

# APPLICATION & CONTRACT TO EXHIBIT

## EXHIBITOR GUIDELINES/RULES AND REGULATIONS

### THE CONTRACT AND APPLICATION TO EXHIBIT

The Contract/Application for space, the formal notice of space assignment by CONNECT 2020 and the full payment of all booth fees together constitute a contract to the right to use space. CONNECT 2020 reserves the right to assign and reassign the exhibit space allotted each contract as it deems necessary.

### ASSIGNMENT OF BOOTH SPACE

CONNECT 2020 is offering you as an Exhibitor the opportunity to select your own location in the Exhibit Hall. The Exhibit Hall floor plan with booth numbers will be available online. Please make your selection of booth location at the time you submit your application to exhibit. Please note that once you have selected your booth, it may not be possible to change your location.

### TERMS OF PAYMENT

You are urged to submit your application early. Full payment must accompany the completed application. Cheques are payable to DSBN/Connect 2020.

### BOOTH SPACE CANCELLATION

Notification of cancellation or reduction of booth space must be in writing. Cancellations sent via fax will be accepted at 905-685-8511. Cancellations received by March 1, 2020 will be subject to a \$200 administrative fee. No refund will be made for cancellation requests received after March 01, 2020

### USE OF DISPLAY SPACE

All distribution and demonstration of promotional materials must be confined to the perimeters of the exhibitor's booth. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Attention getting devices in the form of entertainment or demonstrations of non-product items or services must be approved in advance in writing by CONNECT 2020. Any devices that project sound must be tuned to conversation level. Sharing of booth space is prohibited. Vendors may have the opportunity to have a special promotion at their booth with approval of CONNECT 2020.

Food and beverage products, including but not limited to alcoholic beverages, may not be distributed by exhibitors unless agreed upon and under contract with CONNECT 2020. Small bowls of candy are allowed.

Solicitation or distribution of literature, samples, etc. by firms that are NOT participating in the exhibit is prohibited. Violation of this "suitcasing" policy will subject the offender to immediate dismissal from the conference. Evidence of violation of this rule should be reported immediately to a CONNECT 2020 representative.

### STANDARDS FOR EXHIBITING

As a courtesy to participants and fellow exhibitors, exhibiting companies must open their exhibit on time and staff the booth at all times during

the exhibit hours. No packing of equipment or literature, or dismantling of exhibits is permitted until the exhibit show closing.

Unethical conduct or infraction of rules on the part of the exhibitor or his representative, or both, will subject the exhibitor or his representative to dismissal from the exhibit hall, in which event it is agreed that no refund will be made by CONNECT 2020. Other actions may subsequently be taken upon review of the violation by the association.

No functions, entertainment, or social events may be scheduled to conflict with conference program hours, exhibit hours or social events held over the conference dates. Functions sponsored independently by Exhibitors at the conference site to which attendees are invited must receive prior written approval from CONNECT 2020.

### LIABILITY

CONNECT 2020, its partners, officers, directors, agents and employees cannot guarantee against loss, theft, damage or injury connected with the exhibitor's participation in the exhibition.

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of the use of the exhibition premises. The exhibitor agrees to indemnify, hold harmless and defend CONNECT 2020, its partners, and their respective employees and agents from any and all such losses, damages and claims. SBCC will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on SBCC's premises except for any claims, loss or damages arising directly from SBCC's own negligence. CONNECT 2020 will not be responsible or liable for any loss damage or claims arising out of the exhibitor's activities on the premises except for any claims, loss or damages caused by or resulting from the negligence of CONNECT 2020, its partners, officers, directors, agents or employees.

Exhibitors understand that neither CONNECT 2020 nor its partners maintain insurance covering exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

### CONTRACTUAL AGREEMENT

It is expressly understood that in leasing and using space in the exhibit hall, the exhibitor agrees to abide by all rules and regulations; moreover, that CONNECT 2020 in accepting the application for space, agrees to furnish ordinary facilities and services as enumerated in this agreement.

Any points not covered above, or elsewhere on these pages, or in CONNECT 2020 Exhibit Rules & Regulations, incorporated herein by reference, are subject to a settlement by the management (CONNECT 2020). CONNECT 2020 reserves the right to change or modify any rule or regulation, or any specification therein, when deemed advisable and to the best interest of the conference.