



SPRING 2020 EXHIBITOR TERMS & CONDITIONS

- 1. MERCHANDISE REMOVAL** - No exhibits, part of an exhibit or merchandise may be removed from the building(s) until the approved tear-down time on Monday, April 27, 2020 without written permission from WSIPC. Early removal may result in a \$100.00 charge.
- 2. DISPLAYS** - No signs, partitions, apparatus, shelving, etc., may extend more than 10 feet above the floor along the rear of an exhibit without permission from WSIPC.
- 3. LIABILITY** - The Exhibitor is entirely responsible for the space occupied by him and shall not injure, mar or deface the premises. The Exhibitor shall not drive nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of the building(s). Furthermore, Exhibitor shall not affix to the walls or windows of the building(s) any advertisements, signs, etc., or use adhesive type material on painted surfaces. The Exhibitor agrees to reimburse WSIPC for any loss or damage occurring to the premises or equipment.
- 4. AISLES** - The aisles, passageways and overhead spaces remain under the control of WSIPC, and no signs, decorations, banners, advertising matter or exhibits, will be permitted in those areas except by permission of WSIPC. All exhibits and personnel must remain within the confines of their own spaces and no Exhibitor will be permitted to erect signs or display products obstructing the view, or displays of other Exhibitors.
- 5. SPACE** - The contracted space is to be used solely by the Exhibitor whose name appears on the contract and no portion can be sublet or assigned. If the Exhibitor has a business partner that they would like to share the space with they need to receive written approval from WSIPC. The Exhibitor shall forfeit his right to the space, all prepaid space costs and upon demand pay any balance owing to WSIPC if he fails to occupy or use his space or to have his exhibit completed and in place by the day before the opening day of the show. If Exhibitor forfeits the space, WSIPC may re-let the space without liability. This agreement does not reserve for, nor guarantee any space, a specific area or space priority, right of first refusal or any other manner of participation in any future show.
- 6. STAFFING** - Registration for two exhibit staff is included in the space costs, additional staffers are charged \$50 each. Sponsors are permitted up to four exhibit staff, with additional staffers at \$50 each.
- 7. RESTRICTIONS** - WSIPC reserves the right to restrict or remove exhibits that have been falsely entered, violate this agreement or are deemed by WSIPC, in its sole discretion, as unsuitable or objectionable. Exhibits deemed unsuitable or objectionable must be removed if the conditions are not immediately corrected after one verbal warning. Unsuitable and objectionable exhibits include, but are not limited to, noise, public address systems, persons, animals, conduct, printed matter, odors, food, or anything objectionable to WSIPC or the general public. The exhibits removed under this paragraph shall not receive a refund. No helium-inflated balloon may be distributed or sold. Food product giveaways must be no larger than bite-size.
- 8. COMPLIANCE** - All exhibits must comply with all city, state and federal laws, ordinances, regulations and fire marshal instructions. Any and all city, state or federal licenses, inspections or permits required by law of any exhibitor in the installation or operation of his display shall be obtained by the exhibitor at his own expense prior to the opening of the show. Exhibitors must have in their possession at the show any licenses or permits required by the city or the state.
- 9. CANCELLATIONS & PAYMENT** - Cancellations must be received, in writing, by Monday, March 16, 2020 to be refunded without penalty. Cancellations received after March 16, 2020 will be subject to a \$150 cancellation fee. If WSIPC is able to resell the exhibit booth space, we will also refund the \$150 cancellation fee. No refunds will be given for cancellations received on or after April 2, 2020. At this time, only credit card payments will be accepted. Any Exhibitors with "unpaid" status will not be listed in the conference program.
- 10. CANCELLATION BY WSIPC** - WSIPC reserves the right to cancel any and all of Exhibitor participation or to terminate the Exhibiting Company's Participation in all or part of the Conference Events for any reason at any time upon written notice to Exhibitor's Company. Upon WSIPC's cancellation, there shall be a refund of the Fees paid by Exhibitor's Company under Terms and Conditions for the Events in which Exhibitor's Company is unable to participate due to such cancellation. WSIPC will issue a refund check upon approval of expenses, Net 30.
- 11. INSURANCE REQUIREMENTS** - Exhibitor agrees to secure and maintain in full force and effect for the duration of this event including setup and tear down, policies of insurance, and in the minimum amount stated below:
 - Comprehensive or commercial general liability third party property damage, including products / completed operations: \$1,000,000 per occurrence, \$2,000,000 aggregate.
 - Comprehensive or business automobile liability; personal injury (including bodily injury) and third party property damage: \$1,000,000 per occurrence, \$1,000,000, aggregate
 - Excess liability: \$3,000,000 per occurrence, \$3,000,000 aggregate.
 - Workers' compensation: statutory limits.
 - Exhibitor's liability: \$1,000,000 per accident.Upon WSIPC's request, Exhibitor's shall provide WSIPC with certificates of insurance evidencing all of the above coverage, including all special requirements specifically noted above, if any, and shall provide WSIPC with certificates of insurance evidencing renewal or substitution of such insurance thirty (30) days prior to the effective date of such renewal or substitution.
- 12. LIABILITY OF MANAGEMENT** - In the event that the show is cancelled, delayed, interrupted or not held as scheduled for any reason, Exhibitor's damages shall be limited to the cost of the reserved space paid to WSIPC and in no event shall WSIPC be liable for damages or expenses in excess of the cost of the reserved space paid to WSIPC. In the event of any breach of contract other than cancellation, delay, interruption, or show not held as scheduled, Exhibitor's damages shall be limited to the cost for the reserved space paid to WSIPC.
- 13. VISUAL AND AUDIO RECORDING RIGHTS** - All photographs, visual and audio recording rights are reserved to WSIPC. Your booth space, exhibit, personnel, and any displayed items within your booth and/or sponsorship may be photographed and/or recorded by WSIPC for future marketing and promotional use in any format, including print, electronic or other media.
- 14. EXHIBITOR MERCHANDISE** - Onsite selling of merchandise is permitted only when approved by WSIPC and is conducted in a professional manner.
 - a. All selling of Exhibitor's merchandise is restricted to the space assigned to each Exhibitor.
 - b. WSIPC reserves the right to restrict or halt sales activities that it, in its sole discretion, deems inappropriate or unprofessional.
 - c. Exhibitors are solely responsible for complying fully with WA State business license and sales and use tax regulations.
 - d. Exhibitors are solely responsible for complying fully with all applicable local, state, and federal laws.Exhibitor agrees to protect, save and hold WSIPC harmless for any damages or charges imposed for violation of any law or ordinance, resulting in the sale of any merchandise by the exhibitor and save, and hold harmless the Indemnitees against and from any and all losses, costs, damage, by use of the exhibition premises, or any part thereof. It is further agreed that all merchandise brought by the exhibitor is the responsibility of the exhibitor and that WSIPC hereby disclaims all responsibility for these articles.
- 15. MANAGEMENT** - WSIPC shall determine the exhibit hours the show will be open to the public each day.

***Acceptance of these Terms and Conditions will be made during the registration process.**