

Exhibitor Agreement



Exhibitor Booth Terms & Conditions is valid December 7-8, 2026 in the County of San Bernardino in the State of California by and between “**Organizer**”, Law Offices of Parker & Irwin, apc (Administrators of the Workers’ Compensation Forum of the Inland Empire), PO Box 11579, San Bernardino, CA 92423, 909-890-1800, info@parkerirwinlaw.com and “**Exhibitor**” as detailed in the Exhibitor Questionnaire.

1. EVENT INFORMATION

Event Name:

Workers’ Compensation Forum of the Inland Empire: ALL-DAY SEMINAR

Event Dates:

December 7, 2026 (Setup) and December 8, 2026 (Event)

Venue:

DoubleTree by Hilton, 285 E Hospitality Ln, San Bernardino, CA 92408

Space Number Preferences:

(Please visit <https://canva.link/q24xeypq7c6htv5> for available booths)

Space Size:

6 foot Tabletop Displays

2. BOOTH FEES

Total Booth Fee: \$750.00 (WCF Members receive a 20% discount, \$600.00)

Booth reservations are not confirmed until the required deposit and agreement has been received. Organizer reserves the right to cancel any unpaid reservation after the payment due date without further notice.

Exhibitor Agreement

3. BOOTH ASSIGNMENT

While booth preferences are requested, Organizer retains sole discretion regarding booth placement and reserves the right to relocate exhibitors when necessary for operational, safety, or event management purposes. No guarantee is made regarding booth traffic, sales volume, neighboring exhibitors, or attendee attendance. Every attempt will be made to accommodate booth preference while also being mindful of industry competition.

4. EXHIBITOR BOOTH OBLIGATIONS

Exhibitor agrees to:

- Staff the booth during all published exhibit hours.
- Display only products or services pertaining to your organization as described in the Exhibitor Questionnaire.
- Maintain the booth in a clean, safe, and professional manner.
- Conduct business in accordance with all applicable federal, state, and local laws.
- Follow all venue rules and Organizer policies.

Exhibitor shall not:

- Block aisles or emergency exits.
- Use amplified sound without written approval.
- Operate hazardous equipment.
- Display offensive or unlawful materials.
- Alcoholic beverages are not allowed in the Ballroom or Foyer areas and/or during the educational portion of the All-Day Seminar (7:30 a.m. to 4:00 p.m.).

Organizer may immediately remove any exhibitor violating these provisions without refund.

Prohibited Items and Activities: The following are prohibited unless specifically approved by Organizer:

- Open flames
- Candles
- Propane equipment

Exhibitor Agreement

- Hazardous chemicals
- Fireworks
- Weapons
- Cannabis consumption or sales (unless expressly authorized by law and Organizer)
- Tobacco or vaping products
- Live animals (except service animals or approved demonstrations)
- Gambling activities
- Counterfeit merchandise
- Offensive or obscene displays

Noise Restrictions

- Audio demonstrations must remain below 75 decibels or another level established by the venue. Organizer reserves the right to require reduction or discontinuation of excessive noise.

Booth Construction

- Maximum display height: 10 feet high
- Displays may not interfere with neighboring booths.
- All materials must comply with California Fire Code.

Electrical Safety

- Only approved extension cords and surge protectors may be used.
- "Daisy chaining" power strips is prohibited.
- All electrical equipment must be UL-listed or otherwise approved.

Conduct: Organizer reserves the right to remove any exhibitor, without refund, engaging in:

- Harassment
- Discrimination
- Unsafe conduct
- Fraud
- Illegal activity
- Abusive behavior toward attendees or staff

Exhibitor Agreement

Other

- Americans with Disabilities Act (ADA) Compliance: Ensure booth and activities comply with applicable accessibility requirements.
 - Privacy and Data Security: If exhibitors collect attendee information (e.g., badge scans, email signups), compliance with applicable privacy laws and responsible handling of personal data is required.
 - Code of Conduct: Respectful, non-discriminatory behavior is required.
 - Intellectual Property and Counterfeit Goods: The display or sale of counterfeit or infringing products is explicitly prohibited and the Organizer reserves the right to remove them.
 - Use of Drones or Unmanned Aircraft: Drone use at the event is prohibited.
 - Load-In/Load-Out Safety: Compliance with venue loading dock rules is required along with the use of proper equipment, and adherence to traffic control instructions.
 - No Partnership or Agency: Exhibitors are independent organizations and nothing in the agreement creates a partnership, joint venture, or employment relationship.
-

5. SET-UP AND TEAR-DOWN

- Move-In: Monday, December 7, 2026 (6:00 p.m. to 8:00 p.m.)
 - *(See DoubleTree by Hilton Blocked Room Rates linked in Exhibitor Questionnaire if accommodation is needed)*
- Event Hours: Tuesday, December 8, 2026 (7:30 a.m. to 3:45 p.m.)
- Move-Out: Tuesday, December 8, 2026, 3:45 p.m. to 5:00 p.m.

Early dismantling of booth displays is prohibited unless authorized in writing by Organizer. Doing so will impact future exhibiting opportunities. Failure to vacate the booth by the designated time may result in additional labor, storage, or removal charges.

6. INSURANCE REQUIREMENTS

Exhibitor Agreement

Exhibitor shall maintain insurance throughout the event, including move-in and move-out periods. Minimum coverage:

- Commercial General Liability: \$1,000,000 per occurrence
- \$1,000,000 aggregate
- Workers' Compensation as required by California law
- Employer's Liability: \$1,000,000
- Automobile Liability (if vehicles are brought onto the premises): \$1,000,000

Upon request, Exhibitor shall provide a Certificate of Insurance naming the following as

7. ASSUMPTION OF RISK

The venue may provide Security personnel. Exhibitors should remove valuables overnight.

The Organizer is not responsible for Exhibitor property or injury. Exhibitor assumes all risks associated with participation in the event, including but not limited to:

- Theft
- Property damage
- Personal injury
- Equipment malfunction
- Weather
- Fire
- Utility interruptions
- Loss of business income

Exhibitor is solely responsible for safeguarding its property, employees and booth workers.

8. RELEASE OF LIABILITY

To the fullest extent permitted by California law, Exhibitor releases Organizer, venue owner, sponsors, employees, volunteers, contractors, and agents from liability for any loss, damage, injury, or expense arising from participation in the event, except to the extent caused by the gross negligence or willful misconduct of the released parties.

Exhibitor Agreement

9. INDEMNIFICATION

Exhibitor agrees to defend, indemnify, and hold harmless Organizer, the venue, sponsors, and their officers, directors, employees, volunteers, contractors, and agents from any claims, damages, liabilities, judgments, penalties, losses, costs, or attorney's fees arising out of or related to:

- Exhibitor's participation in the event;
- Exhibitor's employees, contractors, agents, or invitees;
- Products sold or displayed by Exhibitor;
- Booth construction or displays;
- Violations of law or regulations; or
- Any negligent or wrongful act or omission of Exhibitor.

This obligation survives the termination of this Agreement.

10. FIRE AND SAFETY REQUIREMENTS

Exhibitor shall comply with:

- California Fire Code
- Local fire marshal requirements
- Venue regulations
- OSHA safety standards, as applicable

All display materials shall be flame-retardant where required.

Nothing may obstruct:

- Fire exits
- Fire extinguishers
- Sprinklers
- Emergency pathways

11. EMERGENCY PROCEDURES

Exhibitor Agreement

Exhibitors agree to:

- Follow directions from venue personnel.
- Evacuate immediately when instructed.
- Report emergencies to event staff.
- Keep exits clear.
- Maintain access to fire extinguishers.

12. FOOD, ALCOHOL, AND SAMPLES

Exhibitors may distribute food or beverages only with prior written approval and in compliance with venue policies and applicable health regulations.

Alcohol may not be served unless expressly authorized by Organizer and all required permits are obtained. Any alcoholic raffle items will be distributed at the end of the ALL-DAY SEMINAR.

13. ELECTRICAL SERVICES

Only venue-approved electrical services or contractors may perform electrical installations. Unauthorized electrical connections are prohibited. Extension cords and power strips are not allowed unless written permission has been provided.

14. INTELLECTUAL PROPERTY

Exhibitor represents that all products, logos, trademarks, copyrighted materials, and promotional items displayed are lawfully owned or licensed. Organizer assumes no responsibility for intellectual property disputes.

Exhibitor Agreement

15. PHOTOGRAPHY AND PUBLICITY

Organizer may photograph or record Exhibitor's booth and personnel for promotional, educational, archival, or marketing purposes without compensation. Organizer may photograph, videotape, livestream, or otherwise record the event and Exhibitor's booth for promotional, archival, educational, or marketing purposes. Exhibitor grants Organizer a non-exclusive, royalty-free license to use such images and recordings without additional compensation. Exhibitor may opt out of close-up interviews or promotional recordings by providing written notice before the event, although general event photography may still occur.

16. CANCELLATION BY EXHIBITOR

Written notice is required.

Refund Schedule:

- 30+ days: 50%
- Less than 30 days: No refund

Failure to occupy booth space by the published opening time may constitute abandonment. Exhibitor is responsible for and all associated expenses associated with planning, coordination, and set up of Exhibitor Booth.

17. CANCELLATION BY ORGANIZER

Organizer reserves the right to cancel, postpone, relocate, or modify the event due to:

- Weather
- Natural disaster
- Public health emergency
- Government orders
- Labor disputes
- Venue issues
- Security concerns

Exhibitor Agreement

- Other circumstances beyond Organizer's reasonable control

Organizer's maximum liability shall be limited to the amount of booth fees actually paid by Exhibitor, less any nonrecoverable costs incurred in preparation for the event, to the extent permitted by law. Exhibitor is responsible for and all associated expenses associated with planning, coordination, and set up of Exhibitor Booth.

18. FORCE MAJEURE

Neither party shall be liable for failure to perform due to events beyond its reasonable control, including acts of God, governmental action, war, terrorism, epidemic or pandemic, labor disputes, utility failures, or other emergencies.

19. DEFAULT

Organizer may terminate this Agreement immediately for:

- Non-payment;
- Safety violations;
- Illegal activity;
- Material breach of this Agreement; or
- Conduct that materially disrupts the event.

No refund shall be required in the event of termination for cause.

20. ATTORNEYS' FEES

If any legal action is brought to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, unless prohibited by applicable law.

Exhibitor Agreement

21. LIMITATION OF LIABILITY

To the fullest extent permitted by law, Organizer shall not be liable for any indirect, incidental, consequential, special, punitive, or lost-profit damages arising out of this Agreement, even if advised of the possibility of such damages.

Organizer's total liability shall not exceed the booth fees paid by Exhibitor.

22. DISPUTE RESOLUTION

The parties shall first attempt to resolve disputes through good-faith negotiation.

If unresolved, the parties agree to participate in mediation in the county where the event is held before filing suit, unless emergency injunctive relief is necessary.

23. GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of California.

Any legal action shall be brought exclusively in the state or federal courts located in the county where the event is held, unless the parties agree otherwise in writing.

24. COMPLIANCE WITH CALIFORNIA LAW

Exhibitor shall comply with all applicable California laws and regulations, including those relating to employment, occupational safety, consumer protection, taxation, accessibility, and privacy. If collecting personal information from attendees, Exhibitor is responsible for complying with applicable California privacy laws, including notice and data-handling obligations.

25. SEVERABILITY

If any provision of this Agreement is found unenforceable, the remaining provisions shall remain in full force and effect.

Exhibitor Agreement

26. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions or agreements. No amendment shall be effective unless made in writing and signed by both parties.

27. ELECTRONIC SIGNATURES

The parties agree that electronic signatures and electronically transmitted copies of this Agreement shall be deemed originals and shall be fully enforceable.

**ACKNOWLEDGEMENT OF ALL THE ABOVE IS REQUIRED ON EXHIBITOR
QUESTIONNAIRE.**