

EXHIBITOR AGREEMENT

First Nations Education Steering Committee & First Nations Schools Association

This Exhibitor Agreement must be acknowledged and signed in order to exhibit at events of the First Nations Education Steering Committee and First Nations Schools Association. 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. Respectful Conduct

1.1. Exhibitors must also commit to the following while at FNEC and FNSA events:

- a. I will make every effort to provide a respectful and professional environment for conference participants, venue staff, FNEC staff, other exhibitors, contractors, and anyone else involved in the event. A respectful and professional environment is one that is free of bullying and harassment, whether intentional or unintentional.
- b. I will not make verbal or written statements that will bring harm to or compromise FNEC/FNSA, FNEC staff or contractors, venue staff, or event participants.
- c. I will not make inappropriate or derogatory statements regarding FNEC/FNSA, their programs, FNEC staff or its contractors.
- d. I will cease disrespectful or unprofessional conduct as soon as I am informed, regardless of whether my conduct was intended or merely perceived to be disrespectful or unprofessional.

1.2. When participating in any FNEC or FNSA event or activity, exhibitors must always conduct themselves in a manner that is:

- a. Considerate, respectful, and collaborative.
- b. Mindful of your surroundings and of your fellow participants, and to alert event organizers if you witness unacceptable behaviour.
- c. Refraining from any form of conduct which involves violence, discrimination, and harassment at the event on social media, over the telephone or via email and text messages.

1.3. Consequences of unacceptable behaviour

- a. Unacceptable behaviour will not be tolerated. Event organizers may take action they deem appropriate, up to and including immediate removal from the event without refund and expulsion from future FNEC and FNSA events.

2. Application and Payment

- 2.1. 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.

3. Cancellation & Relocation Policy

- 3.1. Notification of cancellation must be in writing. Event-specific cancellation deadlines will be stated on the exhibitor confirmation materials.
- 3.2. 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.

4. Location Assignment

- 4.1. The event hosts reserve the right to change the location of an exhibit at any time and for any reason. Requests for specific locations may be considered, but specific locations and assigned locations are not guaranteed.
- 4.2. It is the exhibitor's responsibility to clearly communicate any special setup requirements or questions in writing on their application form.
- 4.3. Exhibitors are entitled to their assigned 6-foot-wide table space plus approximately 2.5 feet of space immediately behind their table.
- 4.4. 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.
- 4.5. Exhibitors who change the size or location of their exhibit space are not guaranteed the originally assigned location and are subject to removal.

5. Subletting of Space

- 5.1. 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).

6. Exhibit Dates and Hours

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

6.2. Exhibitors must not leave in the middle of the assigned hours.

7. Security and Liability

7.1. 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.

7.2. 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.

8. Other

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

I acknowledge that any breach of this Exhibitor Agreement may lead to the withdrawal of permission to exhibit at the current event and future events.

Print Name

Signature

Date