**TERMS AND CONDITIONS FOR EXHIBITORS**

1. **Space Rental**

The standard-size booth is 10'x10' (100 sf). All booth spaces include 8-foot (8’) high flameproof back-wall drapery, 36-inch (36”) high flameproof side-drape, a standard booth sign with the exhibitor’s name and booth number, and aisle cleaning. *Individual booth vacuuming must be purchased through show decorator by exhibitor*.

**Payment**

Deposit payment of $500 is due at time of reservation - full payment is due by February 1, 2018. If booths purchased

after February 1, 2018 – full payment is due at time of reservation. If payment is being made by check, credit card

must be provided to hold booth space. Booth space will be held for 30 days until check payment is received.

Booth selection is final only after payment is processed.

**Floor Plan**

All dimensions and locations shown on the floor plan are believed, but not warranted, to be accurate. Exhibit Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

**Furnishings**

**All booth space must be carpeted.** Furniture and/or additional carpeting, draping, accessories, signs, electrical outlets, etc., are the sole responsibility of the exhibitor and should be ordered in advance from the official show decorator on the forms that will be provided. Table coverings as well as all booth equipment must be of nonflammable material. All decorative materials must be fire resistant and in accord with the standards established by the local Fire Department.

1. **Cancellation of Exhibit Contract**

**Cancellation of Exhibit and Refund Policy**

All cancellations must be submitted to the Bridge Conference in writing, and the date received shall be the official date of cancellation. If cancellation occurs before **Friday, March 9, 2018** the amount paid less a $500 administrative fee shall be refunded approximately 4 weeks after the close of the conference. No refunds will be authorized after **March 9, 2018**.

**Failure to Occupy Space**

Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by the exhibitor and this space may be reassigned or used by Exhibit Management. If the exhibit is on hand, Exhibit Management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and to instruct the exhibitor to be billed for all charges incurred.

1. **Construction, installation, and use of exhibit facilities**

**Acceptability of exhibit**

All exhibits shall be to serve the interests of the Bridge Conference participants (i.e., DMAW and AFP DC and any additional education co-sponsors) and shall be operated in a way that will not detract from other exhibits, the exhibition, or conference as a whole. Exhibit Management reserves the right to require the immediate withdrawal of any exhibit that Exhibit Management believes to be injurious to the purpose of the Conference.

**IRS requirements**

The exhibition is for information (educational) purposes only. All exhibitors are required to comply with IRS rules.

**Use of space**

No exhibitor shall sublet, assign, or share any part of the space allocated to him/her without the written consent of Exhibit Management. Solicitations or demonstrations by exhibitors must be confined within the bounds of their respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional material. Exhibit signs and displays are also prohibited in any of the public spaces or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with restrictions on loud volume.

**Construction**

Exhibits must comply with IAEE Standards and shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. No side wall higher than 48 inches (48”) may extend forward from the back wall more than one-half the depth (5’) of the exhibit space. Exhibitors desiring to use other than standard booth equipment, any signs, or material conflicting in any way with the above regulations may be requested to submit two copies of a detailed sketch of the proposed layout at least 45 days before the meeting or before construction is ordered and receive written approval from Exhibit Management.

**Appearance of exhibits**

Any part of the Exhibit that does not lend itself to an attractive appearance (such as unfinished side or end panels) must be draped at the exhibitor’s expense. Management reserves the right to have such furnishings installed at the exhibitor’s expense. Installation, Dismantling of Exhibits All installation and dismantling of exhibits must be carried out during the times indicated in the accompanying information. No Exhibit may be erected after the exhibition opens or be dismantled before the official closing time. It is the responsibility of the exhibitor to see that all his/her materials are delivered to the Exhibit Hall and removed from the Exhibit Hall within the specified deadlines.

**Labor**

Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations. Information regarding specific regulations that are applicable may be obtained from the official decorator. Display men, painters, carpenters, electricians, and other skilled labor can be arranged through the official decorator at established rates. Union labor may be required for certain aspects of exhibit handling. Union personnel shall be used for materials/product/equipment handling to and from the dock area and the exhibit space. Union personnel will operate fork lifts, cranes, and all other equipment for the unloading and reloading of all display materials, machinery, products, and equipment. Two (2) full-time exhibitor employees may work one (1) hour each on their own booth. No power tools may be used except by skilled personnel.

**Fire and safety regulations**

All local regulations may be strictly enforced, and the exhibitor assumes all responsibility for compliance with such regulations. All decorations and booth equipment must be fireproofed and electrical wiring must meet the safety requirements of the official decorator. Affidavits attesting to flameproof compliance with the fire department regulations must be submitted when requested. No combustible materials may be stored in or around exhibit booths.

**Damages To facilities**

The exhibitor must surrender space occupied by him/ her in the same condition it was in at commencement of occupation. The exhibitor or his/her agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths, or equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to owners of the property damaged.

**Dismantling of exhibits**

All installation and dismantling of exhibits must be carried out during the times indicated in the accompanying information. ***No exhibit may be erected after the exhibition opens or be dismantled before the official closing time***. It is the responsibility of the exhibitor to see that all his/her materials are delivered to the Exhibit Hall and removed from the Exhibit Hall within the specified deadline. Any exhibitor who dismantles their booth before official closing time will forfeit their right to the post-conference attendee mailing list and future participation as an exhibitor.

**Private Exhibitor Events**

All private events hosted by exhibitors must not conflict with scheduled Bridge Conference events.

**D. Liability**

**Age**

You must be at least 18 years of age to enter into the Bridge Conference exhibit hall.

**Security**

Exhibit Management will provide hall monitors on a 24¬ hour basis beginning at move-in and ending at move-out. The furnishings of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor. The halls will be secured during the hours exhibits are closed; exhibits in public areas cannot be secured.

**Responsibility of the Conference Partners and the Exhibit Facility**

Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to protect, save, and defend, and keep DMAW and AFP DC and their agents forever harmless from any damages or charges imposed for violation of any law or ordinance caused by the negligence of the exhibitor or those holding under the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between Bridge Conference Partners and their agents against and from or out of or by reason of any accident of other occurrence to anyone including the exhibitor, its agents, employees, and business invitees that arise from or out of or by reason of said exhibitor’s occupancy and use of the exhibit premises or a part thereof.