



Exhibitor Terms and Conditions

Thank you for your interest in exhibiting at the 68th annual Human Services Institute presented by The Center for Community Solutions. The deadline to reserve a space in the Community Marketplace is Wednesday, March 17, 2010. Exhibit space is limited and will be assigned by The Center for Community Solutions on a first come, first served basis. Please read the following information carefully:

- ***Cancellations and Refunds***
 - In the event an Exhibitor wishes to cancel a reservation, the Exhibitor must send a written cancellation notice by Wednesday, March 17, 2010, at which time the Exhibitor will receive a 75 percent refund of the total amount paid. After Wednesday, March 17, 2010, no refunds will be given for any reason. If the Exhibitor's cancellation request is not received, or is received after the final cancellation date, the Exhibitor agrees to pay the total order fee based on the original reservation application.
 - No refunds will be given to no-shows.
- ***Soliciting***
 - Exhibitors are prohibited from distributing literature, souvenirs, or any other items outside of their assigned booth area.
- ***Set Up and Tear Down***
 - All exhibitors are responsible for setting up and tearing down their own exhibits. Exhibits must be in place when the Institute Registration Desk opens at 7:30 a.m. on Friday, April 16, 2010. If an exhibit space remains unused at 7:30 a.m. on April 16, 2010, Community Solutions reserves the right to offer that space to another organization.
 - Exhibitors may dismantle their exhibits after 4:00 p.m. on Friday, April 16, 2010. All exhibits must be removed from Signature at LACENTRE by 6:00 p.m.
 - The Center for Community Solutions and Signature at LACENTRE do not store or ship exhibit materials.
- ***Liability***
 - Neither The Center for Community Solutions nor Signature at LACENTRE will be responsible for any injury, loss, or damage that may occur to an Exhibitor or Exhibitor's property. The right of The Center for Community Solutions and Signature at LACENTRE will not be deemed waived at any time.
 - The Center for Community Solutions reserves the right to remove and/or refuse any exhibit materials and items due to inappropriateness and/or offensiveness.
 - The Community Marketplace features information about a variety of organizations. It is not a rally for or against any particular cause or organization. Neither exhibits nor hand-out materials shall denigrate other organizations or their missions. Anyone violating this policy will be asked to remove their exhibit and leave Signature at LACENTRE, and will not be invited to return to future events. In this case, no refunds will be given for the cost of booth space.
- ***Other Matters***
 - All matters not expressly covered in the Agreement are subject to the reasonable decision of The Center for Community Solutions, whose decision shall be final.
 - Photos or other recordings of exhibit space may be made and used by The Center for Community Solutions.

If you have any questions or concerns, please contact Sarah Kresnye, (216) 781-2944, ext. 412, skresnye@CommunitySolutions.com.