FOR EXHIBIT SPACE: The application for space constitutes a contract for the right to use the space. By submitting an application for exhibit space, the applicant releases Space Foundation, the Broadmoor Hotel, and official show contractors from any liabilities to the applicant, its agents, licensees, or employees that may arise or be asserted as a result of the submission of an application or participation in this exhibit. Upon confirmation by the Space Foundation of receipt of full payment and assignment of exhibit space to the Exhibitor, the Space Foundation shall make available to the Exhibitor the assigned space for the duration of the Symposium (the "Term"). Acceptance of an application does not imply endorsement by Space Foundation of the applicant's products, nor does rejection imply a lack of merit of product or manufacturer. Space Foundation has the sole right to determine the eligibility of any company or product for inclusion in the Space Symposium and retains the right to rescind the Contract within 30 days of receipt if the exhibit is deemed to be contrary to the best interests of the Space Symposium. Subject to Section 8.32, the Space Foundation shall be released from its obligations under this Contract if the Symposium is canceled due to causes beyond its control or for the safety of the attendees. Examples of such causes include (a) events or threats of terrorism, (b) acts of the Government in its sovereign or contractual capacity, (c) fires, (d) floods, (e) epidemics and pandemics, (f) quarantine restrictions, (g) strikes, (h) freight embargoes, and (i) unusually severe weather and other acts of nature.=

8.2 SPACE ASSIGNMENT AND ATTENDEES: The Space Foundation will attempt to accommodate Exhibitor Requests for specific exhibit space; however, no guarantees can be made that the Exhibitor will be assigned the specific exhibit space requested. Exhibitor acknowledges that this Contract is not issued for specific exhibit space but rather for the right to participate as an exhibitor at the Space Symposium. To reserve exhibit space for the Symposium, the Exhibitor must return the signed Contract to the Space Foundation. Exhibit space is not guaranteed until the Space Foundation confirms, in writing, receipt of the required payments and assigns exhibit space to the Exhibitor. Exhibit space will be assigned according to the Priority Point System.

8.3. PRIORITY EXHIBIT SPACE ASSIGNMENT POINT SYSTEM: Exhibitors will be assigned booth locations per the following point system:

- A. An exhibitor earns 1 point for each year exhibiting at the Symposium.
- B. An exhibitor can earn more points through annual sponsorships: A sponsor exhibitor will receive 1 point for every \$5,000 Symposium sponsorship dollars contributed that year. For example, a \$50,000 sponsorship will earn 10 points, and a \$49,000 sponsorship will earn 9 points.
- C. An exhibitor can earn points for each annual corporate membership: Diamond Member-16 points; Platinum Member-14 points; Gold Member-12 points; Silver- 10 points; Bronze-5 points, Small Business-5 points.
- D. If two exhibitors with equal points request the same exhibit space, the assignment will be made according to the date the deposits were received. The Space Foundation will make every reasonable effort to accommodate exhibit location requests.
- E. If an exhibitor skips a year of exhibiting, there is no penalty. The points remain the same. Note that if a year is skipped, the location currently designated to the company is open to another company for that year. Any exhibitor with enough points will be free to reserve the exhibit space during a company's hiatus.
- F. Downsizing: If an exhibitor reduces booth size by more than 50% of the previous year's size, the gain is only half a point the year of exhibiting. There is no penalty if downsizing is less than 50% of the previous year's size.
- G. If an exhibitor skips exhibiting for two years, they forfeit 50% of the total points accumulated or 1 point, whichever is greater.
- H. If an exhibitor skips exhibiting for three years, they forfeit all accumulated points and must start over.
- I. Due to Security issues, all Exhibitors must wear the Space Symposium-issued lanyards. If an exhibitor or any member of the exhibitor's company does not wear their Space Symposium-issued lanyard, the exhibiting company will be penalized by forfeiting 50% of the company's priority points and will be escorted off the premises by security and not allowed to return. Any failure to comply with wearing the Space Symposium-issued lanyards will result in the badge being confiscated and the individual immediately being escorted off the premises and prohibited from returning to the Space Symposium for the remainder of the event. No refund will be issued for any badges that are pulled by security due to failure to wear the Space Symposium-issued lanyards.
- J. Badge swapping is strictly prohibited. Any exhibitor or representative found exchanging, sharing, transferring, or allowing another individual to use their Space Symposium badge will result in forfeiture of the badge in question with no refund and both parties immediate expulsion from the Exhibit Center as well as both individuals prohibited from returning to the Space Symposium for the remainder of the event. If it is swapping Exhibitor Badges, the exhibiting company will forfeit 50% of its priority points, and both individuals will be immediately escorted from the premises and prohibited from returning to the Space Symposium for the remainder of the event.
- K. If an exhibitor begins tearing down their booth or leaves their booth unattended before 5:00 pm on Thursday, before the hall closes, the exhibiting company will be fined \$2,500 and penalized by forfeiting 50% of that exhibiting company's priority points and in jeopardy of not being allowed back the following year. This activity will also affect the exhibitor's booth placement for the following years.

8.4 USE OF EXHIBIT SPACE: No Exhibitor may sublet, assign, or apportion any part of the space allotted or represent, advertise, or distribute literature for the products or services of any other firm or individual except as approved in writing by Space Foundation.

8.5 RESTRICTIONS: The Space Foundation reserves the right to restrict exhibits due to noise, lights, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the Space Symposium as a whole. It may forfeit installation or request removal or discontinuation of any exhibit or promotion which, if continued, departs substantially from the description given advance approval. In the event of such restrictions or evictions, the Space Foundation is not liable for any refund of rental or other expenses. All booths with a 'backlit' wall must provide a cover to avoid light shining into the exhibit booth located behind their booth.

8.6 EXHIBITOR ACCESS DURING NON-SHOW HOURS: Booth representatives will be permitted to enter the exhibit hall two hours before the scheduled opening time each day of the Space Symposium unless written permission from the Space Foundation and will be allowed to remain in the exhibit hall up to 15 minutes after the closing hour each night. **No scheduled meetings will be permitted in the Exhibit Center after the Exhibit Center closes.** Refer to the posted hours for reference.

8.7 PAYMENT FOR EXHIBIT SPACE: In the event the Exhibitor fails to fulfill its obligations under the Contract, or Exhibitor withdraws its exhibit from the Symposium, the Space Foundation shall retain all monies paid by the Exhibitor. The Space Foundation reserves the right to change the program and location of exhibit booths to maximize the usable space and hours of the exhibition.

8.8 EXHIBITOR SERVICES MANUAL: The Freeman Company, herein known as the Show Decorator, will provide to the Space Foundation an Exhibitor Service packet that will serve as the Exhibitor Kit (Exhibitor Services Manual), containing information and order forms required for the setup, display, and tear-down of exhibit booths. The Space Foundation representative will then provide the Exhibitor the Services Manual, which the Exhibitor agrees to adhere to for booth setup, display, and tear-down of

exhibit booths.

8.9 DISPLAY REGULATIONS: The Broadmoor and The Freeman Company are the official suppliers and shippers designated by the Space Foundation. Exhibitors that use other suppliers or shippers must notify the Space Foundation and The Broadmoor and provide the name, address, telephone number, and point of contact for alternate suppliers or shippers. The Exhibitor is responsible for ensuring that all such suppliers and shippers comply with all applicable Symposium requirements, rules, and regulations. The Exhibitor shall provide proof of liability insurance to the Space Foundation and the The Freeman Company at least two weeks before the Symposium's opening for that year. Exhibitors must send all communications directed to the Broadmoor and The Freeman Company to the following points of contact:

Broadmoor Contact: Jerry Homzy, the Broadmoor Convention Services Manager. The Broadmoor, P.O. Box 1439, Colorado Springs, CO 80901-1439; Phone: (719) 577-5816. To order services from The Broadmoor, please fill out the appropriate forms in the Exhibitor Kit. Exhibitors may order services such as audio-visual, computer rentals, telephone lines, electrical outlet needs, and security guard service from The Broadmoor. **Orders must be received at least SIX WEEKS before the opening day.**

The Freeman Company Contact: Please contact Customer Service at 1-888-508-5054 for information and questions regarding Freeman Services. The Freeman Company, 4493 Florence Street, Denver, CO 80238.

8.10 DISPLAY REGULATIONS FOR EXHIBIT CENTERS - BARTOLIN HALL, BROADMOOR HALL AND COLORADO HALL: The Exhibitor agrees to follow and be fully bound by the IAEE Standard Guidelines for Display Rules & Regulations for all booth types, including, but not limited to, line of sight and height restrictions for each booth type, as well as the Exhibitor Services Manual, which are hereby fully incorporated into this agreement for reference. The Exhibitor agrees to fully integrate these documents into any subcontracts it issues supporting this Exhibitor Agreement. Failure to follow established Rules & Regulations will result in exhibit booth design being denied on site and booth revisions made prior to allowed to exhibit on the show floor. Booth spaces are available on a square footage request basis (minimum size: 10'x10'). Each 10'x10' booth will be set with an 8' tall black drape and a 3' tall black side rail. Booths 300 square feet or less will consist of one 6' black-draped table, two side chairs, a wastebasket, and will receive a one-line identification sign. All booths 300 feet or less – to include 10'x10' & 10'x20' booths – must follow established guidelines AND submit their booth design to Show Management no later than 6 weeks prior to the event or booths will be subject to change on site prior to show opening. The Exhibitor will provide all other furnishings, equipment, facilities, etc., at its own expense and responsibility. Space Foundation retains the right to deny approval of Exhibitor Booths that do not meet the established guidelines set by Show Management. The back side of the booth must not be branded.

- **HANGING SIGNS:** Only booths 20'x20' or larger can have a hanging sign. Hanging signs and graphics must be set back a minimum of 5ft from the perimeter of your booth space, ensuring they don't obstruct the view of neighboring exhibitors or attendees. The sign must be open and not have a bottom.
- **LITHIUM-ION BATTERIES:** Any booth that incorporates lithium-ion batteries into their booth design must inform Show Management. This does not include cell phones or laptops.
- **BOOTH SUBMISSIONS:** All booths, no matter the size, must submit their booth design six (6) weeks in advance to Rhonda Truett at exhibitor@spacefoundation.org (719) 440-1261. The booth submission must include the booth dimensions to include all elements including but not limited to wall height, weight of any booth displays, branding, height and weight of all hanging displays, a photo with the booth elements to include logos and branding.

Exhibit Center – Bartolin Hall:

- Exhibitors must provide floor covering for the booth.
- The overall height limit of a booth depends on its actual size: 10'x10', 10'x20' and 10'x30' exhibit booths must adhere to the 8' high wall limit in Bartolin Exhibit Center.
- The overall height limit for 20'x20' booths and higher is 20' for the walls & the hanging sign. Nothing can exceed the 20' height limit..
- A low zone or a 4' line of sight rule exists within four feet of unrelated neighboring exhibit booths and 4' into a booth from the front aisle for 10'x10', 10'x20' and 10'x30' booths only. In a single 10'x10' booth, this covers the entire front of the booth.
- In-line booths in Bartolin Exhibit Center over 400 square feet and larger do not need to leave a 4' line of sight. The line-of-sight rule is waived for inline exhibit booths 20'x20' square feet and larger in Bartolin Exhibit Center only. The line-of-sight rules remain in effect for Broadmoor Exhibit Center & Colorado Exhibit Center..
- 10'x10' and 10'x20' must adhere to the IAEE Rules & Regulations to include but not limited to the line of sight rule as well as the height and weight of all booth elements and booths cannot have a hanging sign or any items hanging over their booth. All booths 20'x20' or larger can have a hanging sign.
- Double-decker booths are allowed in this hall if they follow the IAEE-established Display Rules and Regulations and the Exhibitor has written permission from the Space Foundation.
- The maximum back wall height for 10'x10', 10'x20' & 10'x30' booths of 8 feet is allowed only in the rear half of the booth space and within 4 feet of the two side aisles, with a 4-foot height restriction imposed on all materials in the remaining space forward to the aisle. Space Foundation may grant exceptions to these rules; however, the Exhibitor must obtain written permission from the Space Foundation before the Space Symposium. Any 10'x10', 10'x20' & 10'x30' booth walls that do not adhere to the 8' height restriction are subject to rejection and asked to take down the unapproved wall.
- Booths can have backlighting as long as it has cover over the lights and if the lights do not shine into the booth behind them. If backlights are intrusive and do not follow established guidelines, the exhibitor will be asked to remove them prior to doors opening for the event.

Exhibit Centers - Broadmoor Hall and Colorado Hall:

- The overall height limit of a booth depends on its actual size: 10'x10', 10'x20' and 10'x30' exhibit booths must adhere to the 8' high wall limit.
 - Booths that are 20'x20' or higher will have an overall height limit of 20' to include walls & hanging sign. No walls or hanging sign will exceed 20'.
 - No Hanging sign in any Exhibit Hall will be allowed to have a bottom without written permission from show management and Fire Marshall.
 - A hanging sign is not allowed on booths 10'x10' and 10'x20' or 10'x30'. Hanging signs are allowed on booth that are 20'x20' or larger.
 - A low zone or a 4' line of sight rule exists within 4' of unrelated neighboring exhibit booths and 4' into a booth from the front aisle for all booths, no matter the size. In a single 10'x10' booth, this covers the entire front of the booth.
 - Regardless of size, the line-of-sight rule remains in effect for all exhibit booths located in Exhibit Centers – Broadmoor Hall and Colorado Hall.
 - Double-decker booths are allowed in these two halls if the exhibit is next to an outer wall and the Exhibitor has written permission from the Space Foundation.
 - Booths can have backlighting if it does not shine into the booth behind you.
 - Broadmoor Hall and Colorado Hall have existing carpet. Renting different flooring is optional for these two halls.
- A. Booth Structure (pipe and drape) and Center Restrictions:** Exhibitor shall not post, tack, nail, screw, or otherwise attach anything to columns, walls, floors, or other parts of the Exhibit Center or any non-Exhibitor-owned booth structures or furniture. Signs, rails, and other booth features shall not intrude into or over aisles. In cases where the reverse side of an exhibit booth's back wall, sidewall, riser, or display is exposed to view, such portion of the display shall be suitably draped so that

no part of the display, construction, electrical wiring, or the like is visible from the aisles of adjoining booths. Each Exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size of their exhibit.

- B. **Space Restrictions:** Aisles and other spaces in the Exhibit Center are not rented to exhibitors. No booth is to extend into this space. All displays, interviews, lectures, demonstrations, or other activities shall be conducted inside the contracted exhibit space.
 - C. **Signs:** The Freeman Company will provide a 7" x 44" one-line identification sign (company name and booth number) for booths 300 square feet or less. The exhibitor is responsible for additional signs. Special signage arrangements can be made by contacting The Freeman Company.
 - D. **Provisions for Storage:** Fire regulations prohibit storage in the Exhibit Center or The Broadmoor Complex, except within the Exhibitor's booth. The exhibitor is responsible for arranging storage. The Exhibitor shall remove all packing containers, cardboard boxes, corrugated paper excelsior, and wrapping paper from the booth before the Exhibit Center opens. Storage arrangements can be made by contacting The Freeman Company.
 - E. **Electrical Needs:** The Services Manual (Exhibitor Kit) will contain detailed information regarding additional electrical needs such as 220-volt electrical outlets, and monitors. Specifications for more extensive electrical voltage needs and the like are available through The Broadmoor. The packet will include The Broadmoor and The Freeman Company's descriptions of the available items, cost information, and order forms. The Exhibitor must plan with The Broadmoor for electrical needs **no less than SIX WEEKS before** the Symposium opening day.
 - F. **Audio Equipment Volume:** Exhibitor shall maintain the volume of audio equipment at reasonable levels. No sound effects that carry to adjoining booths are permitted. Headsets with videos are acceptable. Exhibitors may show videos, slides, opaque materials, and other electronic visual media only within the confines of the exhibit booth.
 - G. **The Character of Exhibits:** The Space Foundation reserves the right to determine the suitability and appropriateness of all exhibits and the attire and conduct of all exhibit personnel and to regulate them at its sole discretion.
 - H. **Safety Provisions:** Exhibitors must provide the necessary shielding or safety items to protect attendees, other exhibitors, and all others from moving equipment and any other material, processes, or operations that might cause bodily harm. The Exhibitor shall always keep adequate operable fire extinguishing equipment accessible in the exhibit booth.
 - I. **Food and Beverage:** Exhibitors may serve catered food and beverages (including alcohol) at their booth but **MUST** work through the Broadmoor Catering Department. The Broadmoor must provide food and beverages (including alcohol). All catering must go through the Broadmoor Hotel Catering Department.
- 8.11 LISTING AND PROMOTIONAL MATERIALS:** By exhibiting at the Space Symposium, the Exhibitors grant the Space Foundation the following: a fully paid, year-long, non-exclusive license to use, display, and reproduce the name and logo, as well as contact information of the Exhibitors. This information may only be used for directory listing the exhibiting companies at the exhibition, and to use such names and logos in promotional materials. The Space Foundation shall not be liable for any errors in any listings or descriptions or for omitting any Exhibitor from the directory or other lists or materials. Exhibitors may not use the Space Foundation corporate logo, but, with written permission, may use the show logos only to indicate their status as an exhibitor at the 42nd Space Symposium and not imply any endorsement by the Space Foundation.
- 8.12 COPYRIGHTED MATERIALS:** Exhibitors shall not play or permit the playing or performance of or distribute any copyrighted materials at the exhibition unless they have obtained all necessary rights and paid all required royalties, fees, or other payments.
- 8.13 DAMAGE TO PROPERTY:** Exhibitor is liable for any damage caused by Exhibitor or its representatives to build floors, walls, or columns or to other Exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive, or other coatings to building columns, floors, or standard booth equipment.
- 8.14 FIRE AND SAFETY REGULATIONS:** The Exhibitor agrees to accept full responsibility for compliance with federal, state, and municipal regulations in maintaining adequate safety devices and conditions for the operation of machinery and equipment. Exhibitor agrees to comply with all state and local fire and safety regulations. Combustible or explosive materials and substances must be flame-proofed. Packing containers, wrappings, and similar materials must be removed from the exhibit area and may not be stored under tables or behind displays.
- 8.15 RESTRICTION OF ACTIVITIES:** All Exhibitors' activities must be confined to the contracted exhibit space. No solicitation or distribution of materials outside of the exhibit space will be allowed without written permission from the Space Foundation.
- 8.16 SECURITY / GUARD SERVICE:** While the Broadmoor will provide scheduled perimeter security for the Exhibit Center for the duration of the Space Symposium, protection of the Exhibitor's property, including insurance for the same, is the Exhibitor's sole responsibility. The Exhibitor agrees that the Space Foundation has no obligation to provide security services, and the Space Foundation makes no representation whatsoever concerning the security of the premises. Exhibitor, because of this, waives any claims against the Space Foundation relating to loss, damage, theft, and all other forms of damage and harm to Exhibitor property. Individualized security service is available through The Broadmoor. Further information will be provided in the Exhibitor Kit. The Exhibitor should consider using locked facilities in its booth to store display materials and products.
- 8.17 SET-UP / TEAR-DOWN TIMES:** Setup/tear-down hours vary by location and will be determined before the Symposium. The times will be sent to the Exhibitor in the Services Manual (Exhibitor Kit). Booths must be set up by 3:00 pm on Monday, April 12th at the Space Symposium. Booth setup will not be permitted after that. The show decorator will carpet and furnish any booth space not set up by 3:00 pm when the Space Symposium begins, and an invoice will be sent to the Exhibitor. **If the Exhibitor tears down or packs up their exhibit before the designated time, the Exhibitor shall pay an early dismantling fee of \$2,500** and be penalized by forfeiting 50% of that exhibiting company's priority points. All exhibits must be removed from the exhibit area by 5:00 pm on Saturday following the closing of the Symposium. Should the Broadmoor adjust the Exhibit Center completion date, resulting in a change in the setup and dismantling times, the Space Foundation will provide written notice to the Exhibitor. The premises must be left broom-cleaned by the Exhibitor. The Exhibitor shall be liable for all storage and handling charges resulting from the failure to remove exhibit material from the exhibit hall before the conclusion of the dismantling person as specified by the Space Foundation. Any Exhibitor failing to occupy their assigned space forfeits their rights to the space. All exhibits must be open for business during exhibition hours.
- 8.18 CLEANING OF EXHIBITS:** For the duration of the Symposium, the Exhibitor shall keep its booth clean, neat, and orderly. Broadmoor will vacuum and maintain the Exhibit Center aisles, but the exhibitor must order and pay for booth Cleaning.
- 8.19 MEETINGS:** The Exhibitor shall not hold any meeting or event that conflicts with the Symposium exhibit viewing hours, meals, receptions, or sessions.
- 8.20 EXHIBITOR BADGES:** Exhibitor badges must be kept to a minimum for security purposes. The number of exhibitor badges per Exhibitor will be allocated on the total square footage of exhibit space purchased. Badge allocations are as follows: **100'= 5, 200'=10; 300'= 15; 400'=20; 500'= 22; 600'= 24; 700'=26; 800 or more sq. ft. = 28 badges.** Booth representatives shall wear "EXHIBITOR" badge identification, which is always furnished by the Space Foundation. If an exhibitor removes their Space Symposium-issued lanyard or gives their badge to another attendee, the exhibiting company will be penalized by forfeiting 50% of the company's Priority Points and will be escorted off the premises by security and not allowed to return. Space Foundation may limit the number of booth representatives at any time. Space Foundation exhibitors may purchase additional badges by contacting exhibitor@spacefoundation.org. Exhibitor badges allow access only to the Exhibit Center and NOT the general sessions or event meals.

8.21 EXHIBIT CENTER VISITOR BADGES: Visitor badges are allocated per booth – based on corporate membership level and only apply to corporate member companies with an exhibit booth. They allow your invited guests access to the Exhibit Center during regular open hours, Tuesday – Thursday. Allocations are as follows:

- Diamond Member: 50
- Platinum Member: 30
- Gold Member: 25
- Silver Member: 15
- Bronze Member: 10
- Non-Member: 5

Visitors must adhere to posted visitor hours to tour the Exhibit Center. The Exhibitor shall pre-register its visitors with the Space Foundation, and the Exhibitor shall be responsible for ensuring its visitors comply with applicable Symposium requirements, rules, and regulations, including the established dress code. Each visitor may pick up his or her Exhibit Center visitor pass at the Exhibitor Registration Desk and MUST show photo identification. The Exhibitor is liable for the conduct of its employees and visitors and any damage they may cause. Misconduct by the Exhibitor's employees and visitors on the Broadmoor grounds or while attending official or unofficial Symposium events may be grounds for expulsion of the employee/visitor and the Exhibitor and cancellation of this Contract. In the event of expulsion/cancellation, the Space Foundation shall have no obligation to provide a refund of exhibitor or registration fees to the Exhibitor. If a visitor removes their Space Symposium-issued lanyard or gives their badge to another attendee, the exhibiting company will be penalized by forfeiting 50% of its Priority Points and escorted off the premises by security, and not allowed to return. The Space Foundation reserves the right to refuse a visitor entry into any Exhibit Center due to unacceptable attire worn by the visitor. Visitor badges allow access only to the Exhibit Center during regular visitor hours.

8.22 MEALS: The Exhibitor may purchase tickets for Symposium luncheons and dinners from the Space Symposium website before the event. The Space Foundation may provide limited food and beverages for exhibitors. The Exhibitor shall be liable for all acts, negligence, or conduct, including the Dram Laws.

8.23 INDEMNITY: General liability and fire insurance are the responsibilities of the Exhibitor. The Exhibitor agrees to indemnify and hold harmless the Space Foundation, The Broadmoor, their respective managers, sponsors, agents and employees, from all losses including to but not limited to dram law losses, damages, costs, and expenses to the extent relating to or arising from the death of or injury to person(s) whomsoever or property whatsoever, caused by Exhibitor's gross negligence or willful misconduct including but not limited to dram law losses. If such damage or injury is determined to be due to the negligence of the Space Foundation or The Broadmoor, respectively, in which case the obligation to indemnify shall cease with respect to the negligent party only. The Exhibitor shall include the Space Foundation as "Additional Insured" on the Exhibitor's Certificate of Insurance. The Exhibitor shall indicate this is for the 42nd Space Symposium, April 12-15, 2027. At least two weeks before the opening of the Symposium, the Exhibitor shall forward a copy of the Exhibitor's Certificate of Insurance Liability with the company name and amount of coverage to Exhibitor@SpaceFoundation.org.

The amounts required are the following:

General Liability	Automobile Liability	Excess / Umbrella Liability	Workers Compensation and Employer's Liability
Each Occurrence: \$1,000,000	Combined Single Limit: \$1,000,000	Each Occurrence: \$1,000,000	Each Accident: \$1,000,000
Damage to Rented Premises for Each Occurrence: \$300,000		Aggregate: \$1,000,000	Disease – Each Employee: \$1,000,000
Medical Expenses: \$5,000			Disease – Policy Limit: \$1,000,000
Personal Injury: \$1,000,000			
General Aggregate: \$2,000,000			
Products – Comp / OP AGG: \$2,000,000			

8.24 UNION RESTRICTIONS: Exhibitors must observe all union contracts in effect between the Space Foundation, the Broadmoor Hotel, its official contracts, and various other organizations. The Space Foundation cannot take responsibility for interference with the Space Symposium caused by disputes involving union personnel and individual Exhibitors.

8.25 EXHIBITOR'S RESPONSIBILITY: Exhibitor agrees to indemnify the Space Foundation, the Broadmoor Hotel, members, officers, directors, agents, and employees of each of these entities and official show contractors against and hold them harmless for any claims arising out of the acts or negligence to include dram law loss of the Exhibitor, his/her agents, or employees, or out of labor disputes.

8.26 MUSIC LICENSING: Exhibitors may not play music in their booth without written permission from the Space Foundation. If the Exhibitor is using music in their booth, either live or mechanical, they must provide the Space Foundation with a copy of the Exhibitor's Licensing Agreement with ASCAP, BMI, or other such licensing organization. Further, should any Exhibitor play music, the Exhibitor agrees to indemnify and hold the Space Foundation harmless from any action brought against the Space Foundation by ASCAP, BMI, or other such licensing organization for playing such music.

8.27 AGE RESTRICTIONS FOR EXHIBIT CENTER: Exhibitors must be 18 years or older to work in an exhibit booth. Visitors to the Exhibit Center must be 18 years or older, except for the Student Tours conducted by the Space Foundation Education Department. Cadets and other Exhibit Center visitors who are not 18 must get permission from Space Foundation personnel. Please contact Rhonda Truett at exhibitor@spacefoundation.org with any requests regarding visitors under 18 years of age. Space Foundation reserves the right to approve or deny on a case-by-case basis.

8.28 PROPER ATTIRE AND CONDUCT: The dress code is informal, smart casual for civilian visitors, and SERVICE DRESS/CLASS A uniform for military visitors. Items NOT allowed: flip-flops/casual sandals, tee-shirts, sweatshirts, jerseys, shorts, or any clothing item in poor condition. Space Foundation reserves the right to refuse any person entry into Exhibit Centers due to improper attire or any other reason deemed necessary by Space Foundation. The exhibitor representative's manner, appearance, and dress must be such that they do not offend even the most critical. Any breach of this rule may result in the Exhibitor being ejected or barred from the Space Symposium. Exhibitors operating audio or any other noise-creating devices shall do so only at a level that will not interfere with other Exhibitors or add unduly to the general acoustic inconvenience, or the Space Foundation may require discontinuing their use. Should the wording of any sign or area in the Exhibitor's booth be deemed by the Space Foundation to be contrary in any way to the best interests of the trade show, the Exhibitor shall make such changes as requested by the Space Foundation. All demonstrations of services or equipment, interviews, and other exhibit activities must be conducted so as not to infringe on the rights of other Exhibitors or offend visitors to the exhibit.

- 8.29 OBSERVANCE OF LAWS:** The Exhibitor shall abide by and observe all Federal, State, and local laws, codes, ordinances, rules, and regulations of the Exhibition Facility (including any union labor work rules). Without limiting the foregoing, the Exhibitor shall construct and conduct its exhibits to comply with the Americans with Disabilities Act.
- 8.30 AMERICANS WITH DISABILITIES ACT:** The Exhibitor acknowledges its responsibilities under the Americans with Disabilities Act (ADA) to make its booth accessible to disabled persons. Exhibitor shall also indemnify and hold the Space Foundation, the Broadmoor Hotel, members, officers, directors, agents, and employees of each of these entities harmless against cost, expense, liability, or damage which may be incident to arise out of or be caused by Exhibitor's failure to comply with the requirements of this Act.
- 8.31 LOTTERIES AND CONTESTS:** The operation of games of chance or lottery devices or the actual or simulated pursuit of any recreational pastime is permitted only with written approval from the Space Foundation.
- 8.32 INTERPRETATION AND ENFORCEMENT:** These regulations become part of the Contract between the Exhibitor and the Space Foundation. All matters not covered by these regulations are subject to the Space Foundation's decision, and all decisions made shall be binding on all parties affected by them as in the original regulations.
- 8.33 ADDITIONAL TERMS:** If the Symposium is canceled, rescheduled, or postponed, the Space Foundation and Exhibitor each agree that Space Foundation shall keep the funds received for, and this Contract shall apply to, the next Symposium held by the Space Foundation. In no event shall Space Foundation be liable for any indirect, special, punitive, or consequential damage suffered by the other party or any third party. Space Foundation shall not be liable to Exhibitor for any lost profits, lost business opportunities, or other economic loss arising out of or related to this contract, and Space Foundation's maximum total aggregate liability under, relating to, or arising out of this contract shall not exceed \$250.00 however caused and under any theory of liability (including negligence), whether such damages are alleged in tort, contract or any other legal equitable theory and whether or not it has been advised of the possibility of such damages. Space Foundation shall be entitled to recover all costs and expenses incurred to collect any late payments. This Contract shall be governed by and construed according to the internal laws of the State of Colorado, without reference to conflict of law principles. Arbitration shall be held in Colorado Springs, Colorado (as applicable, the "Arbitration Location"). By executing this Contract, each party submits and irrevocably waives any objection to in-person jurisdiction in the Arbitration Location and the forum and convenience of the state and federal courts. Any controversy, claim, or dispute arising under or related to this Contract shall be finally resolved by arbitration in accordance with the then-effective rules of the American Arbitration Association ("AAA"), and limited discovery shall be permitted. Judgment upon the arbitration award may be entered in any court having the appropriate jurisdiction.