

# TERMS & CONDITIONS

## LIABILITY

The exhibitor agrees to make no claim, for any reason whatsoever, against WSCA, the Kalahari Conference Center or any other contractors for loss, theft, damage or destruction of goods, or for any injury to self or employees. Nor will claim be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for removal of the exhibit or for failure to hold the conference as scheduled.

## UNOCCUPIED SPACE

Should any rented exhibitor space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, WSCA reserves the right to rent that space to any other exhibitor or use that space for such purposes as it may see fit without any liability on its part. This clause shall not affect the obligation of the exhibitor to pay the full amount specified in the space rental agreement should WSCA not resell the space.

## ACCEPTABILITY OF EXHIBITS

WSCA reserves the right to refuse to sell exhibit space to any company it deems objectionable or at cross purposes to the association's mission. **Exhibitors shall not place any promotional material on tables in common areas or the like outside of their assigned exhibit space.** Animals or machinery are not allowed on the exhibit floor without prior approval from show management.

## FIRE, SAFETY AND HEALTH

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment.

## DAMAGES TO PROPERTY

Exhibitors are liable for any damage caused to building floors, walls, columns or tables or to any other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns, floors, walls or tables.

## DEADLINES AND CANCELLATIONS

The conference app and website information cutoff date to add or edit information is October 23, 2024. No changes will be permitted after this date. If artwork is not provided or is not in the file format required to WSCA by the due date requested, then the organization will be left out of printed promotional materials, and no refunds will be permitted. Any cancellation must be requested in writing via email to [admin@wscaweb.org](mailto:admin@wscaweb.org). Requests received prior to October 1, 2024, will receive a full refund, less a 25% service fee. No refunds will be granted after October 1, 2024.

## EXHIBITOR SETUP

Any exhibitors who haven't set up their exhibit space prior to 10 a.m. on Thursday, November 7th, could have their space reallocated as unoccupied space and resold.

## EXHIBITOR TAKE DOWN

It is WSCA's preference that exhibitors attend both days of the event and do not take down their booth prior to Friday, November 8th, at 10 a.m.

## GUIDELINES FOR DISPLAY

A standard booth (8' x 10') will have a 3' back drape and 3' side rails. The height of the back of your space may not exceed 8'. High counters must be placed at least 2' back from the booth entrance, so as not to cause aisle traffic.

## RULES & REGULATIONS

- Exhibitor/sponsor badges cannot be exchanged with another individual.
- You are not permitted to conduct business outside of your assigned space.
- Payment is due by October 20, 2024, at the latest. If payment is not received by the due date, then the exhibitor forfeits the exhibit space and/or sponsorship.
- Exhibitors are not allowed to suspend from or attach signs, parts of exhibits or any other exhibit materials to the ceiling of the exhibit hall.
- Exhibitor shall keep assigned space neat and clean at all times.
- Exhibitors shall dress appropriately in business casual (organization logo attire is acceptable) or business attire.
- Exhibitor may not assign, sublet or share any part of the exhibit space contracted to it. Only division companies with a common parent company may lease booth space jointly, and a minimum of one standard booth per division is required. For directory listings, only one company name listing is allowed per each standard booth space.
- During show hours, each exhibit must be staffed by an exhibitor representative as much as possible (with exception for bathrooms breaks, etc.).
- Exhibitor and its representative may not smoke at the exposition, sessions and social functions. This includes e-cigarettes.
- WSCA does not sell attendee lists. All leads are generated through the conference app with consent of the attendee. Any solicitations from third-party organizations are not valid.

All storage and handling charges due to failure to remove exhibit materials from the display or storage area at the conclusion of the move-out period shall be the responsibility of the exhibitor.

WSCA reserves the right to relocate assigned space.