

2019 Exhibit Booth Contract Rules & Regulations

77th Annual Convention | November 6-8, 2019

1. AGREEMENT OF TERMS & CONDITIONS

The rules and regulations stated in this document as well as on the exhibitor contract, on the ISBA website(s), and/or on ISBA promotional documents, constitute a bonafide part of the contract for exhibit space. The ISBA reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well being of the exhibit show.

2. APPLICATION FOR EXHIBIT SPACE & PAYMENT POLICY

Applicants for exhibit space are required to execute and forward an Application and Exhibit Booth Contract to the ISBA. To be valid, each application must be submitted with payment and must be signed by an authorized signer of the company. Each exhibit booth costs \$795.00 - \$850.00. ISBA Business Partners may receive a discounted booth rate based on their level of membership. Exhibitors may be entitled to more than one booth if available.

3. ASSIGNMENT OF SPACE

ISBA will assign space on a first-come, first-serve basis according to the date and time the contract is received. After date priority, first consideration will be given to ISBA Business Partners, and then premier sponsors. An effort will be made to assign space as close as possible with the applicant's choices. However, ISBA reserves the right to alter the exhibit floor or make changes to exhibit assignments.

4. CONVENTION PROGRAM BOOK & PASSPORT OPPORTUNITY

ISBA will provide exhibitors with the opportunity to be included in the Convention Book and participate in the Passport Program. In order to be included in the Convention Book and participate in the Passport Program, ISBA must receive the exhibitor's information no later than October 1, 2019. After this date, ISBA will make attempts to include the exhibitor in these opportunities, but cannot guarantee inclusion.

5. LOCATION OF EXHIBITS

The Exhibit Show will be located at the Coeur d'Alene Resort in Coeur d'Alene. Measurements shown on the Exhibit Show diagram are as accurate as possible, however, management reserves the right at all times to modify the floor plan to meet the needs of the exhibit show and the exhibitors

6. BOOTH EQUIPMENT & SERVICE INFORMATION

Each booth is 8' x 8' in size and includes: (1) 6' skirted table, (2) padded chairs, company ID sign, and (1) wastebasket. For all other services and needs, contact LCD Exposition Service at (509) 325-9656

7. INSTALLATION AND REMOVAL TIME

It is mutually agreed that it is the duty and responsibility of each exhibitor to install the exhibit before the opening of the exhibit show and to dismantle the exhibit immediately after the close of the exhibit show.

	Day 1 (11/6)	Day 2 (11/7)
EXHIBIT SET-UP:	9:30 am - 10:30 am	10:30 am - 11:00 am
EXHIBIT HOURS:	10:30 am - 1:30 pm	11:00 am - 1:30 pm
EXHIBIT Tear Down:	1:30 pm	1:30 pm

(All booths must be open and staffed during these times.)

8. CANCELLATION

Refunds for cancellations will not be allowed unless that specific space is resold. All cancellations and refund requests must be made in writing to ISBA's Chief Deputy. A \$100 cancellation fee will be deducted from all refunds made before October 1, 2019. Refunds made on or after October 1, 2019 will be 50% of the booth fee. No refunds will be given after October 15, 2019. Failure to occupy booth space does not release the exhibitor from the obligation to pay for full cost of the rental.

These terms shall apply regardless of the execution date of this contract as well as the amount of payment(s) to be received to date. Any company contracting for space that fails to make payment as herein provided, whether said company desires to exhibit or not, shall forfeit all rights to the use of the selected exhibit space and ISBA will have the right to dispose of said space in any way it sees fit. An exhibitor who fails to pay for and occupy said space shall be and remain liable for the payment agreed upon.

ISBA will not be held liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: act of God, public enemy, lockouts, riots, terrorism, threat of terrorism, epidemics, government regulations or advisories, floods, fires, unavailability of communication or utility lines, earthquakes, wars, or insurrections, strikes, the authority of the law, postponement or cancellation of the Convention, or for any cause beyond its control.

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9. USE OF SPACE

All demonstrations, interviews, literature distributions, or other promotional activities must be confined within the space rented by the exhibitor. Sufficient space must be provided within the booth to contain persons watching any demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near the booth free of congestion due to demonstrations or other promotions.

No exhibitor will assign, sublet, or share the space allotted without the knowledge and consent of the ISBA Chief Deputy. No firm or organizations not assigned an exhibit space will be permitted to solicit business within the exhibit area.

10. RESTRICTIONS

Management reserves the right to restrict exhibits that are not consistent and compatible with adopted ISBA values and that unfairly exploit ISBA products and services. Management also reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also prohibit or to evict any exhibit that, in the opinion of the management, may detract from the general character of the ISBA Exhibit Show or ISBA Annual Convention as a whole. This restriction includes persons, things, conduct, printed material, or anything of a character that the management determines is objectionable. In the event of such restriction or eviction, ISBA is not liable for any refunds or other exhibit expenses.

11. SALES

Exhibitors are permitted to make sales on the exhibit floor. Obtaining the appropriate licenses or permits as required by law, collecting and remitting sales taxes, and any other legal business requirements are solely the responsibility of the exhibitor.

12. LIABILITY & SECURITY

Neither the ISBA nor the The Coeur d'Alene Resort nor their employees, officers, agents, directors, or representatives are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, on signing this contract, agrees to indemnify and hold forever harmless the aforementioned for any and all liability and expense for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at or in connection with the exhibitor's display. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the Exhibit Hall.

13. CARE OF BUILDING & EQUIPMENT

Exhibitors and/or their agents, must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

14. EXHIBITOR REGISTRATION & HOUSING

Housing and registration information (if applicable) will be sent to exhibitors after space is assigned. Participating companies will be provided with exhibitor badges for each representative working at the booth. Other individuals (including authors, consultants, colleagues, friends, and relatives) who may be associated with the company, but who are not working in the booth, must pay the regular Convention registration fees.

15. AMENDMENTS TO TERMS & CONDITIONS

Any and all matters or questions not specifically covered by the terms and conditions herein shall be subject to the sole discretion of the ISBA. Any changes, amendments, or additions made shall be binding on exhibitor equally with the other terms and conditions contained herein.