

# 2018 HOSA EXPO · DALLAS, TEXAS

## RULES AND REGULATIONS FOR EXHIBITORS

**PURPOSE:** The HOSA EXPO is conducted for educational and informational purposes; to disseminate knowledge and ideas; to encourage communication; and, to promote products, resources, service and career information.

**ELIGIBLE EXHIBITS:** HOSA reserves the right to determine the eligibility of any exhibitor. No exhibitor shall sublet or share space. Exhibitors must promote only goods manufactured and services provided in their regular course of business. All promotional activities must be confined to the limits of the exhibit booth space unless otherwise authorized by HOSA.

**EXHIBIT EQUIPMENT PROVIDED BY HOSA:** HOSA will provide a draped table(s) and two chairs per table.

**PAYMENT FOR SPACE:** Failure to make full payment by June 1, 2018, will subject the exhibitor to cancellation of contract. Full payment is due on all applications received after May 15, 2018.

**SHIPPING:** All shipments must arrive prepaid and not earlier than three days prior to the conference. Collect shipments will not be accepted. **Exhibitors will be responsible for all incoming box charges.** It is also the exhibitor's responsibility for shipping after the conference. Shipping address will be provided through direct messaging to exhibitors at a later date.

**INSTALLATION AND REMOVAL OF EXHIBITS:** Exhibitors may begin installation at 10:00 A.M., Wednesday, June 27 and should have displays ready by 1:00 P.M. Exhibits remain intact until 1:00 P.M., Friday, June 29. Items must be removed by 3:00 P.M., Friday, June 29, or they will be put in storage at the exhibitor's expense.

**SECURITY:** HOSA will provide security during the hours the exhibit area is closed. The exhibitor is solely responsible for his/her own material and should insure the exhibit against loss or damage. All property is understood to remain in the exhibitor's control in transit to and from the confines of the exhibit area. HOSA assumes no liability of any kind.

**OFFICIAL HOURS:** Exhibits open for attendees and must be properly staffed: Wednesday, June 27, 1:00–5:00 PM, Thursday, June 28, 9:00 AM–3:00 PM, and Friday, June 29, 9:00 AM–1:00 PM.

**DISMANTLING:** Exhibitors may begin dismantling 1:00 PM, Friday, June 29.

**BADGES:** Exhibit personnel must have ILC exhibitor badges. Please advise HOSA of name changes by May 31 if different from information included in the online form so badges can be prepared in advance.

**EXHIBITORS' REGISTRATION:** All exhibitor conference packets will be distributed directly to the exhibitors' space. Registration fees are included in the exhibit fee for up to five (5) representatives. Registration attendants will be available 10:00 AM–1:00 PM Wednesday, June 27.

**INSURANCE DEFACING OF PROPERTY:** 1) Fire and theft insurance, if so desired, must be taken out by each exhibitor at his/her own expense. 2) Exhibitors are liable for any damage caused to the building, building fixtures, walls or floors.

**FIRE, SAFETY, & 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. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays and the necessary fire precautions will be a responsibility of the exhibitor.

**RESTRICTIONS:** HOSA reserves the right to restrict exhibits, which, for any reason, become objectionable. HOSA may evict any exhibitor if in the opinion of HOSA the exhibit detracts from the general character of the conference. HOSA will not be liable for any refunds or other expenses in this instance.

**AUDIO-VISUAL:** The use of devices for mechanical reproduction of sound is prohibited. Sound of any kind must not be projected outside of the booth. Motion pictures, slide demonstrations, fashion shows, etc., are subject to prior approval by HOSA. Consideration of surrounding exhibitors will be a factor.

**CANCELLATION:** This contract may be canceled in writing prior to May 15, 2018, in which case fifty percent (50%) of the rental fee will be retained by HOSA. Cancellation after this date obligates the exhibitor to full payment. If space is not occupied by noon on Wednesday, June 27, HOSA has the right to use such space as it sees fit.

**INABILITY TO PERFORM:** In the event the HOSA EXPO is not held for any reason beyond HOSA's control, HOSA reserves the right to retain part of the rental fee as shall be required to compensate for expenses incurred up to that time.

**CLARIFICATION OF RULES:** All matters or questions not covered by these Rules and Regulations shall be subject solely to the decision of HOSA. These rules and regulations may be changed at any time by HOSA and all shall be binding to the exhibitor.

**LIABILITY:** Neither HOSA, nor their agents, or representatives, will be responsible for any injury, loss, or damage that may occur to exhibit or personnel. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save HOSA and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of HOSA. HOSA and its employees, agents, and representatives do not maintain insurance covering exhibitor's property and it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor. The exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims.