

“Better Together”



These Rules and Regulations are part of the application for Exhibit Space at the 2019 Chicago, Illinois Convention and Exposition. All those receiving an exhibit confirmation are bound by the terms and conditions of these Rules and Regulations.

Exhibitor assumes entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to exhibitor's displays, equipment, or other property brought upon the premises of the hotel, and agrees to indemnify, defend and hold harmless the group, the hotel, and its owners, servants, agents and employees against all claims or expenses for such losses, including reasonable attorney's fees arising out of the use of the hotel premises, excluding any liability caused by the negligence of the group, or the hotel, or its owners, servants, agents and employees.

NATURE & CHARACTER OF EXHIBITS

All exhibitors shall adhere to the principles and vision of the Catholic Cemetery Conference (CCC), as set forth in Article II of its Bylaws found on page 175 of the *2019 Member & Resource Directory*; hereof, in all phases of Catholic cemetery development, management, operation and maintenance, in order to foster and promote the religious, charitable, and educational interest of Catholic cemeteries and the people they serve. The guiding principles for all CCC Suppliers must be a profound reverence for the dead and sustaining sympathy for the survivors. These principles must be evident in all social and business relationships.

When offering any product or service to CCC member organizations, the religious significance of the human body as a temple of the Holy Spirit and the religious character of the Catholic cemeteries must be recognized. As a condition, any exhibitor at the CCC Exposition is required to fully support and endorse the philosophy and creed of CCC in providing a product or service to any CCC member organization. The application for exhibit space shall serve as a statement of a supplier's understanding and compliance with these guidelines.

EXPOSITION LOCATION

The 2019 Exposition will be held at the: **Hilton Chicago**
720 S. Michigan Ave. • Chicago, Illinois 60605 • Salon A

DECORATOR

On behalf of the exhibitors, CCC has secured Steele Tradeshow Services as the official decorating firm.
Rico Ibanez rico@steeletradeshow.com

STEELE TRADESHOWS SERVICES

77-775 Jackal Drive, Suite F • Palm Desert, CA 92211 Phone:
760.360.7722 Cell: 760.883.0514
Fax: 760.360.1717 www.steeletradeshow.com

70th Annual CCC Convention & Exposition

2019 RULES & REGULATIONS

September 29-October 3, 2019 • Chicago, Illinois

OFFICIAL EXPOSITION HOURS

Monday, September 30

11:15 am – 12:00 pm
Ribbon Cutting Ceremony/Grand Opening of Exhibition
5:00 pm – 7:00 pm
Exposition Grand Opening & Welcome Reception

Tuesday, October 1

7:00 am – 8:00 am	What's Brewing with the Vendors
9:30 am – 10:30 am	Breakfast with Attendees
12:00 pm – 1:00 pm	Lunch with Attendees
1:00 pm – 2:00 pm	Vendor Showcase
5:30 pm – 7:30 pm	CCC/Vendor Networking Dinner

Wednesday, October 2

7:00 am – 8:00 am	What's Brewing with the Vendors
9:30 am – 10:30 am	Breakfast with Attendees
12:00 pm – 1:00 pm	Lunch with Attendees
1:00 pm – 2:00 pm	Vendor Showcase
2:30 pm – 11:30 pm	Tear-down/Move-out

EXHIBIT SETUP HOURS

For those who wish to get an early start or need additional time for an extensive setup, the Exhibition Hall set-up hours are:

Sunday	September 29	2:00 pm - 11:59 pm
Monday	September 30	6:30 am – 11:00 am

The Ribbon Cutting Ceremony / Exhibition Grand Opening will begin at 11:15 am on Monday, September 30.

EXPOSITION HALL INFORMATION

The Exposition will be in the Hilton Chicago, Salon A

PSI Floor Factor: concrete floor

Dock Location: 725 S. Wabash (*must make prior arrangement with Event Services*)

Expo Hall Ceiling Height: 11'4"

Expo Hall Carpeting: multi-colored

Expo Hall Utility Information: All utilities in the Exhibit Hall are provided from the columns. Electrical, is readily available. Pricing will be provided in the Exhibitor Kit.

Electric: please refer to Exhibitor Kit for electrical pricing.

Steele Tradeshow Services has been selected as our Exposition Service Company. Contact information is shown at left and will be available in all reference materials that will be sent to each company upon booth selection.

LABOR

If exhibitors need assistance in setting up, they must hire the personnel of Steele Tradeshow Services. Refer to your Exhibitor Services Kit that will be supplied by Steele Tradeshow Services. Information can also be found at www.steeletradeshow.com under the Catholic Cemetery Conference link.

EXHIBIT PERSONNEL REGISTRATION

Exhibitors are allotted two-per-booth complimentary registrations and one-per-tabletop. Additional exhibitor registrations may be purchased at the regular Supplier Registration fee. All badges must be arranged and paid for in advance.

REMOVAL OF EXHIBITS

Unless otherwise provided, all exhibits must be removed from the exhibit area by the exhibitor at its own expense after 2:30 pm of the final day of the exposition (Wednesday, October 2nd). If the exhibitor thereof shall fail to remove its exhibit, as aforesaid, then the Catholic Cemetery Conference may remove such exhibit to a storage warehouse at the risk and expense of the exhibitor, who shall pay any damages incurred by the Conference on account thereof.

No exhibit or part of any exhibit may be removed from the space allotted during the period of the educational exposition except in cases of extreme necessity. Permission for such removal shall be determined by the CCC and must be made without disturbing another exhibitor or without detriment to the CCC trade show as a whole.

Goods may be removed only through the service doors, not through the main entrances to the Exhibit Hall.

CANCELLATION BY THE CCC

If an exhibitor is using rental space in a manner that is detrimental to the Conference, exhibitors, or the trade show as a whole, or if an exhibitor's display is not in keeping with the character and purpose of the show, the Conference reserves the right to request corrective action. If an exhibitor is unable or refuses to comply with this request, the Conference reserves the right to cancel the use of that space and to bar from the exhibit hall that exhibitor or any part of that exhibit, person, or thing. In the event that such action is necessary, the exhibitor shall forfeit all money paid to the Conference for exhibit space.

SOLICITING BY NON-EXHIBITORS

Soliciting in any manner within the exhibit hall by any supplier, individual, group, company or firm, within or outside of the cemetery industry, is strictly forbidden unless said person, group or firm has contracted for exhibit space with the Catholic Cemetery Conference.

Any person, group or firm that has not contracted for exhibit space, but is found soliciting in the Exhibit Hall or elsewhere in the hotel, will be required to forfeit their convention badge(s) to the Conference and will be barred from the Exhibit Hall, from all meeting and function rooms and other areas being used by the Conference, and from all official activities of the convention. Those forfeiting convention badges will not be entitled to refunds of any registration fees or other monies paid to the Conference.

OUTSIDE EXHIBITS AND ACTIVITIES

During scheduled convention activities the exhibitor agrees, subject to expulsion of its exhibit from the trade show and its firm from convention functions and activities, not to exhibit its products or services or to directly promote or otherwise exploit its company, products, or services outside the Exhibit Hall. The exhibitor also agrees NOT to induce visitors away from the show.

EXHIBITOR'S AUTHORIZED REPRESENTATIVE

Each exhibitor shall name at least one person to be its representative in connection with installation, operation and removal of its exhibits. Such representative shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible.

All business between the Catholic Cemetery Conference and the exhibitor will be conducted only through the latter's representative and no other person. Exhibitors desiring to change representatives must notify the Conference in writing. Exhibitors will be provided badges in accordance with exhibitor registration policy. Badges will not be transferable and will be required for admittance to the Exhibit Hall.

EXHIBIT ASSIGNMENT POINT SYSTEM

Exhibit Space assignments will be made based on the revised point system published in 2019. By expanding the available point system, additional options and encouragement are given to all suppliers to positively influence their convention positioning by the level of their "entire" participation within CCC rather than just at the Convention.

Exhibit space assignments will be made based on the number of points a company has accumulated, giving first preference to the companies with the greatest number of points. In the event two or more companies have the same number of points, preference will be given to the company exhibiting with CCC the most number of TOTAL POINTS since 1965. A copy of total points accrued from 1965 to present is available from CCC upon written request.

PAYMENT SCHEDULE

Each application for exhibit space must be accompanied by payment in full and received within thirty (30) days after the date stipulated on the invoice. If the contract and check are NOT received within that time frame, then the space(s) will be declared vacant and the Conference has the right to assign the space(s) to another exhibitor. No exhibitor will be allowed to set up or enter the Exposition Hall unless payment in full is received prior to the opening of the Exposition. Checks should be made payable in U.S. funds to the Catholic Cemetery Conference.

FORFEITING OF SPACE

The Catholic Cemetery Conference reserves the right to rent to any other exhibitor any previously rented, but unoccupied space after 10:00 am on the opening day of the trade show. Moreover, this clause shall not relieve the exhibitor who contracted for the initial space of the financial obligations to pay the full amount of said rental space.

EXPOSITION CANCELLATION

In the event that the Exposition is not held for any reason beyond the control of the Catholic Cemetery Conference, the rental paid by the exhibitor for space in the Exhibit Hall for this specific event shall be returned, less an administrative fee. Return of monies paid in advance for rental will terminate any liability upon CCC.

CANCELLATION OR WITHDRAWAL

The exhibitor shall give CCC written notice of intention to cancel or withdraw from the exposition. In the event that notice is received before August 15, 2019, the exhibitor will receive a refund of fifty percent (50%).

CANCELLATION OR WITHDRAWAL

(continued)

In the event that notice is received on or after August 15, 2019, **NO** refunds will be made and the canceling party will be liable for the entire exhibit fee. All requests for cancellation or withdrawal of exhibit space must be sent in writing to the CCC Headquarters by August 15th.

SHARING OF BOOTH SPACE

If the exhibitor of record elects to permit another company to share space in a booth, there will be a surcharge of \$800 for the second company. In no instance will there be permitted more than two (2) companies occupying one booth space. The name and address of the company sharing booth space must appear on the exhibitor contract. CCC reserves the right to remove any company in violation of this regulation. This option is NOT available to tabletop displays.

SECURITY SERVICE

The Catholic Cemetery Conference will provide night security for general protection only, but neither the Conference nor the hotel will guarantee the exhibitors against loss or assume responsibility for fire, theft, or other damage of any sort. All registered exhibitor personnel will be issued badges. Security Guards will be posted at the entrance of the Exhibit Hall to ensure that only those badged will be admitted into the exposition area and educational sessions.

BOOTH CONSTRUCTION REQUIREMENTS

- a) Exhibitors must construct their display so as not to obstruct the view of neighboring displays at any level 3' from the floor from the aisle to a point one-half distance between the front and rear of exhibit area.
- b) No exhibit display or sign shall exceed a height of 8' unless discussed prior to set up with CCC National Office.
- c) CCC reserves the right to settle any differences between exhibitors regarding the above requirements
- d) Approval for an exception of any of these requirements must be presented by the exhibitor in writing to the CCC National Office prior to August 1, 2019.

CARE OF EXHIBITOR SPACE

Each exhibitor shall care for and keep in good order and surrender the space occupied by it in the same condition as it was at the commencement of the occupation. Ordinary wear accepted. If the space occupied by the exhibitor shall be damaged by an act of negligence on the part of the exhibitor, or the exhibitor's agents, employees, patrons or guests, the exhibitor, on demand shall pay such sum as shall be necessary to restore said space to the same condition it was in when first occupied by the exhibitor.

CHARACTER OF EXHIBITS

CCC reserves the right to decline or prohibit any exhibit, part of exhibit, or proposed exhibit which is not suitable or in accordance with the policy of the Board of Directors of CCC. The CCC may prohibit any exhibit not in accordance with its ethics.

GAS EQUIPMENT IN EXHIBIT HALL

If an exhibiting company has equipment, combustion engines, any autos, trucks or other motorized vehicles, or other flammable fueled engines displayed, they shall conform to the following requirements:

- a) Fuel tanks must be emptied and gas caps sealed prior to entering exhibit hall.
- b) Battery cables must be disconnected.
- c) Drip trays and/or other suitable means must be provided by the exhibitor to protect exhibit hall carpet.

HOLD HARMLESS CLAUSE

While the CCC will provide security personnel during those periods when the Exposition is not open, neither CCC, nor the hotel, nor any of the officers, agents, employees or other representatives shall be held accountable for, or liable for, and the same are released from accountability of liability for any damage, loss or harm or injury to the person or any property of the exhibitor, however caused, or any of its officers, agents, employees or representatives, nor goods sent to the hotel before or remaining after the show, nor while in transit to or from the show or during the show.

EXHIBITOR INSURANCE COVERAGE

Exhibitors should consult their insurance company for proper coverage on exhibit material and displays. In many instances, a rider can be added to your present policy at a nominal cost.

The exhibitor agrees to provide the Catholic Cemetery Conference and their agents with a certificate of insurance regarding their participation in the show for the following items:

1. Comprehensive General Liability, including Premises and Operations, Blanket Contractual and Products Liability with a limit of \$1,000,000 per occurrence and \$1,000,000 aggregate for both Bodily Injury and Property Damage Liability.
2. Workers Compensation and Employers Liability Insurance with an Employers Liability Limit of \$100,000.
3. A Floater or Property Insurance Policy verifying coverage for the exhibitor's property at the show.

CCC REQUIRES THAT A COPY OF YOUR CERTIFICATE OF INSURANCE BE ON FILE PRIOR TO SET UP. DUE DATE IS August 15, 2019.

DISTRIBUTION OF LITERATURE AND SAMPLES

Signs, advertising devices, distribution of printed matter, samples, or other articles shall be restricted to the exhibitor's own exhibit space and not in aisles, behind drapes, booth displays or under tables.

SOUND LEVEL

Exhibitors are responsible for monitoring the sound level in their respective area. Any projector, recording, etc., must be turned down so that the sound is audible only to the persons who are within the area of the respective display.

SIGNS/POSTERS

Exhibitors will not be permitted to tape, paste, thumbtack, nail, staple or otherwise affix signs or posters to the walls, drapes, electrical outlets, etc. of the hotel. If any damage is caused to the property accidentally, or otherwise, the exhibitor will be billed for the full cost of the damage

FIRE DEPARTMENT REGULATIONS

All display materials used at the hotel must be flame-retardant and conform to Chicago Fire Department regulations. No combustible decorations shall be used at any time. All excelsior wrappings, stuffing material etc. must be placed within enclosed containers or boxes and sent to the storage area. Exhibit areas must be free of debris at all times during the Exposition.

A Fire Marshall will be on the premises the entire duration of the exposition to see that these regulations are in compliance. All exhibits should remain 18" below the ceiling sprinkler system. Helium balloons are not permitted.

PROTECTION OF MACHINERY AND THE PUBLIC

Exhibitors must protect machinery, equipment and exhibits so that no injury will result to the public, visitors, guests, employees, or any other persons or property.

OTHER REGULATIONS

Necessary regulations for the proper conduct of the exhibits as set forth herein are not considered all-inclusive, nor are they deemed or considered to be exclusive of such other reasonable rules and regulations as may or might become necessary to properly conduct this trade show.

Such timely emergency regulations and decisions as shall be necessary, in addition to the above, shall be at the discretion and judgement of the Catholic Cemetery Conference, whose decision and ruling shall be necessary in addition to those explicitly enumerated herein. By signing the space application contract, the exhibitor agrees for itself and its representatives to abide by all such rules and regulations, as well as the decision of the exhibit management and the Catholic Cemetery Conference in interpreting the same.

OFFICIAL PROGRAM LISTING

CCC will list each exhibiting company and their respective booth or tabletop number in the 2019 *Convention Program* if registrations are received by July 15, 2019.

REFER TO BOOTH NUMBER IN YOUR ADVERTISING

When planning trade advertisements, include in your ad a reference to your participation at the exposition and invite people to visit your exhibit. Remind your advertising department to include a reference to your booth number.

Hotel Information

Hilton Chicago, Salon A, 720 S. Michigan Ave.
Chicago, Illinois 60605 Phone: (800)-HILTONS
Group Rate: \$219/night single which includes the following amenities:

- Complimentary in-room Wi-Fi
- Health Club/Indoor pool
- Number of bars/lounges - 2
- Dry cleaning/laundry service
- Much more

Cutoff Date for Making all Hotel Reservations is August 24, 2019

After that date, all rooms will be released and only available at the current hotel rate and space availability.

Hotel Group Code:
Catholic Cemetery Conference

For additional information, please contact Dave LaBarre, by phone 708.202.1242, or email at dlabarre@catholiccemeteryconference.org

