Tennessee Chiropractic Association

TCA REGIONAL SEMINAR EXHIBIT POLICIES

CONTRACT FOR SPACE

The contract for exhibit space and receipt of formal confirmation constitutes a binding contract for the right to use the space allotted. This contract may be terminated by either party for reasons beyond the control of either party; such as acts of God, war, government authority, disaster, or other emergencies which make it impossible or illegal to provide the facilities and/or services for this event. The ability to terminate this contract without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical—but in no event longer than ten (10) days—after learning of such basis. Regardless of circumstances, if event is held, then no refunds will be provided outside of cancellation and refund policy outlined in this contract.

USE OF SPACE

(1) No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the consent of the TCA. **Aisles must be kept clear**. Exhibitors must comply with safety, fire and health requirements during move-in, operation, and move-out.

(2) TCA does not officially endorse the products or services of the companies exhibiting during the exhibition.

(3) TCA shall have the right to require dismantling of all or part of an exhibit which in their opinion is not suitable to or in keeping with the character and purpose of the exhibition or exceeds the confines of the space allotted.

(4) Any infraction of these policies may result in loss of preferred exhibit space for future events.

(5) Contracted exhibit space DOES NOT entitle the exhibiting company to participation in educational sessions, receipt of continuing education credits, entrance into any TCA business sessions, meals, or any other event or function not specifically listed in prospectus materials.

(6) **No outside food or beverage is permitted in the exhibit hall without prior approval by the TCA.**

ASSIGNMENT OF SPACE

Exhibit Space is assigned on a first-come, first-served basis, with TCA corporate members receiving priority. No space is assigned without the official contract and full payment of the exhibit fee. Due to this process, it is TCA policy to notify exhibitors of their space confirmations only after all applications have been submitted and assignments made. Final space confirmations will be given on-site. All dimensions and locations of the tabletops on the enclosed floor plan are believed, but not warranted, to be accurate.

EARLY TEARDOWN

Exhibitor agrees **not** to dismantle exhibit space or do any packing prior to official teardown time. Charges may apply **without prior authorization** for early teardown. We understand that some travel arrangements may require special consideration; however, exhibit placement may be adjusted to allow for the best presentation for all days of the event.

CARE OF BUILDING AND EQUIPMENT

Sponsors or their agents shall not injure or deface the walls or floors of the building or area. No signs or any other articles shall be posted, nailed, or otherwise attached to hotel floors, walls, ceiling, furniture, or fixtures. Exhibitors will be liable to the TCA and the hotel for any apparent damage done.

CANCELLATION AND REFUND POLICY

All cancellations must be submitted in writing to the TCA office no later than 30 days prior to meeting dates. If cancellation is received by the cut off date, a 100% refund minus $50.00 administrative fee will be returned to the exhibitor. 15 days out or more, 50% of total registration fee will be refunded. Less than 15 days, no refund will be given.

EXPOSITION SERVICE

All exhibits will be tabletop only and must be contained upon the tabletop provided or, if table is waived, must be contained within the confines of that allotted space. If items exhibited extend outside exhibit area, exhibitor may be charged for additional space. Exhibits are restricted to the specifications delineated under the Exhibitor Information portion of prospectus.

Electrical services are limited and must be reserved on Contract for Exhibit Space. PLEASE NOTE: The addition of electrical service on-site may not be available. Any additional special needs, such as internet access, water supply, etc., must also be submitted with the Contract for Exhibit Space and approved by the TCA. Then the TCA will inform exhibitors of any arrangements that need to be made with the hotel.

SPONSORSHIP OPPORTUNITY

Sponsor fees are based on relative expenses for items to be provided under agreement. All fees are due when the contract for sponsorship form is submitted. Sponsorship **payment** must be received by the TCA before acknowledgment of sponsorship will be made in any printed seminar materials or on the TCA website. Contracts, forms and fees must be received no later than **deadline stated in prospectus** in order to ensure exhibitor name and sponsorship recognition in any printed seminar materials.

LIABILITY

The TCA, any officer, employee, or agent of the same will not be responsible for the safety or the property of exhibitors, and their agents or employees from theft, damage of fire, accident or other cause, but will use reasonable care to protect the exhibitor from such loss. Exhibitors wishing to insure their goods must do so at their own expense. Security will not be provided at this location.

In addition, the exhibitor will indemnify and hold harmless TCA, any officer, employee, or agent of the same, from any and all liabilities, claims, costs, damages, and reasonable fees of counsel incurred in connection with any claim arising out of or caused by exhibitor's display or distribution of materials, or performance of any music or other material that violates any copyright, patent, trademark, trade name, service mark, or other similar right of any other party. It is the responsibility of the exhibitor to be aware of and comply with rules of the Food and Drug Administration concerning labeling of displayed products.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

If exhibitor requires a reasonable accommodation or auxiliary aid to participate in this meeting, please contact the TCA office by **at least 2 weeks prior to event.**