

# 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 6' x 6'. The booth price provides installation, maintenance and removal of standard booth furniture. The booth space includes (1) six foot long table and (2) chairs. Electrical power and internet is not provided in the cost of the booth but 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 upon agreement from show management. Badges will be available for pick-up on-site at exhibitor registration beginning Sunday, August 7th at 12:00PM.

## INSTALLATION & DISMANTLING

Installation of table-top exhibits may commence on Sunday, August 7 at 12:00PM. All exhibitors must be fully assembler and ready for display no later than 3:45PM on Sunday, August 7. Dismantling of exhibits may begin after 5:00PM on Tuesday, August 9 unless otherwise notified. All exhibits and materials must be totally removed from the exhibit hall no later than 7:00PM on Tuesday, August 9.

## 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 Fiona Holland, [fiona@cypressplanninggroup.com](mailto:fiona@cypressplanninggroup.com). Such notice must be received no later than April 30, 2022. Exhibitors canceling their exhibit space on or prior to April 30, 2022 will receive a full refund. Cancellations made between May 1 – June 30, 2022 will receive a 50% refund. No refunds will be made if written notice of cancellation is received on or after July 1, 2022.

## SYMPOSIUM PROGRAM GUIDE

All advertising materials and exhibiting company listing information must be submitted by June 15, 2022 for inclusion in the IHIA Symposium Program Guide. Although there is no guarantee the exhibiting company information will be included in the Program Guide if received after this date, show management will work with the exhibitor to try to accommodate late entries.

# SYMPOSIUM EXHIBIT RULES/REGULATIONS

## SECURITY IHIA

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.

## 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 [collette@cypressplanninggroup.com](mailto:collette@cypressplanninggroup.com). All 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).

# SYMPOSIUM EXHIBIT RULES/REGULATIONS

## **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 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.

## **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 Collette Csintyan, [collette@cypressplanninggroup.com](mailto:collette@cypressplanninggroup.com). Such notice must be received no later than 30 days before the event. Exhibitors canceling 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.

# SYMPOSIUM EXHIBIT RULES/REGULATIONS

## **SECURITY**

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## **LIABILITY, INSURANCE, AND HOLD HARMLESS**

In consideration for the opportunity to display services and products at an IHIA 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.