

ANNUAL CONFERENCE

2019 EXHIBITOR & SPONSOR INFORMATION PACKET

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EXHIBITORS & SPONSORS

The Coalition for Collegiate Women's Leadership (<http://www.collegiatewomensleadership.org>). Formerly the Southeastern Panhellenic Association (SEPA), began with the first meeting of the Southeastern Panhellenic Conference (SEPC) more than 60 years ago.

Today, the Coalition continues to bring collegiate women together with the goal of education, support and connection. We are committed to the **mission** of the Coalition for Collegiate Women's Leadership (CCWL) stated as,

"We believe in a society where women have the ability to create change to better the world".

With this mission as the foundation, it is through our programming, communicating and building life skills while providing resources, collegiate women will be empowered to create lasting change, to be unafraid to start dialogues on the toughest issues and to advocate for the people, places and organizations they represent.

Thousands of collegiate women have taken part in the Annual Conference for Greek Women Leaders, a three-day event including education programs and resources on leadership and relevant topics within the collegiate and fraternal communities. Connections and relationships formed at the conference create a unique and powerful network of female leaders, encouraging generations of women to have the confidence to become problem solvers in their chapters, spark conversations and positively impact campuses and communities.

The Coalition, is the host of the largest student-run women's leadership conference for college women and we're looking for partners like you! Conference attendees have DIRECT contact with thousands of undergraduate college students.

The Coalition truly appreciates the continued support of exhibitors and sponsors at the Annual Conference. Your products, tools, and services are valuable to the sorority members, councils and chapters.

A few notes:

- Exhibitor and sponsor registration August 15 and ends **January 9, 2019**.
- To show appreciation for your patronage, a listing of exhibitors and sponsors (at the time of printing) will be listed in the conference program book, in our digital program book and online.
- All exhibitors selling Greek branded products MUST be Greek-licensed (www.greeklicensing.com) and provide products and services to all Greek women organizations.
- Exhibitor areas and sponsorship opportunities will be designated on a first come, first serve basis.
- The CCWL team has the right to refuse exhibitor or sponsor if they do not align with the mission and provide a value-added service to the conference and attendees. *T-shirt companies will also be limited to six.*
- Cancellations will only be refunded if submitted in writing 4 weeks prior to the first day of the conference with a \$100 administrative fee. Cancellations after 4 weeks prior to the first day of the conference will not be refunded.
- If an exhibitor does not show up to the conference, NO refund will be issued.

See you in Atlanta!

- The CCWL Conference Team

SCHOLARSHIPS

Scholarships may be given to individuals who attend the Annual Conference in the name of your business or organization. The scholarship value must be equivalent, or greater than the conference registration price. Email sponsors@collegiatewomensleadership.org for additional information.

CONFERENCE INFORMATION

CONFERENCE DATES AND LOCATION

CCWL will take place Thursday, February 21 – Saturday, February 23, 2019 in Atlanta, GA.

The conference will take place at:
Renaissance Waverly Hotel
2450 Galleria Parkway
Atlanta, GA 30339

DIGITAL CONNECTION

Exhibitors and Sponsors are encouraged to connect with CCWL through the social media outlets. CCWL is committed to sharing social media posts about our exhibitors and sponsors. Similarly, the hope and request is a reciprocal sharing/posting of CCWL information within your communities.

If you are interested in learning more about writing a blog post or providing content to be shared during the year, please reach out to sponsors@collegiatewomensleadership.org.

- Coalition Website: <http://collegiatewomensleadership.org/>
- Conference Website: <http://conference.collegiatewomensleadership.org/>
- Social Media Handles
 - Facebook:
 - <https://www.facebook.com/Collegewomenlead/>
 - Instagram
 - @collegewomenlead
 - <https://www.instagram.com/collegewomenlead/>
 - Twitter:
 - @ccwomenlead
 - <https://twitter.com/CCWomenLead>
- Hashtags
 - #CCWL
 - #CollegeWomenLead
 - #CCWLeads

HOTEL RESERVATIONS

Exhibitors and Sponsors, attending the conference, are encouraged to reserve lodging at the Renaissance Waverly Hotel. Information about how to reserve a room with the conference room rate is online at <http://conference.collegiatewomensleadership.org>

SHIPPING TO AND FROM THE RENAISSANCE WAVERLY

The Renaissance Waverly Hotel and Convention Center has a dedicated UPS store located off of the Garden Court, 2nd floor. (where the exhibitor fair takes place). Please work directly with the UPS store for any shipping and receiving needs.

A few things to note:

- There are [receiving costs for each package](#), determined by weight.
- Complete a [UPS credit card authorization form](#) ahead of time.
- Packages sent to the UPS store should be checked upon arrival. Arrangements can be made for packages to be delivered to your hotel room or booth space.
- Bring pre-addressed return mailing labels.
- If the UPS store is closed before departing on Saturday, leave the package(s) with the hotel front desk; they will inform the UPS store on Monday.

UPS Store Information

Website: <https://atlanta-ga-6356.theupsstorelocal.com/>

Phone: (770) 303-3102

Email: store6356@theupsstore.com

Hours of Operation:

- Monday – Friday: 7:30 am - 6:00 pm
- Saturday: 9:00 am - 3:00 pm
- Sunday: Closed

EXHIBITOR INFORMATION

If you have questions about becoming a sponsor or customizing a sponsorship package, please contact exhibitors@collegiatewomen.org.

EXHIBITOR REGISTRATION

Exhibitor registration is available online at the [CCWL registration page](#). Payment(s) can be made online with a credit card during registration. Checks should be made payable to Southeastern Panhellenic Association Inc. and sent to following address:

CCWL c/o Southeastern Panhellenic Association Inc.
Att. Exhibitors Registration
P.O. Box 896
LaGrange, GA 30241

EXHIBITOR HOURS

The CCWL 2019 exhibitor hours are as follows:

Friday, February 22: 10am Check-in and Set-up time

- *Students will be in a session from 8:45am – 12:00pm, before their lunch at 12:15pm – 1:15pm. You are encouraged to be setup by 12:00pm, enabling the opportunity to interface with students between the sessions throughout the day and before lunch, 12:00 – 12:15pm.*

Friday, February 22: 1:15pm – 11:00pm

- *Students will be in lunch from 12:00pm – 1:15pm. Education sessions will occur from 1:45pm until 5:15pm, with 15-minute breaks between sessions. Students will have dinner on their own from 5:30pm– 8:00pm. During dinner, students walk between the hotel and the mall and spend time in the Garden Court. It is a steady, small flow until students return from dinner.*
- *8:00pm: Students are invited back for the Affiliation T-Shirt Swap*
- *8:30pm: Students are invited for the exhibitor fair and dessert which is hosted in the Garden Court*

Saturday, February 23: 8:00am – 5:00pm

- *Education sessions will occur during the day.*
 - *9:00am-11:00am, there is one extended education session*
 - *11:15am – 12:15pm – Leadership Series*
 - *12:30pm – During lunch, students walk between the hotel and the mall and spend time in the Garden Court*
 - *1:30pm – Education sessions*
 - *2:30pm – Coaches Corner – Students have the chance to sign up for a 15-minute session to work with a coach on a specific topic. Those not meeting with a coach will hang out in the Garden Court*

EXHIBITOR FEES

Exhibitor fees are \$1,500.00 for the first space, \$750 for each additional space. All booths are first come, first serve. ***Exhibitor spaces do sell fast and sell out. Register early.***

Exhibitor registration fees include two representatives at your booth. The booth is an 8-foot-wide by 10-foot-deep space, one 6-foot skirted table and 2 chairs. Any additional representatives must pay the registration fee and register online at the [CCWL registration page](#). Meals are not included.

EXHIBITOR FAIR OPTIONAL BOOTH SERVICES

Optional booth services are available directly through the hotel. These include WiFi, electric, additional tables and more.

The hotel optional booth services form is available in your registration confirmation email. All forms must be submitted by **January 16, 2019**.

SPONSORSHIP AND ACTIVATIONS OPPORTUNITIES

Sponsorship opportunities are available in a wide-range of options to fit multiple needs and budgets. Depending on the desired involvement, the following three packages and a la carte options are available.

All printed material costs for sponsorships are the responsibility of the sponsor and must be delivered to the hotel at least three business days before the start of the conference.

If you have questions about becoming a sponsor or customizing a sponsorship package, please contact sponsors@collegiatewomensleadership.org.

SPONSOR REGISTRATION (ONLY IF NOT INCLUDED WITH PACKAGE)

Sponsor registration is available online at the [CCWL registration page](#). Payment can be taken online with a credit card during registration or checks should be made out to Southeastern Panhellenic Association Inc. and sent to following address:

Southeastern Panhellenic Association Inc.
CCWL c/o Southeastern Panhellenic Association Inc.
Att. Exhibitors Registration
P.O. Box 896
LaGrange, GA 30241

EXHIBITOR INFORMATION (IF INCLUDED IN THE SPONSORSHIP PACKAGE)

If your sponsorship package includes an exhibitor booth, please review the exhibitor information listed in this packet above.

SPONSORSHIP PACKAGES

Questions should be directed to sponsors@collegiatewomensleadership.org.

Package #1 \$8,000	Package #2 \$4,000	Package #3 \$2,000
<p>Number Available: 6 Includes registration for up to 4 individuals. Meals are not included.</p> <p>Pre-Conference Recognition</p> <ul style="list-style-type: none"> • Minimum of 5 social media posts on Facebook and Instagram • Logo on website • One dedicated block in e-newsletter • One mention in partner's newsletter sent before the conference <p>On-Site Recognition</p> <ul style="list-style-type: none"> • Minimum of 5 social media posts on Facebook and Instagram • Mentions in conference program book – full page AD, listing on sponsors page, listing as sponsor of an event (if applicable), listing on exhibitor page (if applicable) • Optional large activation space (details to be discussed) • Named sponsor of selected session and opportunity to introduce keynote speaker and share the organizational support for the Annual Conference and college women <ul style="list-style-type: none"> ○ Thursday Night Opening Session ○ Friday Morning Spotlight Series Breakfast ○ Friday Philanthropy Luncheon ○ Friday Afternoon General Session ○ Saturday Morning Leadership Series (if done as a general session) ○ Saturday Night Closing Banquet • Option to place branded item on chairs at their named sponsor session <ul style="list-style-type: none"> ○ Sponsor provides item and is responsible for shipping costs • One table for exhibitor fair participation Friday night and Saturday • Option to setup Thursday afternoon for the start of the conference (excluding t-shirt companies) • Inclusion in digital program book <p>Post-Conference Recognition</p> <ul style="list-style-type: none"> • One social media promotion on Facebook and Instagram • Mention in post-conference email • One dedicated block in e-newsletter • Full marketing report 	<p>Number Available: 4 Includes registration for up to 2 individuals. Meals are not included.</p> <p>Pre-Conference Recognition</p> <ul style="list-style-type: none"> • Minimum of 2 social media posts on Facebook and Instagram • Logo on website • One mention in partner's newsletter sent before the conference <p>On-Site Recognition</p> <ul style="list-style-type: none"> • Minimum of 2 social media posts on Facebook and Instagram • Mentions in conference program book – ½ page AD, listing on sponsors page, listing on exhibitor's page • Named sponsor of selected program and opportunity to introduce keynote speaker and share the organizational support for the Annual Conference and college women <ul style="list-style-type: none"> ○ Friday Morning Spotlight Series Tracks ○ Saturday Morning – Spotlight Series Tracks ○ Saturday Morning Leadership Series (if not done as a general session) • Option to place branded item on chairs at their named sponsor session (or opening session if not named sponsor of a session) <ul style="list-style-type: none"> ○ Sponsor provides item and is responsible for shipping costs • One table for exhibitor fair participation Friday night and Saturday • Inclusion in digital program book <p>Post-Conference Recognition</p> <ul style="list-style-type: none"> • One social media promotion on Facebook and Instagram • Mention in post-conference email • Full marketing report 	<p>Number Available: 4</p> <p>Pre-Conference Recognition</p> <ul style="list-style-type: none"> • Minimum of 2 social media posts on Facebook and Instagram • Logo on website <p>On-Site Recognition</p> <ul style="list-style-type: none"> • Minimum of 2 social media posts on Facebook and Instagram • Mentions in conference program book – ½ page AD, listing on sponsors page <p>Post-Conference Recognition</p> <ul style="list-style-type: none"> • 1 social media promotion on Facebook and Instagram • Mention in post-conference email • Full marketing report

CUSTOM SPONSORSHIP ACTIVATIONS – \$1,000 plus cost of the activation

For sponsorship questions, please contact sponsors@collegiatewomensleadership.org.

Exhibitor booth not included, must be purchased separately.

Custom Activation Ideas (Suggested, but not limited to the following ideas)

- Photo booth
- Professional headshot booth
- Letter writing activity (letters to mentors, gratitude notes, etc.)
- Cell phone charging station
- Morning workout sessions

Custom activations include the following marketing:

Pre-Conference Recognition

- Minimum of 2 social media posts on Facebook and Instagram
- Logo on website
- One mention in e-newsletter

On-Site Recognition

- Minimum of 2 social media posts on Facebook and Instagram
- Mentions in conference program book – ½ page AD, listing on sponsors page
- Option to place branded item on chairs at opening session (sponsor provides item and covers shipping costs)

Post-Conference Recognition

- One social media promotion on Facebook and Instagram
- Mention in post-conference email
- Full marketing report

A LA CARTE SPONSORSHIP OPPORTUNITIES

For sponsorship pricing, please contact sponsors@collegiatewomensleadership.org.

SPONSORSHIP OR ACTIVATION OPPORTUNITY	PRICE	DESCRIPTION
Early Exhibitor Setup	Thursday - \$1,500	Opportunity to setup before the official opening of the exhibitor fair, recognition in the program book and social media promotion. <ul style="list-style-type: none"> • Thursday afternoon at 3pm – two available (available to non-shirt companies)
Product Placement	\$500 <i>Plus the cost of item</i>	Select your product – anything from nametags, conference badges, pens, etc. <ul style="list-style-type: none"> ○ Sponsorship fee is in addition to the cost of the item. ○ 2019 Conference Lanyards – SOLD
Flyer on Chair at a Program	\$500 per event	One-page flyer placed on all chairs at any of the following sessions. <ul style="list-style-type: none"> • Thursday Opening Session – 2 available if not presenting sponsor • Friday Philanthropy Luncheon – 2 available if not presenting sponsor • Friday Afternoon General Session – 2 available if not presenting sponsor • Leadership Series Sessions – 2 available if not presenting sponsor • Saturday Night Closing Banquet – 2 available if not presenting sponsor
Conference Program Book ADS	Full Page - \$1,000 Half Page - \$500	Half page or full-page AD in the conference program book. <ul style="list-style-type: none"> • Half page AD dimensions: 5.5 inches tall by 8.5 inches wide • Full page AD dimensions: 11.5 inches tall by 8.5 inches wide
Newsletter Block	\$500 for one mailing	Listing in the monthly e-newsletter sent to current attendees, past attendees and supporters of the conference. One photo and up to 3 sentences in the newsletter block.

Snap Chat Filter	\$1,000 <i>Plus design costs and SnapChat approval costs</i>	Branding opportunity for a custom Snap Chat filter during the Annual Conference. 3 available custom Snap Chat filters per day and options exist to purchase the rights to be the single Snap Chat filter for a day.
Photo Booth	\$1,500 activation fee <i>Plus cost of photo booth</i>	Branding opportunity on printed and digital images, social media promotion and sponsorship listing in the program book and other marketing materials. Price may vary based on time available for photo booth.
Professional Head Shots	\$1,500 activation fee Plus cost of photographers, editing and hosting	Opportunity to provide professional headshots for conference attendees. Social media promotion and sponsorship listing in the program book and other marketing materials.
Friday Night Marketplace	\$2,000	Named sponsor of the marketplace. Materials placed out for attendees. Social media promotion and sponsorship listing in the program book and other marketing materials. This historical event brings students and professionals out to visit exhibitors and enjoy the entertainment provided each year.
Programming Tracks	\$2,000	These sponsorships are for specific, targeted attendee population ranging from 50 – 100 individuals. This includes materials placed on all chairs and opportunity to address participants as you introduce the program speaker(s) and share the company vision and support for the Annual Conference and collegiate women's leadership. Social media promotion and sponsorship listing in the program book and other marketing materials. Examples are, but not limited to: <ul style="list-style-type: none"> • Presidents Track • Emerging Leaders Track • Professionals Track (typically advisors and headquarter staff) • Student leadership officer positions (Ex: recruitment chair, philanthropy chair, etc.) which vary each year
Coaches Corner	\$2,000	The coaches' corner is a coaching program created to give students one-on-one with an experienced professional in certain topics (ex: Philanthropy, recruitment, officer transitions, etc.). Students will have the opportunity to sign up with a coach for a specific time to share background and ask for help with a program. The sponsor will be the named sponsor of the Coaches Corner. Materials placed out for attendees. Social media promotion and sponsorship listing in the program book and other marketing materials.
Leadership Series	\$2,000	Named sponsor of the program. Materials placed on all chairs opportunity to address participants as you introduce the program speaker(s) and share the company vision and support for the Annual Conference and collegiate women's leadership. Social media promotion and sponsorship listing in the program book and other marketing materials. <ul style="list-style-type: none"> ○ <i>If done as a general session for all conference attendees, one opportunity is available for \$5,000 (see Large Group Programs)</i> ○ <i>If done as multiple sessions at one time, 2-3 are available and there are about 250-400 attendees in each session.</i>
Large Group Programs	\$5,000	These sponsorship opportunities are for all conference attendees (about 750) and includes materials (sponsor responsible for materials and shipping) placed on all chairs and opportunity to address participants as you introduce the program speaker(s) and share the company vision and support for the Annual Conference and collegiate women's leadership. Social media promotion and sponsorship listing in the program book and other marketing materials. <ul style="list-style-type: none"> • Thursday Night Opening Session <ul style="list-style-type: none"> ○ This session kicks off the start of the annual conference. There is a dynamic keynote speaker and excitement is high for the start of the conference. • Friday Morning Spotlight Series Breakfast

		<ul style="list-style-type: none"> ○ This breakfast kicks off the Friday and Saturday spotlight series. • Friday Philanthropy Luncheon benefitting Circle of Sisterhood <ul style="list-style-type: none"> ○ This luncheon is a time for attendees to come together to recognize and celebrate philanthropy. Information will be shared about philanthropy initiatives., inclusive of Circle of Sisterhood. • Friday Afternoon General Session <ul style="list-style-type: none"> ○ This session brings all conference attendees back together Friday afternoon. There is a dynamic keynote speaker. • Saturday Morning Leadership Series (if done as one general session) <ul style="list-style-type: none"> ○ This session brings all conference attendees together for a session focused on leadership development. There is a dynamic keynote speaker. • Closing Banquet, Saturday Night <ul style="list-style-type: none"> ○ An opportunity to reflect on the Conference experience, celebrate those who participated in the Recognition Program and listen to a inspiring speaker leaving the students inspired as they return back to their campuses.
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SPONSOR AND EXHIBITOR TERMS AND AGREEMENTS

All CCWL sponsors, by completing the application form online and forwarding with the payment as stipulated below, agree to all the following points:

APPLICATION FOR EXHIBITOR SPACE

All fully completed applications should be completed online with payment. An application is not complete until both the application and payment are received. The number of booths, which an exhibitor may rent, shall be limited by exhibitor space requirement.

All exhibitor displays shall align with the mission of CCWL and shall not detract from the mission of the Conference. Accordingly, CCWL, at its sole discretion, reserves the right to decline any exhibitor application determined to be contradictory/ not in alignment with the organization values and mission. The CCWL decision will be final.

SPACE FEES

Regular exhibitor fees (outside of what is included in sponsorships) shall be \$1,500 for the first booth and \$750 for additional booths for licensed exhibitors. Fees shall be payable in U.S. funds.

EXHIBITOR HOURS

Exhibitors must be present in their booths during marketplace hours. CCWL is not responsible for booths without exhibitor staffing during marketplace hours. Exhibitors should report to the Exhibitor Fair no later than five minutes before start time.

CONFIRMATION OF SPACE

Each exhibitor space shall be assigned and confirmed by CCWL. Spaces shall not be confirmed until both the application and payment are received. The number of booths, which an exhibitor may rent, shall be limited by exhibitor space requirement.

CANCELLATION DEADLINES

Any exhibitor who pays the full amount and cancels the contracted booth(s) before January 24, 2019 will be charged a \$100 administrative fee. Cancellations after this date will not be refunded. NO refund shall be made to any exhibitor who fails, for any reason, to occupy the reserved space.

STANDARD EXHIBITOR BOOTH

Each exhibitor booth shall consist of space approximately 8 feet wide by 10 feet deep and shall contain one 6-foot table and two chairs. The height of all displays must not exceed 10 feet. The exhibitor shall adhere to decorum and good taste as well as safety and structural integrity. No exhibitor shall erect any walls, partitions, paintings, decorations, or other types of obstructions, which would interfere with the view of any other exhibitor's booth.

ADDITIONAL FURNITURE/ELECTRICITY/INTERNET

Additional furniture (tables, chairs, etc.) and electricity will be available to exhibitors at an extra charge and pending availability. All such requests shall be forwarded to the hotel by utilizing the CCWL form located on the website, and in the registration email confirmation. The cost for such additional services shall be at the sole expense of the exhibitor.

REGISTRATION

By completing the application, separate conference registration is not required. This sponsorship application serves as the registration form. Any updates to representatives attending the conference should be provided to CCWL. All hotel arrangements are the responsibility of the exhibitor. Registration provides only booth space. No meals are included.

EXHIBITOR SCHEDULE

The dates for the CCWL Exhibitor Fair shall be February 22-23, 2019. Exhibitors must be dismantled from the CCWL Exhibitor Fair area no later than 5:30pm on Saturday of the event.

SECURITY

CCWL shall not be responsible for the loss by theft or otherwise of any property of the exhibitor and thus recommends that exhibitors remove any portable technology or other valuables from the CCWL Exhibitor Fair when not attended. Security will be provided Friday from the close of the exhibitor fair to the beginning of the exhibitor fair on Saturday morning.

INDEMNIFICATION

CCWL agrees to indemnify and hold harmless exhibitors from any and all liability, loss or damage, including reasonable attorney's fees and expenses, which Exhibitor may suffer as a result of any third-party claims, demands, costs or judgments arising out of CCWL failure to perform any of the obligations arising out of this Agreement. Exhibitor agrees to indemnify and hold harmless CCWL from any and all liability, loss or damage, including reasonable attorney's fees and expenses, which CCWL may suffer as a result of any third-party claims, demands, costs or judgments arising out of Exhibitor's failure to perform any of the obligations arising out of this Agreement.

CCWL and the facility in which exhibitor fair spaces are housed will not be responsible for any injury, loss, or damage that may occur to an exhibitor, the exhibitor's employees or property, or to any other person prior, during, or subsequent to the period covered by the exhibitor contract. Each exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless CCWL and the facility in which exhibitor spaces are housed and their employees and agents against all crimes, losses, damages to persons or property, governmental charges of fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of exhibitor hall premises or part thereof.

DAMAGE TO PROPERTY OF OTHERS

Exhibitors agree not to injure, deface or to otherwise damage the host property or others. If such damage occurs, the exhibitor is liable to the owner of the property.

PROHIBITED POSTING/STICKERS

No stickers, decoration, poster, sign or similar items shall be posted on, tacked on, nailed, screwed, distributed or otherwise attached to any column, wall, floor or any other part of the CCWL and/or conference building or furniture.

DISTRIBUTION OF MATERIALS/SALES

The printed advertising or other materials of the exhibitor may be distributed only from within the exhibitor's booth. Drawings, contests, lotteries or the sale of merchandise, inclusive of description, may be permitted only with written pre-approval by CCWL. Promotional give-a-ways are permitted and encouraged so long as they align with the mission of CCWL.

ALCOHOLIC BEVERAGES & OTHER DRUGS

The sale, distribution and/or consumption of alcoholic beverages or drug substance in the CCWL Exhibitor Fair or conference shall be strictly prohibited.

ADA COMPLIANCE

The exhibitor must be in full compliance with Title III of the Americans with Disabilities Act in all of its offerings of public information and services during the conference.

MUSIC LICENSING

Any exhibitor using licensed music in the area of their booth, or any booth presentation or any other presentation during the course of the conference shall be responsible for reporting any such use to ASCAP or BMI and shall pay any licensing fee due for any such use of music.

PAYMENT OF LICENSE FEES/TAXES

Exhibitors shall be solely responsible for the payment of any ASCAP or BMI licensing fees, the payment of any sales or for the collection and payment of any sales or other tax necessitated by any sales tax or promotion within its booth or any other place on the hotel premises during the course of the said Conference. CCWL shall not be responsible for the payment of such fees or tax, and the exhibitor hereby expressly holds CCWL harmless for the obligation of the payment of any such fee or tax and further agrees to indemnify CCWL and in the event that a demand for the payment of any such fee or tax is made upon CCWL. CCWL reserves the right to prohibit sales. Exhibitors are responsible for acquiring appropriate license.

SHIPPING AND HANDLING

All shipping to and from the conference shall be under separate agreement and conditions by the exhibitor and the hotel. All expenses related to shipping and handling will be the sole responsibility of the exhibitor.