

## **EXHIBIT BOOTH REGULATIONS**

### **Displays & Decorations:**

All signs, display, and/or decorations by the client are subject to approval by Hilton Alexandria Mark Cent & Alexandria Fire Department. All signs must be printed in a professional manner. We are not responsible for any loss or damaged property and do not maintain insurance coverage.

Hilton Alexandria Mark Center will not permit the affixing of anything to the walls, floors, or ceilings with nails, staples, adhesives, or any other substance without specific permission & supervision of an engineering manager. There will be no stapling, taping, or tacking of any materials to the walls of any Hotel banquet room. All banner hangings must be controlled by the hotel at a charge of \$50.00 per banner for banners ten feet or less; or \$125.00 for banners over ten feet.

### **Security:**

If required, in the sole judgment of the Hotel, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide and contract, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval such security personnel may not carry weapons.

### **Fire Safety:**

All setups must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance & fire exits. Any event having vehicle displayed, fueled cooking demonstrations, laser, exhibits (including tabletop) or extensive productions with staging & props must have certified permit from the local Fire Marshall. Fog machines are not currently allowed to be used in the hotel, as they may inadvertently set off the fire alarm system. All associated fees for permits, floor plan approval & stand-by fire watch are your responsibility & final approved copies must be received seven (7) days prior to the event.

### **Mutual Indemnification:**

To the extent allowed by applicable law & subject to sovereign immunities afforded, each party hereby agrees to indemnify, defend & hold the other harmless from any loss, liability, costs, or damages arising from actual or threatened claims or causes of action resulting from breach of any of its representations, warranties or covenants herein or the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees, agents, contractors, members or participants ( as applicable) provided that with respect to officers, directors, employees & agents, such individuals are acting within the scope of their employment or agency as applicable.

**Insurance:**

Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

**Food and Beverage:**

The Hotel regulations do not permit food, non-alcoholic beverages or alcoholic beverages of any kind to be brought into the hotel or to be removed at the conclusion of the event. Exhibitors not adhering to this policy will be charged 100% of the retail value of the food plus the customary 25% taxable service charge and all applicable taxes.

Hilton Alexandria Mark Center, as a licensee, is responsible for the administration and sale of all alcoholic beverages in accordance with the applicable statutes of the Code of Virginia and the regulations of the Virginia Department of Alcoholic Beverages Control. Therefore, all liquor, beer, and wine must be supplied by the hotel and consumed on the premises. When serving alcoholic beverages, the State minimum age will be observed. The hotel reserves the right to discontinue any and all services in the event of blatant or willful disregard for the law on the part of the event sponsor or guests in attendance.

**Conduct of Event:**

You agree to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations, and our rules, copies of which are available from the hotel's sales department. You agree to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. For the safety of person and property, no fireworks or incendiary devices may be used indoors at the hotel. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event.

**Special Notices:**

All booth equipment, furniture, and carpeting must be confined to the limits of the booth. All property destroyed or damaged by the Exhibitor must be replaced in its original condition at the Exhibitor's expense. All material furnished to the Exhibitor by Hotel will remain the Hotel's property and will be removed by the Hotel after close of show.