



2019 PAEA EDUCATION FORUM

Exhibitor Terms and Conditions

1. **The Organization.** These terms and conditions are made between the Physician Assistant Education Association (“PAEA”) and the organization purchasing either sponsorship or exhibitor privileges (the “Organization”).
2. **Commitments.** The sponsorship and exhibitor benefits, fees, timeline, schedules, and logistics outlined in this document represent the duties and obligations of PAEA and the Organization for the privileges purchased.
3. **Exhibit/Sponsor Objectives.** The PAEA exhibit hall is produced by and is the property of PAEA. The exhibit hall is a practical, educational adjunct to the professional meetings and educational sessions held during the 2019 PAEA Education Forum. The exhibit hall is meant to supplement these sessions by providing PAEA members with various types of products, services, and information. Exhibitors and sponsors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of meeting attendees. PAEA reserves the right to refuse space to any applicant that, in the opinion of PAEA, is unlikely to contribute to the overall objectives of the meeting. PAEA may prohibit installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purpose of the conference. Any exhibitor or sponsor that does not abide by these guidelines will not be invited to participate in future PAEA activities.
4. **Exhibit/Sponsor Representative Responsibilities.** Each exhibitor and sponsor must name at least one person to be the official Representative in Charge and responsible party. The Representative in Charge will receive all relevant materials relating to the 2019 PAEA Education Forum. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to PAEA and to other contractors and subcontractors. It is recommended that exhibit materials be available on your assigned table/booth at all times. It is the responsibility of the Representative in Charge to ensure that all staff affiliated with the exhibit adhere to these regulations. Exhibitors and sponsors will not have any role in the selection of meeting content, topics, or speakers and cannot attend any planning activities for the meeting. An exhibitor/sponsor or other commercial representative may be included as a presenter on the program agenda if he/she has a particular expertise that would make a significant and relevant contribution to the program and if a representative of a PAEA member program (or PAEA staff) is a co-presenter.
5. **Contract for Exhibit Space.** The commitment for exhibit space and full payment of rental charges together constitute a contract for a right to use the space.

6. **Terms of Payment.** A deposit of 50% of the total fee for the booth space is due with each contract. Full payment for exhibit space is due on or before September 3, 2019. After September 3, 2019, full payment must accompany all contracts. Cancellation requests must be submitted in writing to exhibitors@PAEAonline.org. If written cancellation is received before September 3, 2019, the booth fee will be refunded less 50% of the contracted booth rental fee. No refunds, cancellations, or space reductions will be made after September 3, 2019. PAEA reserves the right to resell the exhibit space without notice or refund after September 3, 2019. If a booth is canceled, Organization personnel are not eligible to occupy sleeping rooms, exhibit, nor utilize meeting rooms within the PAEA contracted space at the Marriott Wardman Park. Exhibitors that cancel may not participate as a company, or as individual employees, in any activities related to PAEA Forum.
7. **Arrangements of Exhibits.** All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others.
8. **Installation and Dismantling.** Tabletop exhibits must be installed in the exhibit area between 1:00 pm and 5:00 pm on Wednesday, October 9, 2019 and 7:00 am – 8:30 am on Thursday, October 10. The area officially closes at 12:00 noon on Saturday, October 12. Exhibitors may not dismantle or disturb their exhibits until after the official closing. Exhibitors will have the opportunity to dismantle their exhibit from noon to 4:00 pm on Saturday, October 12; all exhibits must be dismantled by 4:00 pm on that day.
9. **Organization's Personnel.** Unless otherwise indicated, the Organization's staff may not attend any sessions and receptions outside the exhibit space. All personnel are required to display proper name badges throughout move-in, conference hours, and move-out. Personnel may not initiate sales or marketing activities while in the room where a meeting or education session is taking place.
10. **Organization's Information.** The final program and mobile app (if applicable) will include an exhibit/sponsor section.
11. **Union Labor.** The Organization is required to observe all union contracts in effect among show management, official contractors, facilities, and various labor organizations represented. Any labor required for installation or dismantling, decoration, or use of equipment must be ordered through the official service contractor. Tipping is strictly forbidden for any personnel providing services to the Organization in the exhibit area.
12. **Use of Exhibit Space.** No exhibitor or sponsor shall assign, sublet, or share the whole or any part of the space allotted without the consent of PAEA and approval of the terms thereof. No exhibitor or sponsor is permitted to show goods other than those manufactured or handled by him/her in the regular course of business. No organization not assigned space in the exhibit hall will be permitted to solicit business in any manner within the exhibit area.
13. **Sound Devices and Noise Level.** The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so that nearby exhibitors are not bothered.
14. **Circulation and Solicitation.** Distribution by the Organization of any printed matter, souvenirs, or other articles must be confined to the space assigned. (For example, materials that can be slid under attendees' room doors or gifts delivered to rooms are not permitted.) No undignified manner of attracting attention will be permitted. All aisle space belongs to PAEA. No advertising matter will be allowed to extend beyond the space allotted to the Organization.

15. **Giveaways.** Organizations may provide token giveaways at their exhibit table/booth but cannot distribute these items in any other space, including at the registration desk and meeting rooms. Exhibitors and sponsors are prohibited from providing meeting accessories (for example, tote bags, lanyards) for distribution to all attendees. Raffles are permitted but must be pre-approved by PAEA staff. PAEA staff have the right to approve exhibitor materials.
16. **Direct Selling.** In the event that an Organization engages in on-location transactions, it will be responsible for complying with all federal, state, and local laws regarding sales taxes and laws that may pertain to such sales.
17. **Location of Exhibit Hall.** PAEA reserves the right to alter the location of the exhibit hall as it deems advisable and in the interest of the exhibition; however, no change of location will be made without full discussion with the Organization affected by such changes.
18. **Security.** PAEA will take reasonable precautions to safeguard the exhibit hall; however, PAEA will not be liable for loss or damage to property or personnel from theft, fire, accident, or any other cause beyond its reasonable control. Organizations are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. The Organization shall indemnify PAEA against, and hold it harmless from, negligence of the Organization in connection with the Organization's conduct at the exhibit hall.
19. **Intellectual Property Rights.** PAEA supports the protection of intellectual property rights (IPRs) and shall have sole rights to and protection over all materials, both historically generated and as a direct result of this conference, that are deemed by PAEA to be proprietary. These IPRs come in various legal forms, such as copyrights, trademarks, patents, trade secrets, and other inherent recognized authorship rights. PAEA shall also have sole rights over the collection, dissemination, and usage of any and all participant/attendee lists resulting from this conference. Exhibitors at the Education Forum agree that they will recognize these rights and respect that the use of such intellectual property and/or participant/attendee lists, without the express written permission of PAEA, is a violation of the exhibitors' rules and regulations. PAEA reserves the right to expel, decline, or prohibit from participation any exhibitor from the Education Forum who does not comply with this policy. The exhibitor agrees to accept and abide by any such decisions, should they arise.

PAEA'S LIABILITY ARISING FROM OR RELATING TO THIS AGREEMENT IS LIMITED TO THE AMOUNT PAID BY THE ORGANIZATION FOR THE SERVICES DESCRIBED HEREIN.

20. **Failure to Open the Exhibit Hall.** In the event the PAEA exhibit hall fails to take place as scheduled or is interrupted and/or discontinued, or access to the hotel or exhibit hall premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by PAEA. In the event of such termination, the Organization waives any and all damages and claims for damages and agrees that the sole liability of PAEA shall be to return to the Organization the space payments, less the pro rata share of all costs and expenses incurred and committed by PAEA.