

EDUCAUSE 2022 Rules and Regulations

These Rules and Regulations apply to and are made part of the EDUCAUSE Terms and Conditions (“Contract”) entered into by EDUCAUSE and the Exhibitor named therein (“Exhibitor”) with respect to EDUCAUSE 2022 to be held in Denver, CO, October 25-28, at the Colorado Convention Center, (the “Conference Facility”). Exhibitor agrees to abide by all the Rules and Regulations as provided in this document and to any additional rules and or guidelines specific to the Conference Facility that may be provided in the Conference Resource Center or otherwise provided by EDUCAUSE.

Should an Exhibitor have any question regarding the interpretation of a Rule or Regulation, it is the responsibility of the Exhibitor to contact EDUCAUSE to raise the question and establish clarity and understanding of the rule. Questions may be directed to EDUCAUSE Corporate department at 720-406-6773, or corp@educause.edu.

Rules and Regulations are subject to change, and Exhibitor is responsible for obtaining a current copy of such rules. Please refer to the EDUCAUSE Corporate Resource Center, posted at <https://events.educause.edu/annual-conference/2022/corporate-participation/corporate-resource-center>, to ensure you have the most current version.

Corporate Resource Center

Within this document you will find multiple references to the Corporate Resource Center:

<https://events.educause.edu/annual-conference/2022/corporate-participation/corporate-resource-center>.

Official General Service Contractor; Exhibitor Services

The official general service contractor is Freeman. Exhibitor services are available to all exhibitors from Freeman such as booth carpeting, display rental, decoration, furniture rental, signs, cleaning, labor and electrical. The Exhibitor Service Manual is available online with complete details and deadline dates for all Exhibitor-related services. Please reference the Contract Services section of the Corporate Resource Center for access.

Exhibition Location, Dates, and Times

EDUCAUSE 2022 will be located in the Colorado Convention Center. While EDUCAUSE will use reasonable efforts to maintain the location, dates, times, and floor plans of EDUCAUSE 2022, EDUCAUSE reserves the right to change any of these at any time and for any reason whatsoever without liability. The schedule is as follows:

Installation

- Sunday, October 23: 8:00 a.m.–5:00 p.m.
- Monday, October 24: 8:00 a.m.–5:00 p.m.
- Tuesday, October 25: 8:00 a.m.–5:00 p.m.

Note: Booths must be show ready by 5:00 p.m. on Tuesday, October 25 to prepare for show opening

Show Hours

- Wednesday, October 26: 10:15 a.m.–5:00 p.m.
- Thursday, October 27: 10:15 a.m.–4:00 p.m.

Teardown

- Thursday, October 27: 4:00 p.m.–8:00 p.m.
- Friday, October 28: 8:00 a.m.–2:00 p.m.

Installation of Exhibits

Any exhibit material not uncrated by 2:00 p.m. on Tuesday, October 25, and for which arrangements to set up have not been made will automatically be set up by EDUCAUSE's official general service contractor, Freeman, at the Exhibitor's expense and liability. All crates and containers should be ready for removal by Tuesday, October 25 by 2:00 p.m. *No empty crates or cartons may be placed in the aisles after 2:00 p.m.* Any Exhibitor placing empty crates or cartons in the aisles after the area has been cleaned will be charged for removal and cleaning. Designated freight-free aisles must be free of crates and exhibit materials at all times during move-in and move-out. Freight-free aisles are necessary for emergency access and to expedite crate removal.

Dismantling of Exhibits

All exhibits must remain intact until 4:00 p.m. on Thursday, October 27 and must be removed from the area by 2:00 p.m. on Friday, October 28. NO EARLY TEARDOWN. Any exhibit material that is not dismantled and prepared for removal by this time will be removed by EDUCAUSE's official general service contractor, Freeman, at the Exhibitor's expense and liability. The Exhibitor must surrender exhibit space to EDUCAUSE in the same condition as it was at the commencement of the occupancy, ordinary wear accepted.

Staffing of Exhibits during Show Hours

Exhibition booths must be staffed during show hours, and no Exhibitor will be permitted to pack, remove, or otherwise dismantle its booth prior to the close of the show. EDUCAUSE reserves the right to exclude any Exhibitors who breach this provision from participation in future EDUCAUSE exhibitions.

No Show Policy

All Exhibitors and/or their outside contractors must check in by Tuesday, October 25, at 2:00 p.m. and complete construction of their booth displays by 5:00 p.m. If Exhibitor fails to check in as required herein, its booth space will be forfeited and available for resale, and booth fees paid will not be refunded. If Exhibitor is unable to complete construction as required herein, EDUCAUSE may require dismantling. The exhibition area will be closed to all exhibiting personnel at 5:00 p.m. on Tuesday, October 25, in order to prepare for opening on Wednesday, October 26.

Exhibitor Badges and Registration Inclusions

Each exhibiting company has access to five complimentary exhibitor badges per 10' × 10' space, *if registered in advance by October 20 at 11:59 PM EST*. Additional exhibitor badges over the allotted amount can be purchased in advance or on-site based on a tiered pricing schedule as shown on the Annual Conference registration page. After October 20, booth personnel not registered must register on-site; *on-site registrations are \$169.00 each, regardless if there are remaining badge allotments*. Exhibitor registration includes entrance and refreshment breaks in the exhibit hall.

- **Note: Exhibitor registration does *not include* lunch, sessions, and other functions.** Any exhibit personnel who wish to attend any portion of the EDUCAUSE 2022 conference are required to pay the appropriate conference registration fee. All representatives of Exhibitor must be registered with EDUCAUSE and wear Exhibitor badges at all times during the exhibition.
- Special passes will be available at no charge for setup and teardown personnel; these passes are not valid during show hours.
- No one under 16 years of age will be permitted to visit the exhibit hall (including move-in and move-out times) or allowed in the conference venue unless that person is a student presenter, is a registered participant, and is accompanied by an adult chaperone. Strollers or infant carriers (worn or carried) are not permitted at any time in any applicable exhibit hall. These policies are strictly enforced, apply to all attendees including exhibitors and media, and are without exception. EDUCAUSE reserves the right to

request proof of age from anyone at any time and to revoke a badge or deny attendance of any registered participants.

Exhibitor Attendance during Non-show Hours

*Exhibitor representatives will be permitted to enter the exhibit halls at 7:30 a.m. prior to the scheduled opening time for each show day. **Attendees are NOT allowed on the tradeshow floor outside of posted exhibit hall hours.***

Exhibitor Property

Neither EDUCAUSE, nor the Conference Facility, nor the official general service contractor, shall be liable for loss of or damage to any Exhibitor property and/or the property of Exhibitor's subcontractor(s) in storage, in transit to or from the exhibition building, or while in the convention center building or premises. All property of the Exhibitor and/or of its subcontractor(s) shall be deemed to remain under the Exhibitor's custody and control in storage, in transit to or from, and within the confines of the exhibition hall even though it may at times be under the temporary control or direction of EDUCAUSE or the official general service contractor.

Right of Inspection

EDUCAUSE shall have the right at any time to enter Exhibitor's booth or otherwise inspect Exhibitor's display. EDUCAUSE shall have the right to restrict or require the modification or removal of any element or display in Exhibitor's booth that it considers unsuitable in the annual conference, at EDUCAUSE's discretion.

Unclaimed Property

Any property remaining in the exhibition hall or convention center after 5:00 p.m. on Friday, October 28, may be removed by EDUCAUSE or the official general service contractor. Exhibitor shall be responsible for all costs to remove and store such property. If such property is not claimed within five calendar days of removal, EDUCAUSE will have the right to sell such property in any manner and apply the sales proceeds to costs incurred in removing and storing the property. Neither EDUCAUSE nor the official general service contractor shall be liable for any casualty, theft, damage, or other loss that may occur to such property during removal, storage, sale, or otherwise.

Exhibit Display Rules

Booth Space Furnishings and Configuration

The basic booth space is a uniform-style exhibition booth 10' deep and 10' wide, with an 8'-high back pipe and drape and 3'-high side pipe and drape, in the exhibit hall aisles will *NOT* be carpeted, and 7" x 44" company ID sign (unless otherwise noted in floor plan). **Exhibition displays must not obstruct the view of the adjacent booths.** All Exhibitors should follow the booth configuration guidelines outlined below.

All exhibitors are responsible for ensuring that their booths meet all of the EDUCAUSE 2022 Booth Exhibit Specifications, as provided in the Rules and Regulations:

- All exhibits must conform to and enhance the professional and educational atmosphere of the meeting.
- Maximum height for linear "inline" booths is 8' in the back half of the booth and 4' in the front half of the booth. **Note:** free-standing banners taller than 4' must be displayed in the back half of the booth.
- Maximum height of booth structure and display walls for island booths is 20'.
- Maximum height for hanging signs is 22' at the top of the sign from the floor (island booths only).
- Helium balloons and/or lighter-than-air objects are not permitted.

- All booths must be carpeted or have floor covering. Exhibitor is responsible for proper floor covering in the booth. Order forms are included in the Exhibitor Service Manual. Thick carpet that poses a falling or tripping hazard should be avoided.
- Storage behind back drape, pop-up structures, and under draped tables is **strictly prohibited** at the Colorado Convention Center. Storing of literature or product will be available through Freeman as a paid opportunity.
- Pop-up structures should be positioned to minimize visibility of unfinished backs.
- Masking drape, ordered by show management, will be provided for all unfinished booths. Associated costs are the responsibility of the Exhibitor.
- Overflow from your booth into the aisles is prohibited. **Demonstration areas must be placed a minimum of 2' (60 cm) from the aisle line to accommodate the viewing audience inside the booth.** Do not over-furnish or overstaff your booth.
- Promotional materials including but not limited to flyers, circulars, and souvenirs, as well as models, mascots, and robots, must be distributed or remain within the confines of your assigned booth space. Items cannot be left in public/common areas (like water coolers, bathrooms, etc).
- Food and beverage will be allowed in booths. The exclusive provider of the convention center must be used and menu options will be made available within the Corporate Resource Center.

In order to provide the best line of site for all exhibitors, we strongly recommend that the below guideline is followed for perimeter walls.

- **Construction of perimeter walls:** To ensure that neighboring exhibitors have the opportunity to be seen from nearby aisles, a “window of visibility” is strongly recommended, which is defined as 50% open area on each of the four sides of the perimeter of the booth.

Inline (Linear) Booth

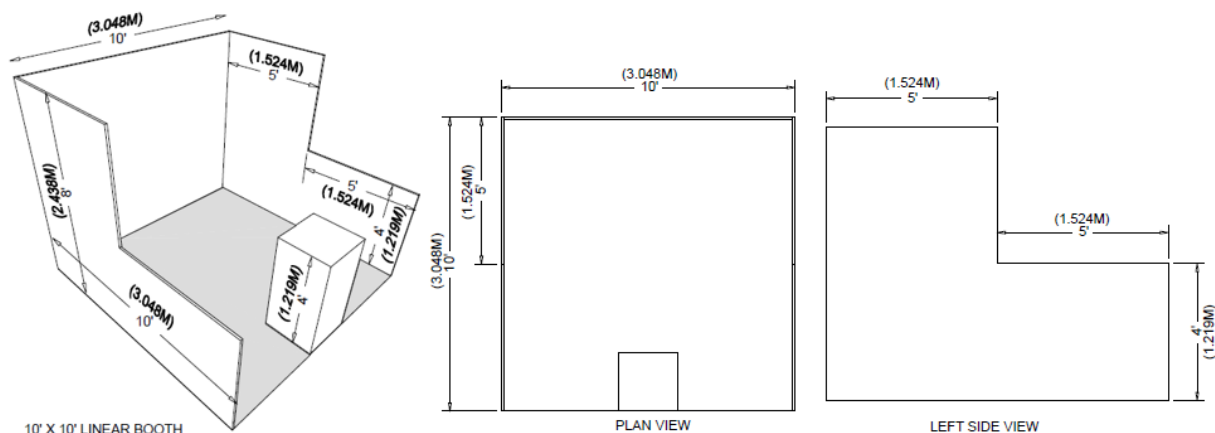
Definition: Inline Booths are generally arranged in a straight line; they have at least one adjacent neighbor on either side of the booth, leaving only one side exposed to an aisle. Booths are most commonly 10' wide and 10' deep.

Height and signage restrictions: No exhibit construction or signage may exceed 8' in overall height. The maximum height of 8' is permitted on the back 5' section, and a maximum height of 4' is permitted on the front 5' section. **Note:** free-standing banners taller than 4' must be displayed in the back half of the booth. Please reference the diagram of allowable configurations.

Note: When three or more Inline Booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space that is within 10' of an adjoining booth.

A Corner Booth is an Inline Booth exposed to aisles on two sides. The same rules for inline booths apply for Corner Booths.

Hanging signage: Hanging ceiling signs are **NOT** permitted in an Inline Booth.

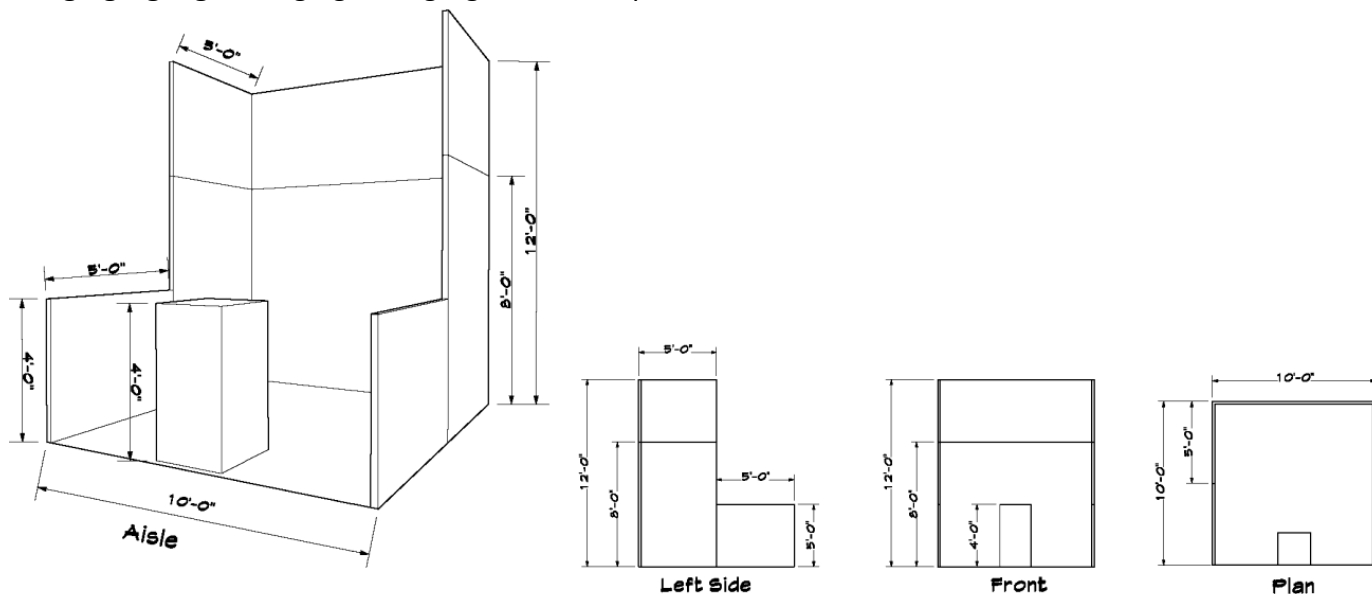


Perimeter Inline Booth

Definition: A Perimeter Booth is an Inline Booth that backs to an outside wall of the facility rather than another exhibit.

All guidelines for Inline (Linear) Booths apply to Perimeter Booths, except that the maximum back wall height allowed on the back 5' section is 12'. Please reference the drawing for a diagram of the allowable configurations.

Hanging signage: Hanging ceiling signs are **NOT** permitted in a Perimeter Booth.



Island Booth Requirements

Definition: An Island Booth is any size booth exposed to aisles on all four sides of the booth with no adjacent neighbors.

An Island Booth is typically 20' x 20' or larger, although it may be configured differently.

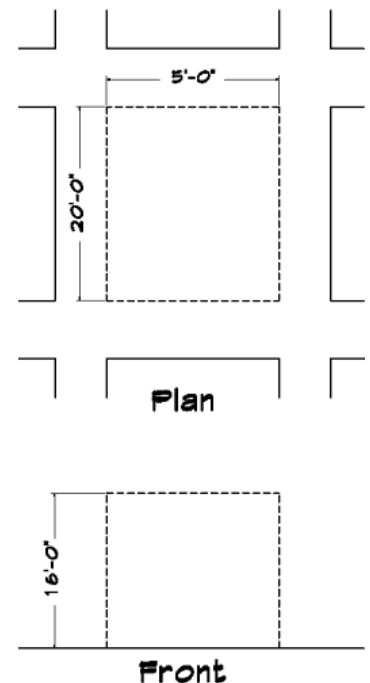
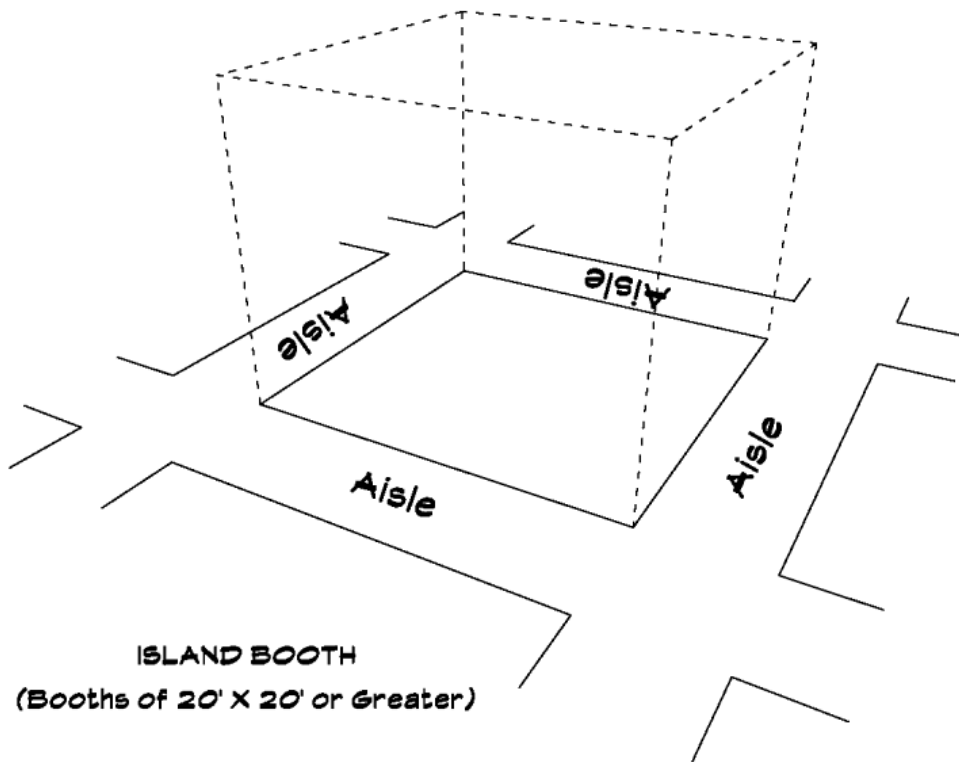
Booth design review and approval: All island booths, 400 sq. ft. or larger, are required to submit their detailed booth design to corp@educause.edu by September 9 for review and approval by EDUCAUSE prior to shipping to the show. The stated rules and regulations will be reviewed for compliance to avoid set-up issues onsite.

Height and signage restrictions: For all island booths, the booth height and display walls cannot exceed the 20' height maximum. Hanging ceiling signs **are** permitted in **all** Island booths, but may not exceed 22' in overall height (from top of sign to floor).

Construction of perimeter walls: To ensure that neighboring exhibitors have the opportunity to be seen from nearby aisles, a “window of visibility” is strongly recommended. This “window of visibility” is defined as 50% open area on each of the four sides of the perimeter of the booth.

Hanging signage: Hanging signs are to remain within the confines of booth space and not extend past contracted square footage.

- Hanging signs cannot block show management signs (aisle, directional, etc.).
- EDUCAUSE signs will not be moved to accommodate visibility of hanging signs.
- Materials must be flame-retardant in accordance with City of Denver Fire and Rescue Department regulations.
- All booths, regardless of size, are required to follow these guidelines.



Lighting

Exhibitors will adhere to the following minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting is allowed outside the boundaries of the exhibit booth space.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits, show aisles, columns, or wall space. This includes projection of images and/or logos.
- Lighting that spins, rotates, pulsates, or features other specialized effects should be in good taste and not interfere with neighboring Exhibitors or otherwise detract from the general atmosphere or the event.

Americans with Disabilities Act

Exhibitor warrants that its planned exhibition design, product/service information, and use of booth space at EDUCAUSE 2022 will be in compliance with the Americans with Disabilities Act (ADA) and hereby accepts full responsibility for compliance with the ADA and shall indemnify, defend, and hold harmless EDUCAUSE, its directors, officers, employees, and agents, and each of them, from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA. Furthermore, Exhibitor will notify EDUCAUSE and the conference facility in writing of any person(s) affiliated with Exhibitor who has a disability and may be attending EDUCAUSE 2022, specifying any accommodations the person(s) will need. Such notice shall be given as soon as Exhibitor learns such person(s) will be attending EDUCAUSE 2022.

Contractor and Labor Coordination

The official general service contractor shall have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles, and in any freight traffic area. It is highly recommended that for setup and dismantle, the labor services of the official general service contractor be used. If an outside contractor is used, the following steps must be taken:

- a. Notification to EDUCAUSE with proof of adequate liability insurance at least 35 days prior to show setup is required. Booth number, name of Exhibitor, and identification of the outside contractor must be included. Adequate liability insurance is defined in the "insurance" section of the Terms and Conditions.
- b. Check-in by all labor with the official general service contractor is required prior to the start of setup. No setup may occur without authorization of the official general service contractor.
- c. To conform to union contract rules and regulations (when applicable), it may be necessary that all Exhibitors use qualified union personnel for installation and dismantling of exhibitions and for material handling at the exhibition.
- d. Every Exhibitor Appointed Contractor (EAC) is required to use the same union labor pool. EACs can hire labor directly from the local labor market, or they can hire labor from the official general service contractor. Non-union EAC staff may not work in the booth, they can only supervise.
- e. Any Exhibitor using an Exhibitor Appointed Contractor (EAC) agrees to notify EDUCAUSE of such appointment and agrees to indemnify, defend, and hold harmless official general service contractor, EDUCAUSE, the convention center, and their respective officers, directors, staff, employees, and agents and all official contractors from any and all liability or losses for any act, complaint, damage, or loss to any other Exhibitor, the exhibit facility, the property of any contractor, or any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the facility until the final move-out is complete. The Exhibitor further agrees that show management may prohibit the EAC from working in the facility if it does not fully comply with all rules and regulations set forth for this event. Any Exhibitor using an EAC agrees to advise its EAC of all rules and regulations. Exhibitor shall also ensure that its EAC meets the requirements outlined in the "insurance" section of the Terms and Conditions, which states, *Insurance: During the term of contract and for the dates of the exhibit, including move-in and move-out days, Exhibitor shall obtain and maintain Comprehensive General Liability Insurance. Such policy should provide a minimum coverage of not less than \$1,000,000 per occurrence, and shall name EDUCAUSE, its offices, directors, employees, and agents as additional insured. A certificate evidencing such policy and its coverage, and indicating the additional insured as required herein may be requested by EDUCAUSE. Failure to provide such a certificate constitutes grounds for EDUCAUSE to cancel this Contract without liability and to retain Exhibitor's booth fees as liquidated damages. Exhibitor understands and agrees that neither EDUCAUSE nor the Conference Facility maintains insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain sufficient insurance coverage for such property.*

Fire Safety Regulations

Exhibitor is responsible for ensuring that its exhibit complies with the complete list of fire regulations included in the Freeman Online Service Manual. Please review the Basic Fire Code Requirements in the Facilities section of the [Freeman Online portal](#). The following does not encompass all of the Denver fire codes; however, it does provide basic rules governing exhibits during EDUCAUSE 2022:

Booth Requirements

All exhibit booths shall be constructed with non-combustible or limited-combustible materials and are subject to inspection by the Fire Safety personnel for compliance. All double decker booths will need to be approved by the building and Fire Safety Department. Wood booths must be ¾ inch thick or greater. Covered ceiling structures or enclosed rooms, including tents or canopies over 100 square feet shall have one smoke detector and one fire extinguisher; tents or canopies over 300 square feet require review and approval from the fire marshal; tent requires tag or tear sheet listing material is flame retardant. Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials.

Booth Staging

In addition to equipment and furniture placed within a booth space, Exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Items may not be placed behind drape within the booth.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

Vehicles in Exhibit Halls

Vehicles with gasoline engines that are to be displayed should conform to the following:

- Battery cables must be disconnected.
- Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
- Must have protective covering under motors, drive trains and tires on any carpeted area.
- Vehicles displayed require a Denver Fire Prevention permit.

Fire Safety personnel will patrol the exhibit area. If anyone is in violation a written notice will be given to the Exhibitor.

Fire Equipment: Exhibit Halls, Meeting Rooms & Lobbies

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage and fire extinguishers shall not be concealed and shall remain visible and unobstructed at all times.

Storage

Literature and product handouts shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a 1-day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed behind curtains, walls or on electrical cords of booths in any facility. Storage in meeting room and ballroom corridors is not permitted.

Decorative Material & Furniture

All drapes, fabrics, netting and materials that are used for booth separation are required to be flame resistant. Canvas tents, canopies, awnings, curtains, straw, hay, inflatables, fabrics and materials are also required to be flame retardant. If at any time it is determined that the material or product is not fire retardant the materials shall be removed prior to show opening. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or ASM/CCC management for compliance.

Storage

Exhibitors are prohibited from storing products, literature, empty packing containers, or packing materials behind back drapes or under draped tables. Exhibitors may store a limited supply of literature or products appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Food and Beverage on the Exhibit Floor

Food or beverage (including alcohol) is allowed in exhibit booths during show hours. Exhibitor is responsible for following all local laws and shall indemnify, defend, and hold harmless EDUCAUSE, its directors, officers, employees, and agents, and each of them, from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance. Exhibitor must use the Colorado Convention Center exclusive provider and follow the Convention Center rules surrounding food and beverage service.

Performance of Music; Intellectual Property

Performance of music at the exhibition, whether recorded, live broadcast, or otherwise that EDUCAUSE deems objectionable to other Exhibitors, will be required to be discontinued. EDUCAUSE is required to maintain a music license agreement with Broadcast Music, Inc. (BMI) and American Society of Composers, Authors, and Performers (ASCAP) for the use of live and recorded music played in conjunction with the EDUCAUSE Annual Conference. Exhibiting companies that use live or recorded music at hospitality functions or meetings during the EDUCAUSE conference will be required to pay for the respective music licensing fees through these companies. Exhibitor understands and agrees that Exhibitor is responsible for all costs and licenses to perform such music. Exhibitor shall also be responsible for all costs and licenses to use any other licensed, patented, or copyrighted materials at the exhibition. Exhibitor agrees to indemnify, hold harmless, and defend EDUCAUSE, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, losses, governmental fines or penalties, and costs or expenses (including court costs, interests, and attorney fees) of any kind whatsoever arising from Exhibitor's breach of this provision.

Photograph/Video Recording/Camera/Videos

Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products. Exhibitors are prohibited from photographing and producing audio/video of other displays, products, or materials. Security and labor arrangements required for any approved photography, video recordings, or live feeds must be made in advance, at Exhibitor's expense. Conference sessions may not be photographed or audio/video recorded without written consent of show management. Permission to record conference sessions must be submitted 60 days in advance of the meeting.

Security

EDUCAUSE contracts with Marshall Robinson & Associates, Inc. (MRA) to provide general perimeter exhibit area surveillance, and MRA is authorized to enter Exhibitor's exhibit at any time to perform its duties. Such security is provided solely for the purpose of preventing unauthorized access into the exhibition area, but in no event should be relied on as security for Exhibitor's property. As such, Exhibitor understands and agrees that EDUCAUSE and the Conference Facility are not liable for the acts or omissions of any security service and its employees that is alleged to be the cause of theft, damage, or other loss to Exhibitor's property. Exhibitor may purchase additional security services directly from MRA, and a form for such use is included in the Freeman Online Service Manual.

Sound Restrictions

Audiovisual and other sound- and attention-getting devices are permitted only if they do not interfere with the activities of neighboring Exhibitors. Public address, sound-producing, or amplifying devices that project sound should be positioned into the booth rather than into the aisle. ***Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of the booth.*** The Exhibitor is responsible for any and all fees that may be due for the use of copyrighted music used in audio presentation (See Performance of Music; Intellectual Property). EDUCAUSE reserves the right to determine at what point sound constitutes interference with other Exhibitors.

Shipping Instructions

Information on shipping methods and rates will be provided to all exhibitors in the Freeman Online Exhibitor Service Manual. All property shipped shall be at the sole risk and expense of Exhibitor. The official general service contractor will provide storage for incoming freight; delivery to booth; removal, storage, and return of empty crates; and removal and shipment of outbound freight. All charges are based on inbound weights and must be prepaid. The address on all shipments shall include the Exhibitor's name and booth number(s), as indicated in the Freeman Online Exhibitor Service Manual.

Third-Party Vendors and Agencies

Third parties acting on behalf of, or representing the Exhibitor, must adhere to all EDUCAUSE rules and regulations. Exhibitors are responsible for the actions of their third-party vendors, contractors, and agencies. It is the Exhibitor's responsibility to make its vendors, contractors, and/or agencies aware of all guidelines and deadline dates, and to forward service kits, forms, and promotional materials to third parties.

Exhibitor Conduct

Registration, Badges, and Cancellations

Payment for the full amount of the registration fee must be made by the first day of the conference. If you have an outstanding balance you will be required to provide payment onsite. You must wear your conference badge to be admitted to sessions and activities.

Cancellation of your conference registration does not mean cancellation of your hotel reservation. You must cancel each separately. **Registrations and hotel reservations cancelled after certain dates are subject to processing or other fees.**

Registration cancellations received on or before **September 29** are entitled to a full refund. If you cancel after **September 29**, no refund will be issued. Your credit card used as a guarantee will be charged the balance due without prior notification.

Hotel cancellations received on or before **September 29** are entitled to a full refund. Through **September 29**, please submit all cancellations via e-mail to educause@maritz.com or via the website (cancellations will not be taken by phone). After **October 4**, cancellations must be made directly through your hotel. Please note that it is critical to keep your hotel reservation up-to-date. If you do not cancel a reservation you no longer need, or if you do not arrive on the first booked night of the reservation, you will lose the entire reservation, be charged for one hotel night, and incur a \$150 USD cancellation penalty.

Code of Conduct

EDUCAUSE seeks to create safe and welcoming environments for all individuals to network, learn, and share. As a community we do not tolerate discrimination, abuse, or harassment of any kind by anyone at our events. Prohibited behaviors include, but are not limited to, harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status; sexual harassment, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact; and disorderly or disruptive actions in sessions, the exhibit hall, or in other conference venues. EDUCAUSE reserves the right at its sole discretion to expel anyone, without refund, whose conduct is not in keeping with these expectations.

If you feel threatened or at risk of physical harm or are involved in or witness an emergency situation, please immediately dial 9-1-1 and ask for help from staff/on-site security. If you feel you have been subject to harassment, please contact an EDUCAUSE staff member.

Event Age Restriction

To ensure an environment appropriate for professional learning, for safety and liability reasons, and to reserve session space for paid attendees, children are not allowed at EDUCAUSE events. During all active operating hours of the EDUCAUSE event, no one under 16 years of age will be permitted to attend sessions, visit the exhibit hall (if one is offered—including move-in and move-out times) or enter the conference venue unless (1) that person is a presenter and registered participant, and (2) is accompanied by an adult chaperone. Strollers or infant carriers (worn or carried) are not permitted at any time in the exhibit hall or in event sessions. EDUCAUSE reserves the right to request proof of age from anyone at any time and to revoke a badge or deny attendance of any registered participants who are under 16.

Recording, Streaming, and Photography

Common courtesy dictates that attendees must obtain any presenter's permission to post, record, or stream their session or activity in any medium or social media channel (including, but not limited to, Instagram, Twitter, SnapChat, Periscope, Facebook, and YouTube). Recording/streaming for commercial purposes is allowed only with prior written permission from both EDUCAUSE and the presenter(s). EDUCAUSE reserves the right to ask any participant to move within or to leave a session venue if their use of technology is disruptive to presenters or other participants.

Please Note: By attending the conference, you are agreeing to allow images, audio, and video of you recorded

on site by EDUCAUSE personnel to be used for educational and promotional purposes. Please contact info@edUCAUSE.edu with questions.

Gratuities and Gifts

Giveaways and drawings are permitted at EDUCAUSE events. Conference attendees are responsible for assuring they are in compliance with their institution's guidelines for accepting gifts.

Liability

Event attendees voluntarily assume all risk and danger of personal injury and all hazards arising from, or related in any way to, the meeting, whether occurring prior to, during, or after the meeting.

Ancillary Meetings and Activities

EDUCAUSE allows exhibitors and corporate partners to plan ancillary meetings and events that do not conflict in any way with the hours of the EDUCAUSE conference program. This includes EDUCAUSE conference sessions and special events. For more information, please contact corp@edUCAUSE.edu.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner that ensures **all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits**. It is the responsibility of each exhibit to arrange displays, product presentation, audiovisual presentations, and demonstration area to ensure compliance. Demonstration kiosks or equipment must be placed a minimum of 2' (60 cm) from the aisle line. If exhibiting company is not in compliance, EDUCAUSE will require the exhibitor personnel to move the demonstration area. Exhibitor should be aware of and adhere to local regulations regarding fire/safety and environment.

Good Neighbor Policy

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger, or interfere with the rights of others at the show. Activities may not disturb neighboring booths. **Booth presentations and other sound may not resound in neighboring booths**. Penalties apply.

Promotional Materials and Marketing Activities

Exhibitor/Sponsor agrees that the use and distribution of promotional materials at or immediately prior to and during EDUCAUSE 2022, including but not limited to flyers, circulars, and souvenirs, are subject to approval by EDUCAUSE, and these materials must be distributed within the limits of assigned booth space. Prior to EDUCAUSE 2022, Exhibitor/Sponsor may send one (and one only) print mailing, or email, of promotional materials to registered attendees that opt-in. Exhibitor/Sponsor must formally request the list of attendee mailing addresses for this mailing and must submit materials for review before sending. It is the Exhibitor's/Sponsor's responsibility to produce and mail the materials. Except for contacts of Exhibitor's/Sponsor's prospective or current clients independently developed before EDUCAUSE 2022 or during the conference, e.g. using contact information voluntarily provided by the attendee, ***no email, telephone, or other electronic distribution is allowed at any time. Use of the online conference registration list or the general EDUCAUSE membership directory for harvesting contacts, populating prospect databases, and/or soliciting by any electronic means is strictly prohibited.*** Furthermore, Exhibitor/Sponsor agrees that all marketing activities during the exhibition, including but not limited to live demonstrations and the use of costumed representatives, are subject to approval by EDUCAUSE and must be confined to the limits of assigned booth space. Door drops at conference hotels must be approved by EDUCAUSE.

Sales

EDUCAUSE 2022 is a forum for the exchange of information on all aspects of managing information technology in higher education. Company participation is intended to support this objective. As a result, Exhibitor is responsible for following all state regulations and tax laws for any orders, products sold for private profit, or otherwise engagement in commercial activity during its on-site participation in EDUCAUSE 2022.

Smoking

Smoking is prohibited at all EDUCAUSE 2022 functions, at all times, including in the exhibit hall from start of installation through end of the dismantling process.

Violations

By applying for exhibit space, each Exhibitor agrees to comply with all rules and regulations set forth by EDUCAUSE. Any violations in this document may result in the following penalties:

- 1st Violation: Verbal or written warning
- 2nd Violation: Loss of 10% of this year's priority dollars
- 3rd Violation: Loss of 25% of accrued priority dollars
- 4th Violation: Loss of 50% of accrued priority dollars

A more severe penalty, including refusal of the exhibit, may be levied at the discretion of EDUCAUSE without following the above sequence. EDUCAUSE reserves the right to restrict and/or dismiss any exhibit it deems undesirable.

Exhibit Space

2023 Exhibit Space Reservation

Initial assignment of booth space for EDUCAUSE 2023 in Chicago, IL, will take place prior to EDUCAUSE 2022 through our online booking tool. Booth selection appointments will be scheduled based on EDUCAUSE's priority point system, and those appointment times will be communicated in advance of the assigned online space selection time in September 2022 to allow Exhibitors to plan for their appointment time accordingly.

Booth Assignment

Corporate participation, including exhibit booth assignments, is based on a priority system. Priority is based on a cumulative dollar amount spent with EDUCAUSE. EDUCAUSE corporate members' participation is tracked to recognize sustained support of EDUCAUSE through membership, conference participation, and sponsorships. Membership dues must be up-to-date in order to receive space in priority order. Because EDUCAUSE corporate members support EDUCAUSE through their membership dues, they are provided first choice of conference participation activities and exclusive sponsorship opportunities for certain events. In addition, corporate members receive a significant discount on fees for the EDUCAUSE Annual Conference. EDUCAUSE reserves the absolute right to decline participation or to assign or change any booth assignment for any Exhibitor who has failed to comply with these Rules and Regulations in previous EDUCAUSE exhibitions.

EDUCAUSE shall have full power in the interpretation and enforcement of all Rules and Regulations, and shall have the authority to make such further Rules and Regulations, orally or in writing, as EDUCAUSE considers necessary for the proper conduct of EDUCAUSE 2022, and such decision shall be binding on Exhibitor.

These Rules and Regulations are subject to change. Please refer to the EDUCAUSE Corporate Resource Center, posted at <https://events.educause.edu/annual-conference/2022/corporate-participation/corporate-resource-center>, to ensure you have the most current version.