

23rd Annual VANGUARD SECURITY CONFERENCE 2009

EXHIBITOR RULES AND REGULATIONS

Vanguard Integrity Professionals and Exhibit Management are committed to establishing a collaborative relationship with the vendor community to provide a forum for education and exchange of information concerning the security administration industry. As an exhibitor you are an important part of the Security Solution attendees' learning experience. Your presence offers them an opportunity to learn from the security industry leaders about tools and techniques to better secure their information systems. At Conferences, Vanguard expects vendors to observe high professional standards and to conduct themselves in an ethical manner at all times. Your cooperation will enhance the educational and networking experience of the Conference.

Please read the Rules and Regulations carefully before signing the Application to Exhibit. Vendors are expected to adhere to the Rules and Regulations at all times. As a reminder, please forward the Rules and Regulations to the person(s) in charge of your participation in the Vanguard Security, Audit and Compliance Expo.

1. SHOW SPONSORSHIP AND EXHIBIT MANAGEMENT: The Vanguard Security Conference 2009 and Expo is sponsored, managed and produced by Vanguard Integrity Professionals. Exhibit Management reserves the right to exercise its sole discretion in the acceptance or refusal of applications, and shall have the final determination and enforcement of all rules and regulations.

2. ASSIGNMENT OF EXHIBIT SPACE: Selection of pre-reserved space on-site is based on a point system – the higher the points, the earlier your appointment time. Points are allocated based on the number of years exhibited, partner status and sponsorships. Pre-reserved space must be paid in full by March 1, 2009, or space will be released. After the pre-selection process, space is assigned on a first-come, first-served basis. Every effort will be made to assign the vendor to the space requested. In the event of a conflict regarding space or other imperative conditions, Exhibit Management shall have the right to assign space or rearrange the floor plan.

3. PAYMENT AND PROVISION IN CASE OF DEFAULT: If any vendor fails to pay, when due, any sum required by the Application to Exhibit, or shall fail to observe or abide by these Rules and Regulations, Exhibit Management reserves the right to terminate this contract immediately without refund of any monies previously paid.

4. CANCELLATION AND REFUND POLICY: Cancellation of vendor participation or reduction of space requests must be directed, in writing, to Vanguard Integrity Professionals. Written cancellations or requests for space reduction postmarked on or before March 1, 2009, will receive a 50% refund. No refunds will be made after March 1, 2009. In case of fire or the elements, or any other causes beyond the control of Vanguard Integrity Professionals that prevent the holding of the Conference, this contract shall terminate without further liability to either party.

5. SUBLETTING OF EXHIBIT SPACE: Vendors are prohibited from assigning, subletting or apportioning a booth, hospitality suite, product demonstration room, or any other space allocated to them. Vendors may not exhibit or advertise goods or services other than those manufactured or developed by them in the regular course of business. Sharing booths with partners is permissible on a limited basis with prior approval from Exhibit Management. The fee for the additional company in each 10' x 10' booth is \$250.

6. USE OF SPACE: The exhibit area is limited to those companies who have registered and been accepted as an Exhibitor. All printed matter, samples, souvenirs, promotional material and the like may only be distributed from the vendor's booth space or from their hospitality suite and shall not interfere with other vendors' space. Vendors may not distribute such materials outside of their booths (e.g. exhibit aisles, hotel lobby and corridors, attendee hotel rooms, etc.). Canvassing in the exhibit hall or distribution of advertising matter, samples, etc. by representatives of non-exhibiting companies is strictly prohibited. Exhibit Management reserves the right to withdraw permission to distribute souvenirs, advertising, or any other materials it considers objectionable.

Selling merchandise for delivery at the Conference is not permitted. Vanguard Integrity Professionals provides space for its informational and commercial value, and not for the purpose of cash sales and merchandise delivery at the Conference.

The mechanical reproduction of sound is not permitted unless permission is obtained in writing from Exhibit Management. If approved, sound shall not project beyond the boundaries of the vendor's booth. ASCAP and BMI applications and fees are the responsibility of the Exhibitor.

Objectionable (unprofessional) methods of attracting attention will not be permitted.

7. INSTALLATION AND DISMANTLING OF EXHIBITS: Installation of exhibit booths takes place Monday, June 1, from 8:00 am to 3:00 pm. All vendor booths and materials must be fully installed by Monday, June 1 at 3:00 pm, and must be contained within the designated booth space. After this time no installation work will be permitted without the permission of Exhibit Management. Any space not claimed and occupied by 3:00 pm may be resold or reassigned by Exhibit Management without obligation for any refund whatsoever.

Dismantling of exhibits takes place on Tuesday, June 2 from 7:30 pm to 11:00 pm. Exhibits may not be dismantled or removed before 7:30 pm, however, all exhibits must be fully removed by 11:00 pm. If exhibits are not removed by that time, Exhibit Management reserves the right to remove the exhibit at the expense of the vendor.

8. BOOTH CONSTRUCTION AND DESIGN: Exhibit booths are 10' x 10'. Standard booth equipment will consist of an 8' back wall of draperies with aluminum uprights and division side rails 36" high covered with matching or contrasting draperies. A reasonable sight line from the aisle must be maintained to create a uniform and professional looking display. Exhibits and/or products may not extend into any aisle. A limited number of island spaces are available.

9. SHIPPING: The Hyatt Regency Jacksonville Riverfront does not have a storage area for incoming freight. Freight sent direct to the hotel is subject to being refused. All Exhibitor-related freight is to be consigned/sent to Champion Exposition Services for handling. Shipping address:

23rd Annual Vanguard Security Conference 2009
[Exhibiting Company Name and Booth # _____]
c/o Champion Exposition Services
UPS Freight
4600 Walgreen Road
Jacksonville, Florida 32209

10. EXHIBIT SERVICES: An Exhibitor Services Manual, including information regarding drayage, furniture, electricity, labor requirements, telephones, etc. will be provided to all exhibitors in advance of the Conference by Champion Exposition Services.

11. EXHIBIT PERSONNEL: All vendors must register their personnel in advance. Admission to the Exhibit Hall will be by badge only. Official badges must be worn, at all times. Each exhibitor is provided with four (4) Exhibitor badges per 10' x 10' booth space purchased. All staff affiliated with the exhibit must be registered and must be bona fide employees of the Exhibitor or representatives who receive commission, brokerage or salary from the Exhibitor (provided such representatives are pre-approved by Vanguard Show Management). No more than four (4) staff people may be present in a 10' x 10' booth at any one time. Additional Exhibitor badges may be purchased at \$50 each for alternating booth staff coverage.

Exhibit personnel are not entitled to participate in any Vanguard Security Conference 2009 session, event or food service, unless registered as a Conference attendee or specifically authorized in advance by Exhibit Management.

12. EXHIBITOR SPONSORED MEETINGS AND SOCIAL EVENTS: In the interest of the success of the entire Conference and exhibit show, the Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage the absence of attendees from the Conference or exhibit show during official Conference and exhibit show hours, without the written approval by Vanguard Integrity Professionals. Casual, one-on-one meetings, informally solicited, unscheduled are acceptable provided the attendee has an opportunity to attend Conference activities and is not required to choose between a private meeting or a Conference activity. Exhibitor sponsored meetings and social events must not conflict with the Conference Training Sessions.

13. HOSPITALITY SUITES: Hospitality Suites must be approved by Exhibit Management. Vendors cannot independently reserve space at the location of the Conference for the purpose of holding hospitality suites, seminars or any other related functions that promote their company or product without consent from Exhibit Management. Failure to comply may result in vendors not being allowed to exhibit. Any costs associated with hospitality suites are the responsibility of the vendor.

14. INSURANCE: Exhibitors assume responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's displays, equipment and other property brought upon the premises of the Hyatt Regency Jacksonville Riverfront. The Exhibitor shall indemnify and hold harmless the Hyatt Regency Jacksonville Riverfront, Vanguard Integrity Professionals, Exhibit Management, their agents, servants and employees from any and all such losses, damages and claims. The Exhibitor understands that neither Vanguard Integrity Professionals nor the Hyatt Regency Jacksonville Riverfront maintains insurance covering the Exhibitor's property. It is the sole responsibility of the Exhibitor to obtain such insurance.

15. SECURITY: Exhibit Management will provide security guard service during the exhibit show. Exhibitors should insure their own exhibit and display materials from place of shipment to the hotel and return, including the period in which materials remain in the exhibit hall, to cover all risks such as liability, fire, theft, damage, etc.

16. PROTECTION OF FACILITY: The Hyatt Regency Jacksonville Riverfront reserves the right to inspect and control all functions. Damage to the hotel premises by the Exhibitor's staff or appointed contractors will be the Exhibitor's responsibility. The Hyatt Regency Jacksonville Riverfront is not responsible for any loss or damage no matter how caused to any samples, displays, properties, or personal effects brought into the hotel.

17. AMERICANS WITH DISABILITIES ACT: Exhibitor shall be responsible for making its exhibit accessible to persons with disabilities, as required by the Americans with Disabilities Act, and shall hold Vanguard Integrity Professionals and Exhibit Management harmless from any consequences of exhibiting companies who fail to do so.

18. AMENDMENTS: The vendor agrees that Exhibit Management shall have the right to make such rules and regulations, and to amend the same from time to time. Exhibit Management shall have final determination and power of enforcement of all rules and regulations, as well as the locations and times of any Conference events.

19. ENFORCEMENT: The Rules and Regulations set forth herein will be enforced. Exhibit Management will review any controversial events or activities. If any event or activity of the vendor is determined by Exhibit Management to run counter to the spirit or character of the Conference, Exhibit Management reserves the right to ask the vendor to change or refrain from the controversial event or activity. Failure by the vendor to make the correction may result in expulsion from the Vanguard Security, Audit and Compliance Expo. Vanguard Integrity Professionals and Exhibit Management will not be responsible for any costs incurred by the vendor as the result of expulsion from the event. Any vendor engaging in illegal business practices or not abiding by the Rules and Regulations set forth herein or in subsequently issued amendments may lose the privilege of participating in future Vanguard Security, Audit and Compliance Expos.

20. LUNCH AND LEARN SESSIONS: Lunch and Learn Sessions are 75-minute time slots and will be held twice daily, from Monday, June 1 through Wednesday, June 3, 2009. These daily sessions will be scheduled during regular Conference hours and will not take place simultaneously with technical education sessions. In a Lunch and Learn Session, or in the exhibit hall, a vendor may present relevant educational content or openly discuss any product or service the company offers. Vendors are allowed to offer raffles and/or give-a-ways and gather leads during their allotted session time. Only one Lunch and Learn Session can be requested prior to April 1, 2009. If available, additional requests can be made after April 1 and prior to April 15, 2009. Companies are required to purchase exhibit space at the Expo to be eligible for a Lunch and Learn Session. Companies purchasing a Lunch and Learn Session should submit an abstract for the Vanguard Security Conference 2009 Official Program Guide and official Conference website. Lunch and Learn Session abstracts are due by no later than April 15, 2009. Vanguard Integrity Professionals will supply the following audio-visual equipment for each presentation: one LCD projector and one screen. Any additional audio-visual equipment required will be the responsibility of the vendor, and not Vanguard Integrity Professionals. All meeting rooms will be set dependent on room size and capacity. There will be no changes permitted to the room set. Vanguard Integrity Professionals will provide food and beverage service during all Lunch and Learn Sessions. In the event of a conflict regarding space or other imperative conditions, Vanguard Integrity Professionals reserves the right to reassign the date and/or times of all Lunch and Learn Sessions at any time before or during the Vanguard Security Conference.