

**GENERAL RULES AND REGULATIONS**  
**Office of Catholic Schools Diocesan Education Conference**

**CONTRACT FOR SPACE** – This is a formal notice of agreement to exhibit in a space designated by the Richmond Diocese Office of Schools. Rental charges of the floor space constitute a contract for the right to use same floor space.

**ASSIGNMENT OF SPACE** –The Teachers’ Conference reserves the right to make a final booth determination of all space in the best interest of the exhibition.

The Teachers’ Conference reserves the right to refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of the Teachers’ Conference, likely to be compatible with the general character and objectives of the exhibition.

**SPACE RENTAL PAYMENT AND REFUNDS** – Applications submitted must be paid in full on said date and an acknowledgement of the General Rules and Regulations indicated on the Vendor Form.

Cancellations must be received by the Office of Catholic Schools 4 weeks prior to the conference date to receive a full refund. No refund will be made for cancellations received 2 weeks prior to conference.

**INSTALLATION AND DISMANTLING OF EXHIBIT** – Set-up time for exhibitors will be determined before said date of conference. Exception to include evening before conference with approval from OCS. The schools will not receive freight prior to setup day, and do not have storage available.

No exhibitor shall commence dismantling or packing product prior to 1:00 p.m., on the day of the event.

Crates will not be delivered to the exhibit booth prior to the hour of departure. All property is to be shipped prepaid by each exhibitor. It is explicitly agreed by both parties that in the event the exhibitor fails to install the product or service in the exhibit space within the time limit set for opening exhibits, or fails to pay the space rental by the time specified, or fails to comply with other provisions concerning his use of exhibit space, OCS shall have the right to take possession of such space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper.

**EXHIBITORS AND PUBLIC POLICY** – Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exhibition. Compliance with such laws is mandatory for all exhibitors and is the sole responsibility of that exhibitor.

**OPERATION OF DISPLAYS** – OCS reserves the right to restrict operation of, or evict completely, an exhibit which is, in its opinion, detracting from the general character of the exposition on the whole.

**LIABILITY AND INSURANCE** – The exhibitor agrees to protect, save and keep OCS and the Diocese of Richmond forever harmless from any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with applicable terms and conditions constant in the agreement between OCS and the host school regarding the exhibitor premises. Exhibitors shall at all times protect, indemnify, save and keep harmless OCS and the Diocese of Richmond against and from any loss, cost damage, liability, or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, and business invitees which arises from or out of or by any reason of said exhibitors occupancy and use of exhibit premises or part thereof. (Vendor will provide a certificate of insurance that names the Bishop and Diocese as an additional insurance)

**OFFICIAL SERVICE CONTRACTOR** – Office of Catholic Schools in the Diocese of Richmond is the official service contractor for the exposition and is in charge of exhibitor area production. An exhibitor information package will be sent to you upon receipt of your check and application.

**ACCOMMODATIONS** – Each participant will be responsible for finding their own hotel and hotel charges, and responsible for specific rooms upon departure from the hotel, for items not included in the conference registration and/or exhibit participation.

**QUESTIONS?** – You may contact Dana Erby at: [derby@richmonddiocese.org](mailto:derby@richmonddiocese.org) or (804) 359-5661 Extension 117.