



Exhibit Dates: November 6-8, 2007

Conference Dates: November 7-9, 2007

McCormick Place West • Chicago, IL

Insurance:

While all possible care will be exercised by Stetson Convention Services and its agents, Exhibitors are responsible for insuring the safety of their personnel and exhibit materials from theft, damage, accident, fire, and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody, and control in transit to and from the confines of the exhibit hall as well as when it is on the floor.

U.S. Green Building Council, Corcoran Expositions, Inc., Stetson Convention Services, and McCormick Place West, assume no responsibility for products left unattended at the end of the Greenbuild International Conference & Expo.

Exhibitor Appointed and/or Independent Contractors:

Independent contractors must conform to the International Association of Exhibitions and Events (IAEE), Exhibit Designers and Producers Association (ED&PA) and Exposition Service Contractors Association (ESCA) display guidelines and must be signatory to a current local collective bargaining agreement.

Exhibitors using "Exhibitor Appointed and/or Independent Contractors" must provide a copy of the insurance certificate naming Show Management and Stetson Convention Services as additional insureds and the completed Notice of Intent to Use an Exhibitor Appointed Contractor form found in the Stetson Convention Services section of this Exhibitor Service Manual. **The insurance certificate and a Notice of Intent to Use an Exhibitor Appointed Contractor must be received no later than Wednesday, October 10th.**

Please fax to: Stetson Convention Services at 412-223-1094.

Rules and Regulations:

Exhibitors should read and be familiar with the general rules and regulations noted on the back of their Exhibit Space Application. It is the exhibitor's responsibility to ensure their personnel and agents are familiar with these rules and regulations. Copies of the General Rules & Regulations and *Exhibit Construction Guidelines* are included.