APTA WASHINGTON EXHIBITOR/SPONSOR TERMS & CONDITIONS

ACCEPTANCE OF EXHIBIT: A confirmation will be sent upon completion of the online order form and acceptance of the terms and conditions. APTA Washington reserves the right to reject any application for exhibit space. We accept orders until the date noted on the website or when the available spaces are filled, whichever comes first. We do not accept onsite registrations to exhibit.

FEES AND PAYMENT: Payment of exhibit fees must accompany your online order or be processed manually by Chapter staff.

BADGES AND MEALS FOR EXHIBIT PERSONNEL: We suggest no more than two representatives at a time per exhibit space. Preprinted badges for personnel will be provided onsite by the Chapter using names provided during registration. We accept changes to personnel names until date noted on the website. Two badges may be used as meal tickets at any one time.

CANCELLATION OF EXHIBIT: Exhibitor space cancellations must be made in writing. To cancel a registration, email exhibit@aptawa.org. Cancellations received by the published deadline on the website will receive a full refund, less a $100 cancellation fee. Sponsorship cancellations received by the published date on the website will receive a 50-percent refund. No refunds will be made for cancellations inside after that date.

CANCELLATION OF SHOW AND LIMIT OF LIABILITY: Cancellation of the APTA Washington Conference and/or sponsorships at any time will not subject APTA Washington to any damages or other liability of any kind whatsoever, other than a refund of the original cost of the exhibit reservation or sponsorship.

ELECTRICAL CONNECTIONS: All electrical wiring must be approved and installed in accordance with local regulations. If you have electrical needs that exceed what is provided as part of your registration, refer to instructions in your registration confirmation email. Additional charges will apply. All electrical orders will be provided on a first-come, first-served basis. Exhibitors must provide their own extension cords/power strips (25-ft. cords recommended).

EXHIBIT TABLE SPACE: The Chapter will provide a 6' table with two chairs in your exhibit space. To order additional or alternate furnishings, contact exhibit@aptawa.org for more information. Additional charges may apply. A tent style sign with the exhibitor's company name will be furnished to identify space assignment. For maximum impact, exhibitors are encouraged to provide their own portable tradeshow display system, including unique company identification signage. Exhibits must be contained within the space rented (7.5' wide x 6' deep). All demonstrations, interviews, or other activities must be conducted from the exhibit space. No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to them without the knowledge and consent of the Chapter.

SHIPPING EXHIBIT MATERIALS: Consult your confirmation email for shipping information. Neither the conference facility, APTA Washington nor its agents will assume any responsibility for damaged or lost merchandise sent directly to the conference facility for storage.

REGISTRANT INFORMATION: As a result of numerous requests from conference registrants, we do not supply registrant names and contact information to our conference exhibitors. We encourage you to gather this information during our conference as registrants visit your space.

HOTEL RESERVATIONS: Exhibitors must make all room reservations for exhibit personnel directly with the hotel facility of their choice. Visit the Hotel and Travel tab on our conference microsite for information about room block discounts that may be available.

VIOLATIONS: It is expected that exhibitors who violate these regulations will respond to request for correction. Eviction from the conference exhibit may result from violation of these rules and regulations as determined solely by the Chapter. In the event of such eviction, APTA Washington is not liable for any refunds of rentals or other exhibition expenses.

LIABILITY AND INSURANCE: APTA Washington, chapter staff, the conference facility, the employees or representatives thereof, and other organizations and persons connected with this conference shall not be held responsible for any injury, loss, or damage that may occur to the exhibitor or employees of the exhibitor or their property from any cause whatsoever, prior to, during, or subsequent to the period covered by the sponsorship or exhibitor contract. Exhibitors should place their own insurance to cover all contingencies. The exhibitor agrees to indemnify those listed above against any claims for such loss, damage, or injury. Upon agreement of these terms on the online order form, the exhibitor expressly releases the foregoing institutions, individuals, and committees from any and all claims of loss, damage, or injury. This also includes the period of storage prior to and following the conference. Small articles of value should be properly secured or removed for safekeeping prior to leaving the exhibit unattended. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the Chapter, the conference facilities, 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.

NATURE OF EXHIBIT: All construction shall be substantial and fixed in position for the duration of the exposition. No exhibit that violates any municipal or state law, rules, or regulations, including safety codes, will be permitted. All packing containers, excelsior, and wrapping paper must be removed from the floor. All decorations, drapes, acoustical materials, table coverings, and other decorative materials shall be flame-resistant to the satisfaction of local fire regulations. All fire-extinguishing equipment shall be maintained in plain sight, unobstructed, and accessible for use at all times. The use of any heater or heat-producing device as part of an exhibit is forbidden unless a special permit is first obtained from facility management, and a copy of the permit placed in the files of the Chapter. Approval must be obtained from the local fire department for the display of any electrical, mechanical, or chemical device, the use, operation, or presence of which, in the opinion of the local fire department or official exhibit contractor, might be hazardous in a public place. This includes the use of any product utilizing water, such as a whirlpool or spa, because of special electrical circuit requirements. If approval is obtained, all costs of this process and the cost for installation of special electrical circuits is the sole responsibility of the exhibitor.

DRAWINGS AND RAFFLES: Exhibitors may hold their own giveaways, but are asked to notify the Chapter if they intend to do so. Facility restrictions may apply.

SPONSORSHIPS AND EXHIBITS: Please consult the Dates and Deadlines section of our conference exhibitor microsite page for order and materials submission deadlines.

NOISY OR OBNOXIOUS EQUIPMENT: The operation of any equipment or apparatus that produces odor or noise of sufficient volume to be annoying to neighboring exhibitors or guests will not be allowed.

ADMITTANCE TO EDUCATION COURSES: Admittance to conference educational sessions for CEU requires payment of applicable course fees, unless indicated as a sponsorship benefit. Contact the Chapter office or visit the website at www.aptawa.org/conference for information and registration. Exhibitors **may be** permitted to attend courses for no credit, space permitting.

INSTALLATION AND REMOVAL OF EXHIBITS: Please refer to the exhibitor schedule for installation, removal and exhibit days and times. Exhibitors shall be responsible for the delivery, setup, and removal of equipment and display material to and from the exhibit area. All freight must be removed from the exhibit floor by the end of the show move-out period. **We ask you to refrain from packing equipment, literature, etc., or dismantling exhibits until after the exhibit hall closes.**

PROTECTION OF FACILITY PROPERTY: Exhibitors will be held responsible for any damage done to the building by them or their employees. The use of tape, tacks, nails, screws, staples, or mastic on any wall surface, woodwork, floor, or window inside or outside the facility is prohibited. No gasoline, kerosene, acetylene, candles, or other flammable or explosive substance will be permitted in the building.

PROMOTIONAL MATERIAL DISTRIBUTION: Advertising and promotion materials may be distributed from exhibit space only. No materials may be placed on seats, attached to walls, ceilings, or woodwork in the conference facility, or left in public places or breakout rooms for distribution, unless included as part of sponsorship benefits. Small candy and chocolate can be distributed from the exhibit space, however, beverages and other food items are not allowed. Balloons are not allowed on facility property. Check conference facility guidelines for rules.

RESTRICTIONS: APTA Washington reserves the right to require any exhibitor to remove any part of an exhibit which, in the sole judgment of the Chapter, is not in keeping with the general character of the exhibition or is not in the best interest of the Chapter, and may remove or relocate any display as may be needed for the good of the conference and its exhibits. This restriction includes persons, things, conduct, printed materials, or anything of a character which may be objectionable to the exhibit as a whole. In the event of such restriction or eviction, the Chapter is not liable for any refunds of rental or other exhibition expenses.

REFERRAL FOR PROFIT RESTRICTIONS: APTA opposes participation in services linked to the financial gain of the referral source. Because of this policy, APTA Washington does not accept marketing revenue from a practice if any referring practitioner has a financial interest in the PT practice and refers patients to an employed physical therapist or to a physical therapist who supervises an employed physical therapist assistant, or a business that promotes such an arrangement.

ADDITIONAL TERMS AND CONDITIONS required by the conference facility may apply and will be provided with your confirmation materials, if applicable.