



## Exhibition/Sponsorship Regulations & Contract

**IT IS THE RESPONSIBILITY OF THE EXHIBITOR'S CONTACT PERSON TO SHARE THE RULES AND REGULATIONS WITH ALL ITS REPRESENTATIVES BOTH ON AND OFF SITE.**

### NATURE OF EXHIBITOR TABLES

All exhibitor tables planned for the eduWeb Summit must be in keeping with the intent of the conference and must be clearly related to the educational marketing, communications and digital related fields. The Exhibit Contract for exhibit space must be accompanied by a complete description of products or services to be exhibited. eduWeb reserves the right to decline any contract for space if in its sole judgment is the product or services to be shown or demonstrated are unrelated to eduWeb purposes. In addition, eduWeb reserves the right to not sell exhibit space to any for-profit or non-profit organization whose programs, products, and/or services, in whole or in part, compete with eduWeb programs, products, and/or services.

### APPLICATION FOR EXHIBITOR TABLE SPACE

The contract for exhibitor table space, when properly executed by the exhibitor via acceptance of the online form shall be considered a binding agreement between the two parties, henceforth to become subject to the rules and regulations stated herein.

NOTE: Exhibitor table space purchased is done so by a company or organization, as opposed to a division of such. The eduWeb Summit will include the name of the company in the conference program. The company description may list division and affiliate names. Applications from subsidiary organizations or divisions will be considered new exhibitors, and as such, exhibitor priority points from parent companies will not be applied or transferred.

### ASSIGNMENT OF EXHIBITOR TABLE SPACE

Exhibitor table space will be reserved (with a 50% deposit) in the order in which application was received. FULL payment is due within 60 days of application or 30 days prior to the conference start date. Exhibitor table space will not be confirmed until full payment is received. Confirmation of table assignment(s) will be sent to the exhibitor. It is strongly recommended that the exhibitor refrain from printing any promotional material or advertisements that indicate a specific table assignment until written confirmation is received.

### CIRCULATION AND SOLICITATION

Circulars or advertising matter of any description may be distributed only within the table space assigned to the exhibitor. Any firm, organization or individual not assigned space will be restricted from soliciting business in any manner within the exhibiting table.

### USE OF SPACE

All demonstrations or other promotional activities must be confined to the limits of the exhibitor table. Exhibitors may not construct or arrange any walls, partitions or signs, or use decorations, etc., that may obstruct the general view of any other exhibitor.

Displaying of any promotional materials, products or any other information within the conference venues, except in the purchased table space, is strictly prohibited. No exhibitor shall assign or sublet its space. Only confirmed exhibitors will be permitted to solicit business in any way within the exhibitor table.

The eduWeb Summit reserves the right to restrict or remove exhibits which—because of noise, method of operation, materials, or for any other reason—become objectionable. Also, the eduWeb Summit may prohibit or remove any exhibit that, in the opinion of the conference, may detract from the general character of the conference as a whole.

**Dismantling of any exhibit may not begin before 12 p.m. on the last day of the conference.**

All property of the exhibitor remains under their custody and control in transit to and from the exhibit space and while it is in the confines of the exhibit space. Neither eduWeb, its service contractors, the management of the exhibit space, nor any of the officers, stage members, or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident vandalism, or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is



recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury. No exhibitor materials will be stored or secured in eduWeb Summit offices or space.

### **DEFAULT**

Any Exhibitor failing to occupy and/or notify by 5 p.m. ET on Tuesday, July 26, 2022, any space contracted for but not canceled, is obligated for the full cost of the space and is not entitled to any refund. eduWeb shall have the right to use said space to suit its own convenience, including using the space for another Exhibitor without any refund or allowance to the defaulting Exhibitor, and without incurring any obligation of any kind to said prospective Exhibitor.

### **USE OF COMMON AREAS**

The aisles, passageways and overhead spaces remain strictly under control of eduWeb and no signs, decorations, banners, advertising matter or special exhibits will be permitted in them except by special written permission of eduWeb. Uniformed booth staff, models and other employees must remain within the booths occupied by their employers. Any and all advertising distribution must be made from the Exhibitor's booth space. The Exhibitor will be responsible to abide by all city fire and safety codes, which may be in effect.

### **CONFERENCE ATTENDANCE**

Conference attendance (all events) is limited to those registered and paid exhibitor staff; this is not available for partners.

### **VARIATIONS**

Exhibitors and sponsors acknowledges and agrees that the event is subject to variation by eduWeb at any time and from time to time for any reason, without liability to the Exhibitor or Sponsor or any Relevant Person, including but not limited to changes to: (a) the primary venue or the location of the Event or components of the Event within the venue; (b) the date(s) of the Event; (c) the method of delivery of the Event, such as by converting the Event to a fully or partly on-line or "virtual" event; (d) program content, its order or session times, the speakers, entertainers and other presenters; (e) the social programme and any venue for dinners and other social events.

If (and only if) the Event is postponed, moved to a different primary venue or converted to a fully on-line or "virtual" event, we will give the Exhibitor and Sponsor notice of the relevant variation(s). In all other cases, details of material changes will be posted to the event website. The exhibitor/sponsor is responsible for checking for such notifications/alerts prior to the event.

eduWeb, its employees and its agents, will not be liable to hold the event as scheduled due to events such as fire, any act of God, public emergency, Pandemic/public health risk, strike, any law or regulations of public authority, or other reason beyond eduWeb's control which make it impossible or impractical to hold the event.

A cancellation of the event shall cause the return of payment(s) for exhibit space, less a proportionate share of actual expense incurred in conjunction with the production of the Expo.

### **CANCELLATION DATE**

Payment for table will be refunded in full, less a \$350 per table space processing fee, if written—via e-mail—request for cancellation is received by the eduWeb Summit no later than 45 days prior to the event. Telephone cancellations will not be accepted.

**No refunds will be made if the exhibitor cancels within 30 days or if the exhibitor fails to occupy the exhibitor table space on site.**

These regulations become a part of the contract between the exhibitor and the eduWeb Summit. They have been formulated in the best interest of the exhibitors.

### **FLOOR PLAN**

The eduWeb Summit maintains the right to modify the floor plan to the extent necessary for the best interest of the conference.

### **SHIPPING/RECEIVING**

When mailing packages to the hotel, please have the correct contact name who will be claiming it, marked with the name and date of your meeting, on the shipping label. Please check for up-to-date information on our website.

### **MARKETING/TABLE MATERIALS**

The conference is not responsible for any misguided or lost materials shipped to the hotel for your table space.



## **TRAFFIC AND ATTENDANCE**

eduWeb works to make the conference an engaging and educational environment for its attendees. Appropriate marketing and promotion of the event will be provided by eduWeb. However, eduWeb makes no guarantees of traffic flow, demographic nature, quantity or presumed quality of leads. eduWeb strongly encourages Exhibitors to market their presence at eduWeb which has been shown to favorably impact both traffic and return on investment.

## **PHOTOGRAPHY & FILMING**

Professional photographs, audio, and video will be captured during the event. Exhibit and sponsors staff hereby grant eduWeb and its representatives permission to photograph and/or record them at the Conference, and distribute (both now and in the future) the Exhibit and sponsors staff images or voices in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

## **EXHIBIT TABLES STAFFING**

The eduWeb Summit requests that each organization open its exhibit table on time each day and that all tables be manned with registered staff throughout the day until closing announcements have been made.

## **HOTEL PROPERTY**

Care of building and equipment: Exhibitors or their agents shall not injure or deface the walls or floors of the building, the exhibit space, or the exhibit equipment. No nails, tacks or screws shall be attached to the walls, woodwork or floor of the hotel facilities. When such damage appears, the exhibitor is liable to the Hotel management, if caused directly by exhibitor.

## **RECEPTIONS/CATERED EVENTS/ HOSPITALITY**

Meetings, receptions or catered functions must not conflict with eduWeb Summit programmed events. Invitations and company literature may only be distributed at designated exhibit space.

## **RESTRICTIONS ON SELLING**

It is agreed that the sole purpose of contracting for exhibit space is to display and/or demonstrate equipment, supplies and/or services. Sales within the confines of the Exhibit space are prohibited.

## **FIRE REGULATIONS AND TRAFFIC MANAGEMENT**

Fire regulations and traffic management require that exhibit floor aisles be open at all times. Each exhibitor is responsible for keeping the aisles near its table free of congestion caused by demonstrations or other promotions.

## **SECURITY**

The eduWeb Summit and/or the conference hotel does not provide security in the event and function space and any property left in the event or function space is at the sole risk of the owner. The eduWeb Digital Summit advises its exhibitors and sponsors that they are responsible for safekeeping of any property. The eduWeb Summit does not store/retain/hold any or all exhibitor/sponsor property.

## **ADA**

Both Exhibitors and eduWeb Summit (including show management and facility) acknowledge their responsibilities under the Americans with Disabilities Act to make their tables and conference accessible to handicapped persons. Exhibitor and eduWeb shall also indemnify to hold harmless each other against cost, expense, liability, or damage which may be incident to, arise out of, or be caused by their failure to comply with the act.

## **LIABILITY**

Neither party will be responsible for any injury, loss or damage that may occur to either party's employees, property or business except if caused by acts or omissions as a result of negligence, recklessness or willful misconduct of the party or its affiliates, contractors or agents. In no event will either party be liable to the other party for any indirect, special or consequential damages of any kind.

Neither party shall be liable for failure to perform its obligations under this contract as a result of strikes, riots, war, acts of terrorism, acts of God, or any other cause beyond its control. Both parties assume full responsibility and liability for the actions of its agents, employees or independent contractors, whether acting within or without the scope of their authority and agrees to hold harmless the other party from responsibility and liability resulting directly, indirectly or jointly, from other causes that arise because of the actions or omissions of



the party's agents, employees or independent contractors, whether acting within or without the scope of their authority.

There is no other agreement or warranty between the exhibitor and the eduWeb Summit except as set forth in this contract. The rights of either party under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of the party.

### UNION RESTRICTIONS

Exhibitors are required to observe all union contracts in effect between eduWeb Summit, its official contractors, the hotel, and various other organizations. eduWeb Summit, cannot take the responsibility for interference with the show caused by disputes involving union personnel and individual exhibitors.

### CATASTROPHE

In the event of a natural disasters, acts of god, terrorism, pandemic (outbreak of infectious diseases), severe weather (hurricane), site unavailability, or another similarly serious event, eduWeb's first commitment would be to the safety and satisfaction of our conference registrants.

In such a case, the eduWeb Summit reserves the right to postpone or cancel a conference or educational program. We would always try to reschedule the conference in question, rather than cancel outright.

Should a conference need to be rescheduled, registrant and exhibitor/sponsor fees would be transferred to a subsequent offering. Should the conference be cancelled, instead of being postponed or rescheduled, eduWeb reserves the right to credit fees towards the 2023 conference, other educational programs, or workshops offered by eduWeb within twenty-four months from the date of the cancelled event.

Fees not used within the twenty-four months from the date of issue would expire.

Please note that this policy is subject to change.

Changes will be posted on our website.

### IMPLIED ENDORSEMENTS

The eduWeb Summit does not endorse the programs, products, or services of the sponsoring organizations/corporations.

### CONFERENCE LOGO/IMAGES

The eduWeb Summit does not permit the use of its logo, likeness or images in anyway without express written consent from the conference.

### EXHIBITORS/SPONSORS AS PRESENTERS

No additional discounts apply to exhibitors or sponsors who are also presenting at the event. All exhibitors or sponsors who will be presenting must register for the conference even if they are "just presenting." There are no complimentary registrations for exhibitors or sponsors staff even if they are attending just for a day and/or sitting at the table; due to hotel security policies, all exhibitor/sponsor staff must register for the conference for any time on the floor.

### CONFERENCE ATTENDEE LIST

**If your sponsorship or exhibiting package includes an opt-in attendee registration list,** the Exhibitor/Sponsor agrees that in utilizing the eduWeb Summit attendee list, they will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form whatsoever nor will they permit any third party, agent, employee, or contractor of their respective agents and employees to do so.

*The Exhibitor/Sponsor agrees that the conference attendee list provided to them from the conference shall only be used ONCE unless specifically approved in writing by the eduWeb Summit.*

**Opt-In Attendee List info:** Conference attendee list with email - List provided for all conference attendees including Name, Title, Institution, Email. Attendees will need to opt-in to be included in the attendee list. Provided on or before July 12, 2022 (2-weeks prior to event date) and July 26, 2022 for any new registrations not included in the first list.

### OUTSTANDING INVOICES

Outstanding balances due to eduWeb as a result of previous transactions must be paid in full before exhibit space will be assigned.

NOTE: It is the Exhibitor's responsibility to cancel all other arrangements made in connection with



exhibiting, requests for the services of official vendors, hotel/site/venue or any other contracted services associated with the eduWeb Summit. Exhibitor is liable for any and all fees.

#### **TAXES AND FEES**

Exhibitor assumes responsibility for all state, federal and local taxes associated with sales activities.

#### **ATTORNEY'S FEES**

Should eduWeb find it necessary to retain an attorney or attorneys to enforce any of the provisions of this Exhibit Contract or to protect its interests under this Agreement, eduWeb shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorneys' fees.

#### **GENERAL**

These Rules and Regulations are incorporated into and part of the Exhibit Contract between Exhibitor and eduWeb. eduWeb reserves the right to interpret all matters and questions not covered by these Rules and Regulations.

