

SPONSOR/EXHIBITOR RULES AND REGULATIONS

Along with agreeing to pay for your chosen sponsorship level, your company agrees to the following:

- All payments are due within sixty (60) days from the date you reserved your sponsorship or exhibitor space unless your reservation was made within ninety (90) days or less of the conference.
- If your sponsorship or exhibit space was reserved within ninety (90) days of the event, you agree to pay in full within fifteen (15) days of your reservation.
- If your sponsorship or exhibit space was reserved within thirty (30) days of the event, you agree to pay in full within five (5) days of your reservation. Payment may be made via PayPal or by mailing a company check overnight to EWC Events.
- If payment is not received on time, we reserve the right to release your sponsorship or booth.
- If you cancel for any reason, you agree to pay an advertising fee of \$275 and an administration fee of \$25. The cancellation policy will still apply.

VIP Pass Limitations - Sponsors and exhibitors agree to distribute VIP passes only to qualifying people. Qualifying people are upper claims management personnel (VPs, Branch Managers, Claims Managers, Risk Managers, Self-Insureds, or TPAs). Sponsors and exhibitors agree that if they supply a VIP pass to a non-qualifying person, sponsors and exhibitors will pay EWC \$400 for the cost of the VIP pass .

VIP passes shall not be distributed to any service provider, anyone in a sales or marketing position, any doctor or their staff, or any attorney or their staff.

Contract for Space - The exhibit contract and booth space request, the formal notice of space assignment, and the receipt of full payment of rental charges together constitute a contract between EWC Events and the exhibitor for the right to use the assigned booth space in compliance with these rules and regulations. Exhibitors shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations, which may be established by EWC Events. EWC Events also reserves the right to not allow a company to exhibit at their discretion. If payment has been received, they will receive a refund.

Space Assignment – Space is assigned in the order in which payment is received. EWC Events reserve(s) the right to place, move, relocate, reject or refuse entry to the event of any exhibitor or sponsor as needed without notice at EWC's discretion at any time.

EWC Events will make every effort to keep you from being placed next to your competitors, but this is not a guarantee. You will be provided with a floorplan and the names of the companies that have already selected their booths. Prior to the conference, it is your responsibility to make sure your selection is not next to your competitors. If you discover your booth is next to a competitor, please notify EWC immediately.

During the EWC event set-up, if you find that you are next to your competitor, you may make an effort to trade booths with another exhibitor on set-up day.

Cancellation – Written cancellation requests received at least sixteen (16) weeks prior to the first day of the conference will receive half of their payment refunded. Written cancellation requests received less than twelve (12) weeks prior to the start of the first day of the conference will not be subject to a refund. No-shows, for any reason, will not be refunded.

Force Majeure- Should any emergency arise, of any nature, previous to the opening, destruction or damage to the exhibit area by fire, wind, storm, strikes, acts of God, etc., or

the declaration of any emergency by the government, it is expressly agreed that EWC Events may retain as much of the payment for exhibits and sponsorships as is necessary to cover the expenses up to the time of such emergency.

If the EWC event date or location must be changed for any reason, any sponsor or exhibitor registration will be transferred to the new date or location. Any sponsor or exhibitor registration will remain at the same level, but the sponsor may be responsible for increased charges if EWC incurs additional expenses for the new date or location change. No refunds will be given.

Exhibitor Admission - Admission shall be by badge. Identification badges shall not be transferable. Rights of an exhibitor shall not be assignable to any other firm or person. There will be monitoring by the door for badges.

Photos taken by EWC Events - Everyone from your company attending the EWC event agrees to allow EWC Conference and *EWC Magazine* to use any photos taken during the conference for any future, pre- or post-event promotions and marketing.

Booth – EWC Events will supply standard booth equipment: one 6’ table, 2 chairs, and one wastebasket.

No Booth Sharing - You cannot share your booth with another company or have another company’s employee help you at your booth. **Violators will be asked to leave the conference, and no refund will be given.**

Exhibitor Solicitations - Exhibitors must limit their activities to within the confines of their booth space. Exhibitor activities must be conducted in a manner consistent with non-interference of activities legitimately exercised by other exhibitors. The distribution of exhibitor’s products, catalogs, pamphlets, printed materials, souvenirs, etc., must remain within the confined area of the booth space and at no time should protrude into the exhibit hall aisles. No exhibitor’s promotional activities will be permitted outside the

confines of the exhibitor's booth space. Any firm or organization without an assigned booth space will not be permitted to solicit business within the trade show area.

Installation/Dismantling of Exhibits - Installation of exhibits may only be at designated times that will be provided after payment and confirmation of available space.

EWC Events will not allow any installation of exhibits after the opening of the show.

Dismantling and removal of material by exhibitors may begin according to the scheduled time, which will be provided at check-in or sooner. All exhibit material and booths must be removed within one (1) hour from that time. Exhibitors will be subject to a cleaning fee if their booth is not cleaned sufficiently after the event.

Exhibitor's Property - The safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. Neither EWC Events nor the hotel will assume any liability for damage or loss to the property of the exhibitor, its agents, representatives, employees, invitees, or guests at any time.

Electrical - Exhibitors are responsible for arranging their own electrical and must speak to the hotel/facilities for approval. Generators are not allowed.

Shipping - Exhibitors are responsible for their material and the transportation of materials to and from the exhibit hall. EWC Events shall not be responsible for shipping charges, construction costs, labor charges, or expenses for preparation of exhibits or any other expenses such as lost or damaged items. EWC will provide the name of the company we contract with within 30 days of the event. if not sooner.

Failure to Occupy Space - The exhibitor will forfeit any display area and shall not be entitled to a refund if they do not set up their booth during the designated time or do not show up to the conference/exhibitor hall for any reason.

Hold Harmless & Indemnity - The exhibitor assumes all responsibility for any loss, theft, or damage to exhibitor's displays or equipment, and hereby waives any and all claims and/or demands it may have against EWC Events to include, but not limited to, its Officers, Board Members and Consultants. The exhibitor agrees to defend, indemnify and Hold Harmless EWC Events to include, but not limited to, its Officers, Board Members and Consultants from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including without limitation all attorneys' fees and costs arising from directly or indirectly and/or in connection with the exhibitor's occupancy and/or use of the exhibition premises or any part thereof and/or any act, error and/or omission of the exhibitor or its employees, subcontractors and/or agents.

Labor - Exhibitors are required to comply with the labor regulations as determined between EWC Events and the local unions.

Security - The safekeeping of the exhibitors' property shall remain the responsibility of the exhibitor. Neither EWC Events nor the hotel will assume any liability for damage or loss to the property of the exhibitor, its agents, representatives, employees, invitees or guests at any time.

Noncompliance to Rules & Regulations - Each exhibitor, and all employees, agree to abide by the rules and regulations given herein and by subsequent amendments and additions, considered by EWC Events management to be in the best interest of all exhibitors. Upon noncompliance with the rules formulated, EWC Events management reserves the right to prohibit, reject, or eject an exhibitor, exhibitor's representatives, or exhibit in whole or part, with or without giving cause. If cause is not given, EWC events liability shall not exceed the return to the exhibiting company of the rental unearned at the time of ejection. If an exhibitor is ejected for violation of these rules, or any other reason, no return of rental money shall be made.

Amendments to Rules - These rules, regulations and conditions have been drawn for the purpose and intention of providing a well-balanced, well-regulated, attractive, and successful exposition. Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of EWC Events management. In an effort to provide the greatest good to the greatest number, EWC Events management shall have full power to so interpret the rules and regulations or make such rulings as may appear to be in the best interest of the entire exposition and all amendments of the foregoing rules shall bind the exhibitors.

You agreed that you had read this document and accepted the terms before clicking on the “I Agree” button when registering your company.

EWC CODE OF CONDUCT

Purpose

- EWC Events is committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, disability, ethnicity, or religion.
- This code of conduct outlines our expectations for participant behavior, as well as the consequences for unacceptable behavior.
- We invite all sponsors, speakers, attendees, exhibitors, and other participants to help us realize a safe and positive conference experience for everyone.
- All determinations of appropriate or inappropriate behavior are in EWC Events’ sole discretion, and the decision(s) of the EWC Events representatives on-site will be final.

Expected behavior includes, but is not limited to, the following:

- Be considerate, respectful, and collaborative.
- Refrain from demeaning, discriminatory or harassing behavior, materials and speech.
- Be mindful of your surroundings and of your fellow participants. Alert conference organizers if you notice a dangerous situation or someone in distress.
- Ask permission before taking videos or photos of anything other than your own booth.
- Be flexible when making last-minute requests.
- Be patient and reasonable while any issues are being resolved.

Unacceptable behavior includes, but is not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning materials or conduct by any attendees of the event and related event activities. Many event venues are shared with members of the public; please be respectful to all patrons of these locations.
- Harassment includes: offensive comments (verbal, written, or otherwise) related to gender, sexual orientation, race, religion, or disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing materials, photography

or recording; sustained disruption of talks or other events (whether verbal or otherwise); inappropriate physical contact, and unwelcome sexual attention.

- Physical, written, verbal, or other abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving, or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates apprehension in a person, as determined by EWC Events, in their sole discretion.
- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner.
- Any boisterous, lewd or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behavior or content that contains profanity, obscene gestures, or racial, religious or ethnic slurs.
- Possessing any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol. Please drink responsibly.
- Possessing any illegal substance, including but not limited to narcotics, marijuana, or other illegal drugs. EWC Events does not tolerate the use or abuse of illegal substances anywhere in the Venue.
- Smoking – other than in designated areas.
- Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behavior.

- Failure to obey any rules or regulations of the Venue.

EWC Events Policy on Unacceptable Behavior

- Unacceptable behavior will not be tolerated, whether by other attendees, speakers, volunteers, organizers, sponsors, or exhibitors.
- Anyone asked to stop unacceptable behavior is expected to comply immediately.
- If a participant engages in unacceptable behavior, the conference organizers may take any action they deem appropriate, including expulsion from the conference without warning or refund and contacting the authorities as necessary.

Scope

We expect all conference participants (staff, sponsors, volunteers, speakers, attendees, and other guests) to abide by this Code of Conduct at all conference venues and conference-related social events.

The above policies may be revised at any time by EWC Events and are non-negotiable.

This Code of Conduct is without prejudice to EWC Events' rights, all of which it expressly reserves.