

# SYMPOSIUM EXHIBIT RULES/REGULATIONS

## ASSIGNMENT OF SPACE AND PAYMENT

All exhibit space will be allocated on a first-come, first-served basis. Confirmation of space will be sent upon receipt of signed contract and full payment. IHIA reserves the right to re-assign booth space if need be. Payment in full is due with contract signature and submission. Assignment of space will be provided after full payment is received. Exhibit space must be occupied solely by your organization in exhibiting your products at the Annual Training Symposium. Booths may not be shared or sub-let. No exhibitors shall assign, sublet, or share the whole, or any part, of the space contracted without prior written consent of IHIA.

## BOOTH SPECIFICATIONS

The standard booth size is 10' x 10' (approximately 3.05m x 3.05m). Except for custom-size, or island displays, the booth price in this agreement provides installation, maintenance and removal of standard framing materials. The materials include a quality fabric, 8' high flameproof backdrop; 42" high side divider rails; and an expertly lettered 7" x 44" exhibitor sign for each space. One six foot long table and two chairs is included. Simple electric is available for purchase from the hotel. The exhibit hall is carpeted.

## EXHIBITOR NAME BADGES

The exhibitor badge entitles the wearer access to the exhibit floor and general session. Exhibitor badges are issued only to personnel actually staffing the booth. The name of the exhibiting company, as it has been listed on the exhibit space contract, will appear on each badge. Two exhibitor badges will be provided for each display space contracted. Additional badges are available at \$75 each. Badges will be available for pick-up on site at exhibitor registration beginning Sunday, August 4 at 11:00 a.m.

## GUEST PASSES

One-day guest passes are available for your customers at \$75.00 each. This would entitle the guest access to the exhibit hall and the educational classes for that day ONLY. Contact Fiona Henderson, [fiona@cypressplanninggroup.com](mailto:fiona@cypressplanninggroup.com) or (719) 330-3478 to order passes.

## REQUIRED REFUNDABLE DEPOSIT

Per this signed agreement, a \$100.00 refundable deposit is required at move-in (cash/check or credit card). This will be returned to you at the end of the Expo, signaling breakdown can begin. If you leave before getting your deposit back, it will be forfeited.

## INSTALLATION & DISMANTLING

Installation of exhibits may commence on Sunday, August 9 at 11:00 a.m. All exhibitors must be fully assembled and ready for display no later than 3:45 p.m. on Sunday, August 9. Dismantling of exhibits may begin after 5:30 p.m. on Tuesday, August 11 unless otherwise notified. All exhibits and materials must be totally removed from the exhibit hall no later than 7:00 p.m. on Tuesday, August 11.

## OFFICIAL SERVICE CONTRACTOR

Fiona Henderson, IHIA Director, Meetings & Events will be the official contact for scheduling and questions with the regards to the exhibit floor. Upon receipt of your completed contract and payment in full, an Exhibitor's Service Kit will be emailed to each exhibitor. This packet will include all necessary information and forms regarding shipping of displays, badge requests, tote bag insert submissions and ordering of other amenities.

## CANCELLATION

Exhibitors may reduce or cancel contracted space by submitting written notice to Molly Stalter, [molly@cypressplanninggroup.com](mailto:molly@cypressplanninggroup.com). Such notice must be received no later than April 15, 2019. Exhibitors cancelling an entire exhibit before February 1, 2020 shall be charged an administrative fee of 25 percent (25%) of the total cost of display space. Cancellation of contracted exhibit space between February 1 and April 15, 2020 will receive a 50 percent (50%) refund. No refunds will be made if written notice of cancellation or reduction is received after April 15, 2020.

## SYMPOSIUM PROGRAM GUIDE

All advertising materials and exhibiting company listing information must be submitted by April 15, 2020 for inclusion in the Symposium Program Guide. There is no guarantee the exhibiting company information will be included in the Program if the information or contract for exhibit space is received after this date.

## SECURITY IHIA

will not be responsible for 24-hour security services at the seminar facility for all displays, for the duration of the Symposium and exhibit hall. While every precaution will be taken, IHIA assumes no liability for lost or stolen items. The ultimate responsibility remains with the individual exhibitors to protect their property and appropriate protection and insurance should be arranged.

## LIABILITY, INSURANCE, AND HOLD HARMLESS

In consideration for the opportunity to display services and products at an IHIA Annual Training Symposium, Exhibitor, its officers, directors, agents and insurers, agrees to indemnify and hold harmless IHIA, Cypress Planning Group, its officers, directors, contractors, employees and agents and the seminar facility, its governmental entity, agents and employees, from any loss, injury, suit, action or cause of action, or claim whatsoever resulting from any incident, accident, fire, theft or any claim or loss to any person claiming loss or injury, including any loss or damage to property of Exhibitor, its employees, agent or subcontractors, loss or injury to any manufacturer's demonstration participants, their employees, agents, guests and general public. Said indemnification and agreement to hold harmless, IHIA and the seminar facility, as aforesaid, shall include reimbursement for any costs, expenses and reasonable attorney's fees incurred by indemnities. Further, any claim of damage to the property of the seminar facility resulting in the immediate assessment of damages against IHIA from any act or omission of Exhibitor, its agents, employees, contractors and subcontractors, shall be immediately paid or assumed by Exhibitor. In addition, Exhibitor acknowledges that IHIA does not maintain any insurance to cover loss or damage to any property of Exhibitor. Exhibitors are advised to obtain commercial insurance to cover all losses and claims.

## RESTRICTIONS

IHIA reserves the right to determine the eligibility of a company or their product for inclusion in the exhibits, and reserves the right to restrict exhibits that, because of noise, method of operation, materials or for any other reason, becomes objectionable to IHIA. IHIA also reserves the right to prohibit any exhibit that, in the opinion of IHIA management, may detract from the general character of the exhibit show as a whole. In such event, IHIA or Cypress Planning Group shall not be liable to any exhibitor for any refund of exhibit fee or expenses incurred by exhibitor to exhibit. No signs will be affixed by any means to the walls, doors or any other surface in the exhibit area or seminar facility. IHIA policy firmly restricts representation or organization that has not been assigned an official exhibit booth from soliciting business and/or distributing promotional material of any type within the exhibit area or any other areas. Further, those organizations that have been assigned an official IHIA exhibit booth should make every effort to conduct business activities within their assigned booth space and not to impede traffic through the exhibit aisles or other areas of the facility. All children under the age of 18 must be accompanied by an adult.

# 2020 REGIONAL PARTICIPATION RULES/REGULATIONS

## GENERALITIES

All exhibit spaces and sponsorships reserved will include participation recognition on the IHIA website and any marketing material used to promote the event, when appropriate. Participant company logos (not required) may be sent to [eliana@cypressplanninggroup.com](mailto:eliana@cypressplanninggroup.com). All Regional IHIA Events are closed and private events, therefore a minimum of a \$500 donation, \$500 sponsorship, or \$350 exhibit table reservation (when available) and IHIA official approval is required to participate. Exclusive sponsorships are encouraged but not required. Event sponsors will be granted up to 10 minutes to address the class on the day of their event or sponsorship allocation (ie. daily coffee sponsor or reception sponsor).

## SPONSORED TRAINING PARTICIPANTS

Sponsored Training participants will be granted up to 30 minutes to address the class which will be scheduled with the IHIA. Confirmed presentation times will be sent in writing. A brief speaker bio, topic and synopsis of the presentation is due to the Training Coordinator at least one month before the event date. One Sponsored Training slot will be granted per event. First-come, first-served. Sponsored Training participants may attend the course up to two days. These two days must be scheduled with IHIA and approved in writing. Up to two attendees may attend the event.

## ASSIGNMENT OF SPACE AND PAYMENT

All exhibit space, if available, will be allocated on a first-come, first-served basis. Confirmation of space will be sent upon receipt of signed contract and full payment. IHIA reserves the right to re-assign exhibit space if need be. Payment in full is due with contract signature and submission.

Assignment of space will be provided at the venue. Exhibit space must be occupied solely by your organization in exhibiting your products at any regional training event. Exhibit spaces may not be shared or sub-let. No exhibitors shall assign, sublet, or share the whole, or any part, of the space contracted without prior written consent of IHIA.

## EXHIBIT SPECIFICATIONS

The standard exhibit space is contained within a 6' x 30" draped table and two standard chairs. Simple electric is available for purchase from the hotel. The exhibit area, when available, is normally carpeted.

## REQUIRED REFUNDABLE DEPOSIT

Per this signed agreement, a \$100.00 refundable deposit is required at move-in (cash/check or credit card). This will be returned to you at the end of the Expo, signaling breakdown can begin. If you leave before receiving your deposit at tear-down, it will be forfeited.

## INSTALLATION & DISMANTLING

(Exhibit venues only) Installation of exhibits may commence on Sunday, at 3:00 p.m. All exhibitors must be fully assembled and ready for display no later than 7:00 a.m on Monday. Dismantling of exhibits may begin after 5:30 p.m. on Tuesday, unless otherwise notified. All exhibits and materials must be totally removed no later than 7:00 p.m. on Tuesday. Other exhibit time arrangements may be made with Fiona Henderson, [fiona@cypressplanninggroup.com](mailto:fiona@cypressplanninggroup.com) or (719) 330-3478 to order passes. Early tear-down is HIGHLY DISCOURAGED.

## OFFICIAL SERVICE CONTRACTOR

Fiona Henderson, IHIA Director, Meetings & Events will be the official contact for scheduling and questions with the regards to the exhibit floor. Upon receipt of your completed contract and payment in full, an Exhibitor's Service Kit will be emailed to each exhibitor. This packet will include all necessary information and forms regarding shipping of displays, schedules, and ordering of other amenities.

## CANCELLATION

Exhibitors may reduce or cancel contracted space or sponsorship by submitting written notice to Molly Stalter, [molly@cypressplanninggroup.com](mailto:molly@cypressplanninggroup.com). Such notice must be received no later than 30 days before the event. Exhibitors cancelling an entire exhibit before 30 days of the event start date shall be charged an administrative fee of fifty percent (50%) of the total cost of display space or sponsorship. No refunds will be made if written notice of cancellation or reduction is received 29 days to date of event.

## SECURITY

IHIA will not be responsible for 24-hour security services at the seminar facility for all displays, for the duration of the Symposium and exhibit hall. While every precaution will be taken, IHIA assumes no liability for lost or stolen items. The ultimate responsibility remains with the individual exhibitors to protect their property and appropriate protection and insurance should be arranged.

## LIABILITY, INSURANCE, AND HOLD HARMLESS

In consideration for the opportunity to display services and products at an IHIA Regional Training Events, Exhibitor, its officers, directors, agents and insurers, agrees to indemnify and hold harmless IHIA Cypress Planning Group, its officers, directors, contractors, employees and agents and the seminar facility, its governmental entity, agents and employees, from any loss, injury, suit, action or cause of action, or claim whatsoever resulting from any incident, accident, fire, theft or any claim or loss to any person claiming loss or injury, including any loss or damage to property of Exhibitor, its employees, agent or subcontractors, loss or injury to any manufacturer's demonstration participants, their employees, agents, guests and general public. Said indemnification and agreement to hold harmless, IHIA and the seminar facility, as aforesaid, shall include reimbursement for any costs, expenses and reasonable attorney's fees incurred by indemnities. Further, any claim of damage to the property of the seminar facility resulting in the immediate assessment of damages against IHIA from any act or omission of Exhibitor, its agents, employees, contractors and subcontractors, shall be immediately paid or assumed by Exhibitor. In addition, Exhibitor acknowledges that IHIA does not maintain any insurance to cover loss or damage to any property of Exhibitor. Exhibitors are advised to obtain commercial insurance to cover all losses and claims.

## RESTRICTIONS

IHIA reserves the right to determine the eligibility of a company or their product for inclusion in the exhibits or company sponsorship, and reserves the right to restrict exhibits that, because of noise, method of operation, materials or for any other reason, becomes objectionable to IHIA. IHIA also reserves the right to prohibit any exhibit or sponsor participation that, in the opinion of IHIA management, may detract from the general character of the event as a whole. In such event, IHIA or Cypress Planning Group shall not be liable to any exhibitor or sponsor for any refund of exhibit fee, sponsorship fee or expenses incurred by exhibitor to exhibit. No signs will be affixed by any means to the walls, doors or any other surface in the exhibit area or seminar facility. IHIA policy firmly restricts representation or organization that has not been assigned an official exhibit booth from soliciting business and/or distributing promotional material of any type within the exhibit area or any other areas. Further, those organizations that have been assigned an official IHIA exhibit booth should make every effort to conduct business activities within their assigned booth space and not to impede traffic through the exhibit aisles or other areas of the facility. All children under the age of 18 must be accompanied by an adult.