

POLICY ON EXHIBITS

The following criteria shall apply to exhibits held in conjunction with educational conferences sponsored by Continuing and Distance Education (Conferences & Institutes) of The Pennsylvania State University and HERCO, Inc.

1. All exhibits must have a recognized educational or public service value to the program participants.
2. All out-of-pocket expenses incurred because of the exhibit must be paid by the exhibitor.
3. Exhibitors shall be expected to adhere to time schedules as determined by Conferences & Institutes and HERCO, Inc.
4. Exhibits for any University sponsored conference shall not be installed or erected more than three hours prior to the authorized exhibit time and should not arrive at The Hershey Lodge & Convention Center before September 29, 2001. Exhibits must be removed from the conference site by 5:00 p.m. Tuesday, October 2, 2001 unless prior arrangements have been made by the exhibitor with Hershey Lodge & Convention Center for later removal.
5. All exhibitors shall conform to any other specific or existing rules and regulations established by Conferences & Institutes and HERCO, Inc. regarding exhibits in specific areas. In addition, exhibitors may not post signs or exhibit material on the walls of the Hershey Lodge and Convention Center facilities.
6. Exhibitors shall be solely and completely responsible for all exhibits and for any personal or public liability caused by, or arising from the exhibitors' act or omission. Conferences & Institutes or HERCO, Inc. assumes no responsibility for loss or damage to exhibits from any cause. The cooperating association, exhibitor, or exhibit management shall indemnify and hold harmless Conferences & Institutes and HERCO, Inc. for any liability, claims or expenses suffered on account of acts or omissions of exhibitors.

Any questions related to these policies should be referred to:

Chuck Herd

Conference Planner

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