



CNDA Conference Exhibitor Terms and Conditions

- 1. Terms** The term CNDA used herein shall refer to the Annual Conference and, as the context may require, its employees or agents, duly acting for the CNDA in the management of the conference and exhibition. If an exhibitor violates any of these rules, violations shall result in dismissal.
- 2. Eligibility & Criteria** The CNDA reserves the right to deny any application and/or remove exhibitors from the exhibit hall at its sole, arbitrary discretion. Criteria for exhibitors includes and is not limited to: relevancy to the profession and the mission of the CNDA, stated claims must be true and supported by published materials, and professional, ethical conduct required at all times by the exhibitor and its staff. Acceptance of your company as an exhibitor does not constitute an endorsement by CNDA of your company's products and/or services.
- 3. Exhibitor Expenses** Exhibitor is solely responsible (and indemnifies the CNDA) for all expenses related to participation in the conference including: travel, lodging, food, shipping costs, booth furniture and supplies, etc. Each booth includes 2 exhibitor staff badges. Exhibitor understands that there is a MANDATORY fee of \$200 per person for each additional staff badge.
- 4. Exhibit Space Specifications** All individual tables are 6 feet wide and cannot be subdivided into smaller spaces. The back wall or any construction in linear booth shall not exceed eight feet (8') in height including: signs, company name/logo or product information. All display material is restricted to a maximum height of four feet (4') in the front half of the booth and a maximum of eight feet (8') in the back half. No end caps are available. Multiple booths must be purchased in a linear row. Exhibitors may be asked to alter or remove any portion of their booth that is found to be questionable or impedes a neighboring exhibitor.
- 5. Space Assignments** Exhibit space will be allotted on a first-come, first-pay basis.
- 6. Floor Plan/Layout** The CNDA reserves the right to modify the existing floor plan to accommodate space sales, to avoid conflicts or to comply with local ordinances.
- 7. Cancellations & Reductions** Once the contract is signed and exhibit space is allocated, you are contracted to exhibit space. Cancellations must be made in writing and will incur a cancellation fee as laid out herein: notice given 8 weeks or more before event: full refund; 4 to 8 weeks prior to event: 50% refund; Under 4 weeks prior to event: no refund.
- 8. Subletting Booth Space** Exhibitors may not sublet booth space under any circumstances.
- 9. Booth Staffing** Booths must be staffed by qualified employees of the exhibiting company at all times during show hours.
- 10. Booth Appearance & Noise** All exhibits will be inspected during set-up to ensure all booths are decorated in good taste, safely secured and professionally designed. Noise, from electrical or mechanical apparatus or other types of displays, that causes interference or annoyance to other exhibitors is not allowed.
- 11. Child Safety** No children under the age of 16 are allowed in the Exhibit Hall.
- 12. Americans with Disabilities Act (ADA)** Each exhibitor shall be responsible for compliance with all applicable provisions of the ADA within its booth and exhibit space including but not limited to wheelchair

access. Exhibitors shall indemnify, hold harmless and defend the CNDA from and against any claims, liabilities, losses, damages and expenses (including attorney's fees and expenses) resulting from or arising out of the **exhibitor's failure (or allegation of failure) to comply with the provisions of the ADA.**

13. Over-the-Counter Sales Exhibitors are encouraged to offer information that is educational, professional and instructional. Exhibitors may take orders for product sales. It is the responsibility of the exhibitor to contact local authorities for information regarding sales tax or other local laws and regulations.

14. Media Related Activities All public relations, press & media related activities must be approved by the CNDA.

15. Advertising/Public Relations Distribution of promotional materials printed by exhibitors or their agents is limited to the exhibit area rented by the exhibitor. Materials displayed in other areas may be removed by the CNDA. Third parties such as advertising/public relations agencies acting on behalf of the exhibitors must also abide by all rules and regulations related to CNDA. It is the responsibility of the exhibitor to make all parties aware of all rules and guidelines.

16. Sponsored Functions Social and hospitality functions conducted by the exhibitor must be in a manner that is consistent with the professional and educational nature of CNDA. All planned functions must be approved by the CNDA in writing. Non-exhibiting companies are prohibited from hosting hospitality functions, market research or focus groups during CNDA without the expressed written approval of the CNDA.

17. Promotions & Giveaways All printed promotions directly related to *onsite activities* must be approved by the CNDA at least four (4) weeks prior to the event. No adhesive or noisy promotional materials are permitted under any circumstance. All drawings, raffles, lotteries and contests must be submitted to and approved by the CNDA.

18. Security The CNDA and conference venue will not be held responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, vandalism or other causes. The CNDA strongly recommends that exhibiting companies secure a rider to cover all booth and display items during transportation to, during and from this event. CNDA insurance policies do not cover exhibitor liabilities.

19. Indemnity The exhibitor agrees to indemnify and hold the CNDA, its employees, agents, officials and contractors and the conference venues harmless against any and all damages, claims, judgments, losses, costs and expenses (including attorney fees) that may be incurred, suffered, sustained by or imposed upon the CNDA and/or the Conference venue by reason of exhibitor's activities pursuant to the approved exhibit space application and contract. This indemnification agreement includes and is not limited to all claims, damages, losses or expenses attributable to personal or bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of such property.

20. Compliance with Local Ordinances Licenses and permits required by local statute, ordinance or regulations are to be obtained by and paid for by the exhibitor. Each exhibitor will be responsible for compliance with local health, fire and safety ordinances and regulations. The CNDA strongly suggests that any company serving food or beverage samples contact local health departments to ensure compliance with local laws and ordinances.

21. Damage to Facilities Exhibitors must surrender space occupied/rented in the same condition as the time of occupation. Exhibitors will be responsible for any damage done to the facilities and for any and all claims and demands on account of any injury, death or damage done to property occurring in or upon exhibitor's booth space or due to exhibitor's acts. No nails, tacks or screws may be driven into the floor, wall or woodwork of the building.