

VENDOR/EXHIBITOR RULES AND REGULATIONS

Minnesota School-Based OT/PT Institute

October 8th & 9th, 2018

Minneapolis Marriott Northwest

7025 Northland Drive North, Brooklyn Park, MN 55428

Installation & Dismantling

Vendors/exhibitors will have access for set-up at 5:00 PM on Sunday, October 7th, 2018. All booths must be installed and ready for the opening of the conference by 7:00 AM Monday, October 8th. All exhibits shall be dismantled and removed from the Exhibit Area between 1:30 and 3:30 PM on Tuesday, October 9th, 2018. No dismantling of booths will be allowed prior to 1:30 PM on Tuesday, October 8th, 2018.

Space Assignments

Booth assignments will be the responsibility of the MN School-Based OT/PT Institute, hereinafter referred to as "the conference".

Payment

Payment in full must accompany the Vendor/Exhibitor Agreement and Registration. Applications will not be accepted and processed without full payment by specified deadline. Acceptable payment methods are: (1) credit card (Visa/MasterCard/Discover Card only) with authorized signature; (2) check or money order made payable to **First Class Conferences**.

Cancellation

Written cancellations postmarked or faxed by September 10th, will be honored with a full refund minus a \$50 processing fee. Written cancellations postmarked or faxed after September 10th, will receive a 50% refund. No refunds will be issued for cancellations requested on or after October 7th, 2018.

Reservation Deadlines

Final Booth Reservation Deadline: October 1st, 2018.

Vendor/Exhibitor Confirmation

Upon receipt of full payment, a confirmation will be sent to each vendor/exhibitor. This confirmation contains driving directions to the Minneapolis Marriott Northwest and information on loading/unloading zone. Requests for additional services such as internet hook-ups, telephone lines, electrical needs, special equipment/furniture rental, shipping instructions, and material handling rates will be referred to the hotel. Contact information for such additional services will be included with the confirmation.

Contract

The Vendor/Exhibitor Agreement and Registration for exhibit space, the confirmation of registration from First Class Conferences, and the full payment of rental charges together shall be considered a binding agreement between the vendor/exhibitor and the conference, subject to the rules and regulations assigned by conference staff. **All charges incurred for storage of shipped containers, hook-ups and on-site services are the responsibility of the vendor/exhibitor.**

Liability

The Minnesota School-Based OT/PT Institute, LLC and its contractor, First Class Conferences, and their staffs have no liability to any vendor/exhibitor for any personal injury, death, or damage to property (including display area) occurring and/or arising from action of the vendor/exhibitor or his/her employees, agents, or licensees. Each vendor/exhibitor, in making application for booth space, agrees to protect, indemnify, and hold harmless First Class Conferences, the Minnesota School-Based OT/PT Institute; their sponsors, partners, and staffs; from any and all claims, liability, damages, or demands which may arise from or be asserted in connection with the foregoing undertaking and responsibilities of the vendor/exhibitor.

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Hotel premises

and will indemnify, defend, and hold harmless the Hotel, its owner and its management company, as well as their respective agents, servants, and employees from any and all losses, damages and claims.

Insurance

It shall be the responsibility of each vendor/exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property, or to meet its obligations under this agreement, in such amounts as the vendor/exhibitor shall deem adequate.

Restrictions

Nothing shall be posted, nailed, screwed, taped or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the vendor/exhibitor. The subletting, assignment, or apportionment of the whole or any part of the vendor/exhibitor's space by a vendor/exhibitor is prohibited. The use of space outside the booth area assigned to the vendor/exhibitor by conference staff is prohibited. Aisles must be kept clear. Courtesy to other vendor/exhibitors is expected.

If you want to reuse shipping containers or boxes, you must notify the Marriott staff at the time you unpack and set up.

Compliance with State Laws and Local Ordinances

Vendor/exhibitors are expected to observe the applicable laws of the United States, the State of Minnesota, and the City of Brooklyn Park, including, but not limited to, local fire and safety ordinances and regulations.

Endorsement

Vendors/exhibitors must refrain from exhibiting products in any way that implies an endorsement by the Minnesota School-Based OT/PT Institute or First Class Conferences.

Rights of Show Management

The conference reserves the right to rearrange the floor, relocate any exhibit, and remove any exhibit that does not comply with established rules. The conference reserves the right to approve or disapprove any application to exhibit as its discretion.

In the unlikely event it is necessary to cancel the Minnesota School-Based OT/PT Institute prior to the scheduled opening, due to any causes beyond the control of the conference, including, but not limited to, damage or destruction of the Exhibit Area, labor strikes, weather-related hazards, or acts of war, the conference may retain as much of the payment for exhibit space as is necessary to cover expenses incurred up to the time of said emergency.

Hotel and Program Information

The program schedule with speakers and topics can be viewed on the conference website:

<https://sites.google.com/site/mnschoolbasedotptinstitute>.

The conference venue is the Minneapolis Marriott Northwest, Brooklyn Park, MN. Directions to the venue can be found on the Location & Accommodations page of the conference website. Conference rates are available at the Minneapolis Northwest. The Location & Accommodations page of our website has a link for hotel registration at the conference rate. If you call for reservations, be sure to specify that you are attending Minnesota School-Based OT/PT Institute to obtain the conference rate. Reservations must be made prior to September 15, 2018, to guarantee the reduced rate.