



## **Solutions for Family Caregiver Expo October 13, 2018 Exhibitor TERMS & CONDITIONS**

### **Exhibitor Selection**

- The Area Agency on Aging 1-B (AAA 1-B) reserves the right to prohibit any company from exhibiting without explanation.
- Acceptance as an exhibitor does not mean the product or service exhibited is approved or endorsed by the AAA 1-B.
- Drugs that are not FDA-approved will not be exhibited.
- Companies making medical claims regarding their product's ability to help people with any ailment/condition/disease must present clinical evidence to back such claims to the AAA 1-B.

### **Assignment of Booth Space & Payment**

- The Area Agency on Aging 1-B will not provide exhibit space at the expo in exchange for any in kind contribution. All booth payments are considered fee-for-service payments and are therefore not tax-deductible.
- Due to limited space, exhibitors are permitted to purchase only one booth space, unless they are also a sponsor of the expo.
- Payment must be received in full at the time of reservation, and a booth space is not considered reserved until payment in full is made.
- The AAA 1-B reserves the right to relocate display areas for the benefit of the exhibitor or for the betterment of the expo.

### **Cancellation Policy**

- Booths may be cancelled with 30 days prior notice. In such cases, a 25% cancellation fee will be assessed.
- No refunds are available after September 13, 2018.

### **Failure to Set-up**

- The AAA 1-B reserves the rights to dismantle, take possession of, and resell the exhibit space if the exhibitor does not set-up by the start of the show (9:00 a.m.). The exhibitor will be responsible for full applicable cancellation penalties.

### **Commercial/For Profit Booth**

- Booths are limited and on a first-come/first-serve basis.
- The AAA 1-B provides one piped and draped 6" x 8' booth space, with a 6' table and 2 chairs.
- Electricity, additional furniture, etc. is available at the exhibitor's expense.

### **Non Profit Booth**

- Booths are limited and on a first-come/first-serve basis.
- These booths are only available to 501(c)3 non-profit organizations.
- The AAA 1-B provides one piped and draped 6" x 8' booth space, with a 6' table and 2 chairs.

- Electricity, additional furniture, etc. is available at the exhibitor's expense.

### **Booth Sharing**

- No exhibitor shall assign, sublet, or share the space assigned without permission from the AAA 1-B in writing.

### **Height and Construction Restrictions**

- In no instance will an exhibitor be permitted to install any item or structure (sign, booth structure, products, etc.) above the height of 6 feet or any height or width exceeding that exhibitor's paid booth space. Any exceptions must be pre-approved or negotiated in the application/contract.

### **Operating Restrictions**

- Exhibitors are not permitted to exchange money/payment for a product or service during the operating hours of the expo.
- Materials (samples, catalogs, pamphlets and publications, etc.) may only be distributed from the exhibitor's designated booth.
- Exhibitors must be completely set-up 30 minutes prior to show start and not commence teardown until the show is officially adjourned.

### **Liability & Insurance**

- **The Area Agency on Aging 1-B and the employees thereof**, nor their representatives will be responsible for any injury, loss or damage that may occur to the exhibitor, its agents or employees, or its property or wares arising from any cause whatsoever, prior, during, or subsequent to the exhibit. Each exhibitor, by signing the application and contract to exhibit, expressly understands that it releases **the Area Agency on Aging 1-B and the employees thereof** from and agrees to indemnify and hold harmless each against any and all claims for loss, injury or damage. Small or easily portable articles of value should be properly secured. Exhibitors are encouraged to insure themselves against property loss or damage, and against liability for personal injury.

### **Distribution of Food Items**

- The venue does not allow distribution of food items by exhibitors (This includes baked goods, chips, pretzels and granola bars). The only exception is wrapped candy.