



**ACCEPTANCE:** CELF reserves the right to determine the suitability of any application and to decline any application.

**PAYMENT:** Fees MUST be received along with applications in order to guarantee space reservations. Confirmations will be mailed along with space allocations after April 1, 2010. Exhibitors will receive information packets, including booth assignments, set up and parking information, driving directions and lodging information via e-mail.

**CANCELLATIONS:** All cancellations must be received in writing by March 1, 2010. Refunds will be returned less 30% processing charge. No fees will be refunded after cancellation deadline.

**SET-UP and CLEAN-UP:** Entrance for booth set-up is the day of the EXPO, 12:00 pm to 5:00 pm. Booths MUST be ready for school field trips arrival at 5:45 pm and should be staffed during all EXPO hours. Exhibitors are expected to remove **all** materials with their displays at the event's close and to dispose of waste properly. **Boxes and packaging materials must also be removed unless other arrangements have been made in advance with the facilities manager of the Pace University Goldstein Fitness Center, Mike Winn [mwinn@pace.edu or 914.772.3272].**

**ELECTRICAL:** Power access is limited. Reservation for power access must accompany EXPO CORPORATE CONTRACT. There is no guarantee that requests for electrical access can be accommodated, please confirm in advance service requirement via separate email to [patti@celfeducation.org](mailto:patti@celfeducation.org). Participants requesting a power supply are responsible for bringing a 20' extension cord. Should additional power hook-up be required to support your exhibit an additional electrical service charge will be applied (please inquire at the time of registration).

**VOLUNTEER ASSISTANCE:** Participants may receive assistance from CELF EXPO VOLUNTEERS, but are solely responsible for all unloading and loading of booth exhibits and materials. Please allow sufficient time for set-up without assistance should volunteer staff be not be immediately available.

**GREEN POSTER DISPLAYS:** No staffing required. A limited number of **corporations** and **non-profit organizations** may participate with display-only exhibits. Posters/banners will be hung by CELF staff and handouts will be displayed on a resource table in front of these displays. Materials may be returned to Green Poster participants if packaging and pre-paid postage is received along with the original materials.

**AGREEMENT:** By registering to participate in the Students for a Sustainable Future EXPO, you understand that you are agreeing to the Terms and Conditions included herein.