

# TERMS AND CONDITIONS

ALL EXHIBITING COMPANIES AGREE TO BE BOUND BY THE FOLLOWING TERMS AND CONDITIONS.

## EXHIBIT SPACE ASSIGNMENT

Exhibiting companies select their own exhibit spaces on a first come, first served basis. Early selection is offered to companies exhibiting at the prior year Conference, and exhibit space selection is available to all other companies 30 days later. Show Management reserves the right and sole discretion to alter the exhibit hall floor plan at any time in the best interest of the Conference.

## ELIGIBILITY

Show Management reserves the right to determine the eligibility of any product or company for inclusion in the Conference. Show Management reserves the right to restrict exhibits because of noise, method of operation, materials, or for other reasons. Objectionable persons, items, conduct, printed matter or anything of a nature that Show Management determines detracts from the overall Conference character will be evicted. Exhibitors so restricted will not receive any refunds or reimbursement. Non-exhibiting companies or individuals are not permitted to advertise or solicit business within any Conference related areas or in conjunction with the Conference.

## SUBLETTING

No exhibitor shall share, sublet, or assign any portion of the exhibit booth or allotted space to any other person or company. Exhibitors must show only the products and services ordinarily offered for sale by them in the regular course of business.

## PAYMENT

All exhibit and sponsorship purchases require full payment to be confirmed. Items may be held for a maximum of one 10-day period pending payment; items not paid within the 10-day period will expire and may not be reserved again without immediate full payment. Items selected on or after December 1, 2018 must be paid in full at the time of selection and are not eligible for a reservation period.

## CANCELLATION

Conference participation may only be cancelled by submitting an online Exhibitor Cancellation Form.

## REFUNDS

All purchases include a 7-day "buyer's remorse" clause, providing a full refund for any item cancelled within seven calendar days of payment. All exhibitor items, including booths, advertising, and sponsorships are non-refundable and non-transferable outside of the 7-day period.

## EXHIBITOR HOTEL RESERVATIONS

Exhibitor hotel payments are subject to the same cancellation and refund policies as those applying to all attendees. A reduction in the number of nights of a hotel stay constitutes a cancellation of the eliminated night(s) and all refund policies apply. A sliding scale refund is provided based on the date the online cancellation form is submitted, as follows:  
100% if cancelled within 7 calendar days of payment  
90% if cancelled May - September  
75% if cancelled in October  
50% if cancelled in November  
No refund in December - January

## EXHIBITION SERVICES

Approved exclusive contractors are listed in the Exhibitor Kit with contact information and order forms. Authorized service providers must be contacted directly and Show Management does not control their pricing, services, or policies.

## EXHIBITOR STAFF REGISTRATIONS

Five complimentary exhibitor name badges are provided for each 10x10 exhibit booth. A business card showing employment with an exhibiting company may be required when picking up a name badge onsite to prevent unauthorized access. Complimentary exhibitor badges provide access to the Exhibit Hall and all conference sessions and may be shared among company staff members by checking the badge in and out with Show Management for each such change. Name badges are required for access into any session.

## MOVE IN

Move in operations may only occur during the established move in schedule on Wednesday, January 30 from 10:00 AM to 9:00 PM. Exhibiting companies not occupying designated space or not moving into the booth space during the designated move-in hours may have their participation cancelled by Show Management, and such space may be reassigned for the overall benefit of the Conference without refund to the original exhibiting company.

## MOVE OUT

Any removal, tear down, or packing of items prior to the Conference scheduled move out time on Friday, February 1 at 4:00 PM will jeopardize the exhibitor's participation in future events. No goods may be removed from the building until all bills incurred by the Exhibitor are paid in full.

## DISPLAYS, SIGNS, BANNERS

Signs, banners, and other display items cannot be hung across the aisles. Signs and banners may be rigged overhead only if an entire booth island has been purchased. Additionally, booth signage and furnishings may not exceed the height of the exhibit booth walls.

## NON INTERFERENCE

No exhibitor may erect walls, partitions, signage, decorations or any other obstruction that in any way interferes with the view line of any other exhibit booth. All sound used within an exhibit booth must remain at such a level to avoid interfering with neighboring exhibitors. All staff and exhibit activities must remain within the confines of the purchased exhibit booth(s). Blocking aisles or access to other booths is not permitted. Complaints about any interfering behavior will be addressed directly by Show Management and may be considered cause for termination of exhibitor participation.

## EMPTY CRATES AND BOXES

To comply with fire marshal regulations, exhibitors may not store empty containers, crates, or boxes in the booth, under or within booth furniture, or behind booth draping. The official exhibition service provider will collect and store these items for later use.

## ASSOCIATED EXHIBITOR EVENTS

All activities scheduled outside the purchased exhibit area, including meetings, special events, sales presentations, social hours, and/or receptions planned for any Conference attendees must occur outside of Conference hours and must be approved in advance by Show Management. Any such activities not approved and/or conflicting with the Conference schedule, as determined by Show Management, will be in direct violation of the exhibitor Terms and Conditions.

## FACILITIES

Exhibiting companies must comply with all rules and regulations prescribed by the Kansas City Convention Center, meet the requirements of all local authorities, and obtain, at their own expense, any necessary permits, licenses, or equipment, should any be required for individual displays or the particular exhibit of the Exhibitor. The Exhibit Hall is limited to adults only.

## CERTIFICATE OF INSURANCE

Each exhibiting company agrees to keep and maintain in force for the dates of the exhibition (January 30 - February 1, 2019), insurance in the following amounts: a commercial general liability policy with a minimum combined single limit for personal injury and property damage of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. A certificate of insurance confirming such coverage, and including all required additional insureds, must be uploaded to the exhibiting company's online conference record no later than January 2, 2019. No exhibitor will be permitted to set up a booth or access the Exhibit Hall floor if the required insurance documentation has not been supplied.

## INDEMNIFICATION

Each exhibitor agrees to: (1) indemnify, defend and hold harmless Magnolia Hospitality Group Inc. dba A+ Events (Show Management), the City of Kansas City, Missouri (Venue), and the National Association of ESEA State Program Administrators (Host), and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises, and (2) that it understands that neither Show Management, the Venue nor the Host maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

## VIOLATIONS

Any company that fails to abide by these terms and conditions may be dismissed from Conference participation and may jeopardize the exhibiting company's participation in future events. Show Management has the right to enforce all terms and conditions at Exhibitor's expense. If Exhibitor defaults in the performance of any terms or conditions (inclusive of payment of fees, maintenance of insurance, and compliance with any and all rules and requirements) Show Management, at its option, may immediately terminate exhibitor participation without refund or reimbursement. Upon such termination, Exhibitor's rights and privileges for this event shall terminate, and Show Management shall have the right to take possession of the space occupied by the Exhibitor and to remove all persons and goods, without any liability.

## TERMS AND CONDITIONS AMENDMENTS

Any additional details not specifically covered by the terms and conditions contained herein shall be subject to the decision and at the discretion of Show Management. At the sole discretion of Show Management, changes, amendments, or additions may be made to these terms and conditions. Any such changes shall be binding on Exhibitors equally with the other terms and conditions contained herein.