

Exhibitor Rules and Regulations

Conditions and Rules

It is understood that the following points are accepted as part of the contract between the organizers of the Reviving the Islamic Spirit Conference, which is represented by Spiritworks, and hereafter referred to as either "RIS" or "EXHIBITS MANAGEMENT", and those who purchase exhibit space at the 2011 RIS Annual International Convention in Los Angeles, U.S.A., (hereafter referred to as the "RIS Convention" or "Exhibition"). EXHIBITS MANAGEMENT shall have the authority to interpret and enforce these rules. All matters not covered by these rules are subject to the sole decision of EXHIBITS MANAGEMENT. All decisions so made shall be as binding on all parties as the original rules. The exhibiting firm or its designated representative is responsible for familiarizing itself with all rules and regulations. The exhibiting firm or its representative who fails to observe these conditions or the terms of the contract may be excluded from the Exhibition without refund.

General Terms and Conditions

RIS reserves the right to take the following actions at any time prior to or during the Exhibition and at its sole discretion:

- (1) Decline to provide space to an Exhibitor whose exhibition material(s) and/or content are objectionable to RIS and/or are not consistent with RIS's by-laws, rules and regulations;
- (2) Prohibit any exhibit, or part thereof, which violates this Agreement or is, in any other way, not suitable for, or in keeping with, the character and spirit of the Exhibition;
- (3) Close any exhibit which is found to be too loud, disruptive and/or disturbs other exhibits because of, among other things, material, content or method of operation or which exhibit violates this Agreement; and/or
- (4) Refuse to permit an Exhibitor who violates this Agreement to participate in one or more future RIS Exhibitions.

Products or services sold, displayed/demonstrated in actual, printed or audiovisual manner must meet Islamic standards that the RIS board members and EXHIBITS MANAGEMENT wish to observe. Exhibitors and their staff are expected to follow Islamic standards of behavior and ethics when dealing with customers and soliciting businesses.

Amendments

EXHIBITS MANAGEMENT may amend these rules and regulations at any time, and all amendments so made shall be binding on exhibitors equally with the original rules and regulations.

Disputes and Dispute Resolutions Policy

Any requests and/or disputes with respect to these Exhibitor Rules and Regulations must be made to the "Grand Souk Co-ordinator(s)". The Grand-Souk Co-ordinator will then attempt to address your request or resolve your dispute subject to interpretation and decision as described above. If the Grand-Souk Co-ordinator is unable to successfully address your request or resolve your dispute, then you must communicate your request or dispute to EXHIBITS MANAGEMENT in writing.

All written communications should be sent to grandsouk@revivingtheislamicspirit.com.

EXHIBITS MANAGEMENT will only respond to written communications made to the immediately aforementioned e-mail address.

Failure to Hold the RIS Conference

EXHIBITS MANAGEMENT may terminate the exhibitor's contract when EXHIBITS MANAGEMENT believes that:

- (a) the premises in which the exhibition is or is to be conducted has become unfit for occupancy, or
- (b) the holding of RIS's performance under the contract is substantially or materially prevented or interfered with by a cause or causes not reasonably within EXHIBITS MANAGEMENT control.

EXHIBITS MANAGEMENT is not responsible for delays, damage, loss, increased costs or other unfavorable conditions that arise as a result of such termination. Furthermore, in the event of such termination, EXHIBITS MANAGEMENT may retain such part of exhibitor's rental as shall be required to recompense it for expenses incurred up to the time of such termination or incident to such termination, with no liability for either party to the contract. The exhibitor waives all claims for damages or recovery of payments made except for the return of the pro-rated amount paid for exhibit space less expenses incurred by EXHIBITS MANAGEMENT.

The above phrase "a cause or causes not reasonably within EXHIBITS MANAGEMENT control" includes but is not limited to: fire; casualty; flood; epidemic; earthquake; explosion; accident; blockage; embargo; inclement weather; act of public enemy; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure necessary labor; technical or personnel failure; lack of or impaired transportation facilities; inability to obtain, condemnation, requisition or commandeering

of necessary supplies or equipment or services; orders or restraints imposed by civil defense, military or other types of governmental authorities; or acts of God.

Liability and Insurance

EXHIBITS MANAGEMENT, the Long Beach Convention Center (the "Convention Center") and their officers, directors, agents, employees or representatives (hereafter referred to as the indemnities) shall not be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property, prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing this contract, expressly releases the indemnities from, and agrees to indemnify same against, any and all claims for such loss, damage or injury. The exhibitor also agrees to indemnify the indemnities from any and all liability, costs or damages arising out of or relating to acts or omissions of the exhibitor, its agents, its volunteers or employees. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. As a courtesy, watchman service may be contracted for on a 24-hour basis for the duration of the exhibit. Exhibitors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities available in their booth for the storage of display materials or products. In no event shall EXHIBITS MANAGEMENT or any of its officers, directors, agents, volunteers or employees be liable to exhibitors for any amount beyond of the booth rental fee actually paid by the exhibitor to RIS with respect to which or in connection with which liability is asserted for any indirect, incidental, consequential or other damages (including but not limited to claims for lost profits) arising out of or relating to a RIS event, the rental of booth space, the conduct of RIS, any breach of contract, or any other act, omission or occurrence.

The Exhibitor understands that neither RIS nor the Convention Centre maintain insurance covering the exhibitor's property; it is the sole responsibility of the Exhibitor to obtain such insurance.

Use of RIS Name

The use or display in any manner or medium of Reviving the Islamic Spirit's name, logo, acronym (RIS), marks or copyrighted materials is not permitted, and no reference, implication or use of such RIS name, logo, acronym, marks or copyrighted materials may be made to claim or imply RIS endorsement, affiliation or approval of any product, service or program without the express, prior, written consent of RIS.

Restricted Products

Only REVIVAL MEDIA® has exclusive rights to sell products for the following:

- o **Shaykh Hamza Yusuf**
- o **Dr. Tareq Suwaidan**
- o **Revival Media / Spiritworks**
- o **CDs, DVDs and other material relating to the current or any past "Reviving the Islamic Spirit Convention©"**

No vendor is allowed to sell ANY material relating to the above including but not limited to lectures (both in audio or video), books, and/or any other literature cds, DVDs and audiocassettes. No vendor shall sell, publish or solicit any past or current "Reviving the Islamic Spirit Convention©" lectures in any form.

Pirated or copyright infringing materials

No distribution and/or sale of ANY pirated or copyright infringing materials will be tolerated. This is Un-Islamic and against the law of the land. If an individual is caught participating in the above mentioned activities, the illegal material will be immediately confiscated by EXHIBITS MANAGEMENT and the incident shall be reported to the appropriate authorities. The Exhibitor and/or the Exhibitor's organization may also be charged for copyright infringements under the appropriate Criminal Code legislation. To clarify, the pirated or copyright infringing merchandise will be confiscated at the expense of the Exhibitor and no refund will be granted for any monies paid, invested or donated towards the RIS Convention. EXHIBITS MANAGEMENT reserves the right to evict any and all Vendors from the Exhibition when such Vendors are in the possession of copyright infringing materials.

Noise and Offensive Odors

Exhibitors will take every reasonable precaution to minimize the noise and/or offensive odors of operating exhibits. Each exhibit will be operated in a dignified manner so as not to constitute an annoyance to adjoining exhibitors. All Exhibitors are expected to minimize noise level during the time of the lectures. All approvals are subject to the use of exclusive in-house catering vendors when required. EXHIBITS MANAGEMENT shall have the sole authority in determining the application of this regulation. Audio, video and multi media

equipment will be monitored by EXHIBITS MANAGEMENT to maintain and ensure that a comfortable sound level is maintained.

Shipping Insurance

Exhibiting firms are recommended to obtain insurance policies covering the transporting of their booth materials, equipment, or both from their home base to the RIS Convention and return. Exhibiting firms should also have public liability and property damage insurance, including products liability.

Damage of Property

Exhibitors are liable for any damage caused to exhibition building, floors, walls, columns standard booth equipment or other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns and floors, or to standard booth equipment.

Official Contractors

In the best interest of the exhibitors, EXHIBITS MANAGEMENT has appointed an exhibits manager and various official service contractors, the latter for such services as cartage, handling of exhibits, furniture, booth decorations, skilled labor or any other service deemed necessary.

Exhibitor Appointed Contractors

RIS exhibitors utilizing the services of any contractor other than those appointed by EXHIBITS MANAGEMENT must obtain permission from EXHIBITS MANAGEMENT. These companies include, but are not limited to, any installation and dismantling company, sound and lighting firms, production or promotion firms, or any person or firm providing direct services to the exhibitors. Permission to use an exhibitor appointed contractor cannot be given for utilities or material handling services. In addition, exhibitor appointed contractors are required to provide a Certificate of Liability Insurance with minimum liability coverage of \$1 million.

Registration and Admission

Admission to RIS will be by official badge (or other mark or emblem) obtained upon registration, entitling the wearer to attendance in accordance with admission policies. **The badge is not transferable.** EXHIBITS MANAGEMENT shall have sole authority over admission policies at all times. After opening day, exhibitors will be permitted to enter the exhibit area 90 minutes before the scheduled opening time. If for any reason a properly badged exhibitor or representative desires to enter the exhibit area in advance of the prescribed time, or after closing hours, **a written request** specifying the reason and giving all names of persons who will enter the exhibit area in accordance with such request shall be presented to EXHIBITS MANAGEMENT for approval. Exhibitors receiving approval will be required to have an official security representative escort the group to the designated booth. All costs associated with admission during non-official hours, including but not limited to security, will be the responsibility of the exhibitor. RIS reserves the right to refuse admission or eject from the RIS Convention any person whose conduct is deemed by RIS to be disorderly or unbecoming. The license granted by admission to the RIS Convention may be terminated by tendering to the attendee the purchase price of admission to the RIS Convention.

Age Requirements

In the interest of safety and injury prevention, no one under 18 years of age (infants included) will be permitted on the exhibit floor during move-in, the duration of the trade show and move-out. EXHIBITS MANAGEMENT reserves the right to require proof of age prior to admission to the RIS Convention.

Booth Attendants

All exhibits must be staffed by at least one attendant during ALL exhibit hours.

Early Dismantling

Dismantling or removing an exhibit or materials before the official closing of the show is prohibited. EXHIBITS MANAGEMENT and the official show contractor are responsible for maintaining all in--and--out traffic schedules at the exhibit site and handling the move-in and move-out of all exhibitors' materials and equipment. EXHIBITS MANAGEMENT and the official show contractor will also maintain control and have priority at the loading areas at all times. Failure to comply may result in the exhibitor at fault being barred from future RIS exhibitions.

Relocation of Exhibits

EXHIBITS MANAGEMENT reserves the right to alter locations of exhibits as shown on the official floor plan, if deemed advisable and in RIS's best interests.

Space Restrictions

Aisles and other spaces in the Convention Center not leased to exhibitors shall be under the control of EXHIBITS MANAGEMENT. All displays, interviews, conferences, distribution of literature, lectures, audience seating/standing and the transactions of business of any nature shall be made WITHIN the space contracted. Temporary booth personnel and costumed personnel shall be restricted to the same aforementioned rules as authorized exhibitor personnel. Location of demonstrations, presentations and samplings must be far enough within the booth so that crowds that gather are contained within the limits of the booth. Spectators are not permitted to stand in the aisle to watch such demonstrations. If a demonstration results in spectators in the aisle or in neighboring booths, EXHIBITS MANAGEMENT may request modification or elimination of the presentation. Exhibitors are urged to immediately report violations of this rule to the exhibits manager.

Soliciting/Demonstrating

Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter and all kinds of promotional giveaways must be distributed only within booth spaces. Nothing can be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Signs, rails, etc., will not be permitted to intrude into or over aisles. Canvassing, exhibiting or distributing advertising matter outside the designated exhibit area is prohibited. Soliciting or demonstrating by an exhibitor must be confined to the exhibitor's own booth. Distribution of the exhibitor's printed advertisements must be done within the exhibitor's own space. Persons who are not exhibitors are prohibited from any detailing, exhibiting or soliciting within the convention center. No exhibits, displays or advertising material of any kind will be allowed in the convention center rooms or hallways unless approved by EXHIBITS MANAGEMENT. Failure to comply with this regulation can result in dismissal from the exhibit hall.

Access for Persons with Disabilities

EXHIBITS MANAGEMENT works to provide an accessible convention for all attendees with disabilities and believes that persons with disabilities should be given the opportunity to participate and interact to the fullest extent possible. EXHIBITS MANAGEMENT encourages you as a prospective exhibitor, to make your booth accessible to people with disabilities.

Food

Exhibitors are not allowed to distribute food and/or beverages without obtaining written permission from EXHIBITS MANAGEMENT.

Projection of Pictures

Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will be permitted only within the confines of the exhibitor's booth. Exhibitors shall be required to provide adequate viewing space EXCLUSIVE OF AISLE SPACE for all motion pictures or slide presentations. Audio, video and multi media equipment will be monitored by EXHIBITS MANAGEMENT to maintain and ensure that a comfortable sound level is maintained.

Photography

Photographing booths is limited to candid shots only. Exhibitors and photographers shall not disrupt visitor traffic by clearing booths or aisles for photography during the regular conference hours.

Booth Units, Identification, Carpeting, Draperies

The assigned space includes the following items:

- o *8' high back drape*
- o *3' high side dividers*
- o *1 – 8' draped table*
- o *2 – chairs*
- o *1 – wastebasket*
- o *1 – 7" x 44" ID sign*
- o Each booth rental also includes the following items:
- o Two vendor admission passes; and
- o The right to purchase 4 additional passes at a discounted price.

Booths are identified by placing the assigned booth number or numbers on the table.

Distance from edge of booth to edge of aisle carpet may vary according to the width of the aisle. Color of aisle carpet and drape will be determined by EXHIBITS MANAGEMENT.

Fire, Safety and Health

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment or otherwise relating to the exhibitor or his/her booth. Furthermore, all exhibit materials and equipment must be located within the booth and protected by safety guards and devices where necessary to prevent personal accident or injury to spectators or to other exhibitors.

Balloons

No balloons of any size or type will be permitted for display purposes in the Convention Center.

Animals

No live animals of any size will be permitted within the Convention Center. This does not include companion animals for people with disabilities.

Hazards and Firearms

Equipment with sharp or protruding edges posing a potential danger to attendees and/or exhibit personnel at whatever level must have protective covering and/or be flagged. No firearms of any nature may be brought into the Convention Center.

Fumes and Gasoline Engines

Motorized vehicles may not be operated within the exhibit halls without prior written approval of EXHIBITS MANAGEMENT. Fireworks or incendiary devices, fuel tanks, heating appliances are strictly prohibited.

Unauthorized Fundraising

Unauthorized fund-raising or soliciting is NOT permitted in the Bazaar or any other areas of the convention.

MOVE IN TIMES

Due to the timing of the conference, the move-in and setup time for the bazaar will be from 8pm to midnight on Friday May 27, 2011 and again on Saturday, May 28, from 7am to 11am. Vendors will not be allowed to move in and setup their booths before Friday May 27, 2011.

Hours of exhibition

Exhibitors are only allowed to operate the bazaar at the RIS Convention during the following times:

- Saturday May 28, 2011 → 11am to midnight (13 hours)
- Sunday May 29, 2011 → 9am to midnight (15 hours)
- Monday May 30, 2011 → 9am – 6pm (9 hours)

Instructions on the timing of setting up the booth will provided to you at a later time. All vendors must have departed the Exhibition before 11:59pm on Monday, May 30, 2011.

Cancellation Policy

Cancellation of exhibit space prior to May 7, 2011, is subject to a \$200 cancellation fee. No refunds due to exhibit space cancellation will be granted on or after May 7, 2011. The exhibitor will be obligated to pay the total rental cost of the exhibit space. Exhibitors who fail to occupy their exhibit space by the close of the exhibition installation time will forfeit the space. No refunds will be issued under these circumstances. NO REFUNDS WILL BE GRANTED once the event has commenced. All cancellation requests made prior to May 7, 2011 must be made in writing. You may transfer your booth to another vendor with the approval of EXHIBITS MANAGEMENT or the Grand-Souk Co-ordinator; all such requests must also be made in writing. All written requests can be sent via e-mail to grandsouk@revivingtheislamicspirit.com.

The Exhibitor's registration and payment for a booth rental at the RIS CONVENTION will ACKNOWLEDGE that they have read and understood these rules and regulations relating to an Exhibitor booth rental at the RIS Convention, and that they agree to abide by its terms and conditions. If an Exhibitor does not agree to abide by these rules and regulations, they should inform EXHIBITS MANAGEMENT on or before May 7, 2011, and EXHIBITS MANAGEMENT will then refund your booth rental payment in accordance with our booth cancellation policy.

Jazak Allah Khair.