

## 2018 EXHIBITOR POLICIES

- 1. APPLICATION TO EXHIBIT.** An executed exhibit space sale either online, or via a paper form, constitutes the formal binding agreement of the exhibitor to adhere to and abide by all SPSP Exhibitor Policies, all policies of the Exhibit Services Contractor, and the venue. Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations of the facility where the convention is held; (ii) any rules or regulations of said facility; (iii) the terms of all leases and agreements between SPSP and the managers or owners of the facility; (iv) the terms of any and all leases and agreements between SPSP and any other party relating to the convention; and (v) all Federal, State, and local laws, codes, ordinances and rules; without limiting the foregoing, **Exhibitor shall construct displays to comply with the Americans with Disabilities Act.**
- 2. EXHIBIT SPACE.** An exhibit space is (1) 10' wide by 10' deep booth. Multiple booths may be purchased. A booth purchase includes an 8' high back and 36" high side drapes in the convention color(s), (1) 7" by 44" identification sign, (1) 6' long by 30" wide skirted table, (2) side chairs, (1) wastebasket, general listing in the convention printed program and mobile app, and (3) exhibitor registrations to the convention (**College/University Packages receive (2) registrations**). Full payment must be received at the time of application, or paid in full within 30 days. Booth carpeting and other furnishings can be purchased from the official Exhibit Services Contractor.
- 3. EXHIBITOR REGISTRATION.** Each purchased exhibit space will receive up to (3) complimentary exhibitor registrations, with the exception of those who purchased College/University Packages. College/University Exhibitors will receive (2) complimentary exhibitor registrations. Exhibitor registration grants access to the Exhibit Hall and all educational sessions. Exhibitor registration badges must identify the exhibiting company. Exhibitors will be contacted with registration information before the convention.
- 4. EXHIBIT SPACE ASSIGNMENT & OCCUPANCY.** Exhibit booth assignment will take place in the fall, and will be conducted in the order in which exhibitors completed paid applications. SPSP staff will make every attempt to accommodate exhibitor choices for booth space location. Exhibitors are required to have their booth completely set up by 4:00pm on Thursday, March 1, 2018. Exhibitors are required to staff their booth for the entire duration of the open exhibit hours they selected during their application process.
- 5. CANCELLATION OF EXHIBIT SPACE.** Notification of exhibit space cancellation must be submitted in writing to [meetings@spsp.org](mailto:meetings@spsp.org). If notice of cancellation is received by **October 20, 2017**, 50% of the total cost of space will be retained as liquidated damages. If written cancellation of space is received after October 20, 2017, the entire cost of the booth space will be retained as liquidated damages. Subletting or subleasing of exhibit space is not permitted.
- 6. CANCELLATION OR POSTPONEMENT OF CONVENTION.** It is mutually agreed that in the event the convention is cancelled for any reason, then and thereupon this agreement will be automatically terminated and SPSP management will determine an equitable basis for the refund of a portion or all of the exhibit fees or a credit for future exhibition, after due consideration of expenditures and commitments already made.
- 7. PAYMENT SCHEDULE.** Exhibit space payments are due upon completion of the transaction online, or within 30 days of SPSP receipt of the application. Failure to pay the balance due in full within 30 days will result in the delayed selection of your exhibit space when booth selection opens.
- 8. EXHIBIT ACTIVITIES & EXHIBITOR CONDUCT.** All displays, products, promotional material, activities, and exhibitors must remain within their assigned booth space. Exhibitors are prohibited from arranging displays or their booth in any way as to obstruct the view of any other exhibit booth. Except in the case of prizes from drawings, all samples and handouts must be made available to all interested attendees of the convention. Any food or beverage dispensed in exhibit spaces needs to be arranged through the official catering provider of the venue. Exhibitors and their representatives shall at all times conduct themselves in an appropriate and professional manner and shall not disparage or defame fellow exhibiting companies, members, SPSP, the SPSP Foundation, or the employees of aforementioned organizations, or engage in other activities or behaviors detrimental to the success of the convention.
- 9. EXHIBITOR LISTING & SPSP PROMOTIONAL MATERIALS.** By exhibiting at the convention, exhibitor grants SPSP a fully paid, perpetual, non-exclusive license to use, display, and reproduce the name of the exhibitor in any directory or listing of the convention exhibitors and to use such names in promotional materials. SPSP shall not be liable for any errors in any listing or for omitting any exhibitor from any directory or listing pertaining to the convention.
- 10. EXHIBITOR SERVICES MANUAL.** The Exhibitor Services Manual will be posted on the SPSP website in mid-Summer. This manual will include information regarding exhibitor registration and housing as well as a Service Kit from the official Exhibit Services Contractor for utilities, furnishings and other services available onsite.