

# EXHIBITOR AGREEMENT

Updated August 2022

First Nations Education Steering Committee & First Nations Schools Association

***This Exhibitor Agreement must be acknowledged and agreed to as part of the 2022 exhibitor application process. Failure to abide by the terms of the exhibitor agreement will result in removal from the premises and ineligibility to exhibit at future events.***

## **1. Application and Payment**

1.1. Exhibitor fees must be paid in advance of the event, failure to do so will result in forfeiture of the exhibitor table/s. An earlier due date may be required.

## **2. Cancellation & Relocation Policy**

2.1. Notification of cancellation must be in writing. Event-specific cancellation deadlines will be stated on the application materials.

2.2. Exhibitors must notify the event hosts 3 days in advance if they will be arriving after 9 a.m. on the first day of the event. The event organizers are entitled to re-sell spaces not claimed by 10 a.m. on the first day of the event and payment/s will be forfeited.

## **3. Location Assignment**

3.1. The event hosts reserve the right to change the location of an exhibit at any time and for any reason. Requests for specific locations will be considered, but specific locations and assigned locations are not guaranteed.

3.2. It is the exhibitor's responsibility to clearly communicate any special setup requirements or questions in writing on their application form.

3.3. Exhibitors are entitled to their assigned table space plus approximately 2.5 feet of space immediately behind their table.

3.4. Space for additional structures (for example racks, shelves, screens, tables or oversized signage) is not guaranteed. An exhibitor will be required to remove any items that the event organizers deem to extend beyond the allotted space, infringe on another exhibitor's space, or pose a safety concern.

3.5. Exhibitors who change the size or location of their exhibit space are not guaranteed the originally assigned location and are subject to removal.

#### **4. Subletting of Space**

- 4.1. Exhibitors may not assign or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by the applicant(s).

#### **5. Exhibit Dates and Hours**

- 5.1. Exhibitors may only setup and display their products during the exhibit dates and hours specified on the exhibitor application form.

#### **6. Security and Liability**

- 6.1. The exhibitor is responsible for any damage to a third-party, caused either by the exhibitor or by one's employees or one's material.
- 6.2. No security services are provided. The hotel and event hosts are not responsible or liable in any way for loss, damages or injury to individuals, displays or exhibitor products.

#### **7. Other**

- 7.1. Advertising on-site is only possible through the channels offered and approved by the event hosts.
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