



## EXHIBITOR SPACE TERMS AND CONDITIONS

### October 28-29, 2019 at the Hyatt Regency Lake Washington

#### 1. Contract for Space

Applicants for exhibit space are required to submit the Online Application form, and agree to abide by this Contract. To be valid, each application must include full payment for table rental charges. The application for space and formal notice of acceptance and assignment by the Exhibitor Conference Coordinator and full payment of rental charges constitute a contract for the right to use this space.

#### 2. Conference Attendance

Exhibitor fees includes: One (1) conference registration, entrance into conference workshops, and breakfast & lunch for one individual.\*

*\*Any additional exhibitors partaking in the conference workshops & conference food must register, and pay as an attendee.*

Exhibitor Tables*	Commercial Table	Non-Profit / Government
<b>Early Bird Rate</b>	<b>\$900</b>	<b>\$700</b>
<b>Standard Rate (After August, 30, 2019)</b>	<b>\$1,100*</b>	<b>\$900*</b>

*\*Exhibitor tables are limited and available on first-come, first-serve basis.*

#### 3. Exhibition Timeline & Dates

- During exhibition hours, exhibits must be staffed by those renting the booths.
- **Conference staff will not be available to staff booths. If you leave your table at any time, you will be responsible for any items left for taking.**

**The Exhibition Space Hours are as follows:**

Exhibitor Space Timeline	Date(s)	Hour(s)
<b>Set-Up:</b>	Sunday, October 27, 2019 OR Monday, October 28, 2019	6:00 PM – 8:00 PM  5:30 AM – 7:30 AM
<b>Exhibition Hours:</b>	Monday, October 28, 2019  Tuesday, October 29, 2019	7:45 AM – 6:00 PM  8:00 AM – 4:00 PM
<b>Tear Down:</b>	Tuesday, October 29, 2019	4:00 PM – 5:00 PM

#### 4. Installation and Dismantling

Exhibitors will have the option to set up booths either on: **Sunday, October 27, 2019, from 5:00 PM - 7:00 PM, OR Monday, October 28, 2019 from 5:30 AM – 7:30 AM.** All preparations must be complete on exhibit booths before the exhibition space opens at 7:45 AM. If the booth is not occupied by 7:30 AM. on Monday, October 28, 2019, and advance arrangements have not been made with the Exhibitor Conference Coordinator, the conference coordinators have the right to use the space as they see fit. **All booth displays and contents must be removed by 5:00 PM on Tuesday, October 29, 2019.**

## 5. Deadlines and Cancellations

Exhibit tables are limited and available on first-come, first serve basis. **Exhibit space may be cancelled up until August 30, 2019**, with a \$100 cancellation fee. **No refunds will be made after September 1, 2019**. Full payment must be received by this date or reservation will be forfeited.

## 6. Use of Space

All demonstrations, signs, promotional materials or other sales/ networking activities must be confined to the limits of the table. Please do not impede the traffic flow through the exhibit space or block a neighboring booth's access.

## 7. Table Configuration

Each Exhibitor Application comes with one (1) table, measuring 30"x72", & may have one or two chairs. Please note how many chairs required on your application. **All tables require linen/tablecloths, and please note if you will provide your own linen/tablecloths on your Exhibitor Application. Exhibitor linens/tablecloths can be made available, if you let us know on your application by Sept. 1, 2019.** Tables may not be moved from their assigned location and are placed in accordance with local fire codes. Tables, chairs, and/or exhibit materials may not extend into the fire egress path. Space around, behind, and in front of tables for display equipment is extremely limited & not available for all tables. Dividers, walls, and large marquee displays are not permitted.

## 8. Electricity

*Those requiring access to electricity must note on the Exhibitor Application.* If you require electricity for your displays, please provide your own extension cords or you may rent them for a fee through Encore Event Technologies, the onsite hotel AV company.

## 9. Internet Access

*Those requiring internet access must note this on the Exhibitor Application.* Codes will be provided to those who have signed up for access in advance of the conference. Access codes may not be shared with anyone.

## 10. Sound Devices

No sound-making equipment of any kind may be set up or used in exhibit booths without prior written approval of the Exhibitor Conference Coordinator. Any inquiries should be directed to the Exhibitor Conference Coordinator.

## 11. Restrictions in Operations of Exhibits

The conference coordinators shall have sole discretion in the interpretation and enforcement of all terms and conditions contained herein, and the power to make such amendment or further terms and conditions as deemed necessary for the proper conduct of the meeting. In the event of restriction or eviction, the conference coordinators are not liable for any refunds for rentals or other exhibit expenses. Drawings are permitted and are subject to any applicable requirements of local law. Raffles and lotteries are not permitted.

## 12. Care of Building and Equipment

Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the tables, or the equipment of the tables. When such damage occurs, the Exhibitor shall be liable to the owner of the damaged property.

## 13. Catastrophe

In the event that war, fire, strike, government regulation, public catastrophe, act of God, the public enemy, etc., prevents the conference or any part thereof from being held, the conference coordinators shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received that remains after deducting all show-related fees, costs and expenses, but in no case that the amount of the refund to the applicant exceed the amount of the table rental fee paid.

School's Out Washington will be responsible for the safety of the property of the Exhibitors from theft, damage by fire, accident or other causes. The Exhibitor understands that neither School's Out Washington nor its affiliates\* maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain said insurance. Neither School's Out Washington nor the management, officers, or staff members of either School's Out Washington shall be held accountable or liable for, and the same are hereby released from accountability or liability for, any damage, loss, harm or injury to the person or any property of the applicant resulting from theft, fire, water, accident, or any other cause. Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

#### **14. Indemnification**

Exhibitor agrees to protect, save and hold School's Out Washington and all agents, employees, servants and officials thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitors or those holding under the Exhibitor. Further, the Exhibitor shall, at all times, protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by any reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof. Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members or participants when acting within the scope of their employment or agency. Neither party will be liable for punitive damages.

#### **15. Rules and Regulations of the Hyatt Regency Lake Washington**

In order to protect School's Out Washington and the Hyatt Regency, School's Out Washington agrees to include the following Responsibility Clause in their Exhibitor contract:

Exhibitor assumes responsibility and agrees to indemnify and defend School's Out Washington and the Hyatt Regency and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor understands that neither School's Out Washington nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

#### **16. Additional Rules**

The conference coordinators reserve the right to establish and enforce additional rules and regulations to further the goals of the exhibition. The Exhibitor agrees to comply with them.