

**2022 NIRSA Regional Conference Exhibitor POLICIES & PROCEDURES**

Updated June 2022

By reserving booth space, Exhibitor agrees to the following terms and conditions:

This agreement is between NIRSA and Exhibiting Company Name (hereinafter “Exhibitor”)

**1. ASSIGNMENT OF DISPLAY SPACE**

(1.1) The Regional Planning Committee retains sole discretion and authority in the acceptance, approval, assignment, placement, arrangement, and appearance of all exhibits and displays. No application for display space is accepted or approved until official notification by NIRSA has been granted in writing.

(1.2) Space will be assigned by the Regional Planning Committee and may consider Associate Membership status, sponsorship history, exhibitor history, order of receipt, and other contributing factors before determining placement.

(1.3) The Regional Planning Committee reserves the right to relocate display areas for the benefit of the exhibitor or for the betterment of the Exposition at any time.

**2. PAYMENT**

(2.1) Full payment is due at the time of purchase. Payment via check, money order, or credit card is acceptable. If paying by credit card, payment is due with the registration. You may include a purchase order/check number on your registration form to indicate a forthcoming check.

(2.2) Exhibit displays cannot be set up unless all rental fees are paid in full. Any space not claimed and occupied may be reassigned by NIRSA without refund of rental fee paid.

**3. CANCELLATION OF EXHIBIT SPACE**

(3.1) All cancellations must be in writing.

(3.2) Cancellations are subject to the following fees contingent on the date written notice is received by NIRSA:

On or before August 26, 2022.....	\$35 admin fee
After August 27, 2022.....	50% of total exhibit fees
After October 1, 2022.....	100% of total exhibit fees

**4. PUBLIC POLICY, SAFETY REGULATIONS AND CARE OF BUILDING AND EQUIPMENT**

(4.1) Each exhibitor is charged with knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety.

(4.2) All materials within the exhibit display area must meet and comply with all national, local, and facility fire, electrical, plumbing, safety, and hazardous material codes. Any item or items that do not comply are subject to immediate correction/removal at the discretion of the Regional Planning Committee at the Exhibitor’s expense.

**5. OPEN HOURS AND INSTALLATION/REMOVAL OF DISPLAYS**

(5.1) The Regional Planning Committee reserves the right to set and limit the hours of the Exposition.

(5.2) The Exhibitor expressly agrees to do all installation and dismantling of exhibits during the time specified by the Regional Planning Committee. No exhibit may be dismantled before the official closing time. Exhibitors who “tear down” early will be ineligible to exhibit at any future NIRSA show.

(5.3) The Regional Planning Committee reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store or clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the stated removal requirements and to orders such work to be done at the sole expense of the Exhibitor.

## 6. USE OF DISPLAY SPACE

(6.1) Contracted space includes one (1) 6-foot table in the exhibit area.

(6.2) All Exhibitor demonstrations and promotional material must be confined to within the physical limits of the exhibitor’s booth. No posting or circulation of materials will be permitted outside the exhibit booth, unless otherwise approved by the Regional Planning Committee.

(6.3) The serving of food, conduction of contests, raffles or drawings of any kind must be pre-approved, in writing with the Regional Planning Committee by September 15, 2022.

(6.4) No exhibitor shall assign, sublet, or share the space assigned to them without the pre-approval of the Regional Planning Committee.

(6.5) Exhibitors must display only products/services manufactured or dealt with by them in their regular course of business, unless otherwise approved by the Regional Planning Committee.

(6.6) Exhibitors are required to have their exhibit space neat and orderly at all times.

## 7. EXHIBITOR’S AUTHORIZED REPRESENTATIVES/OFFICIAL CREDENTIALS

(7.1) The Regional Planning Committee will have sole control over all admittance to the Exposition and Regional Conference. The Regional Planning Committee reserves the right to restrict the number of name badges permitted for each exhibitor. Contracted space includes one (1) exhibitor badge, including full conference registration, at no charge.

(7.2) Exhibit booth personnel identification shall be restricted to owners, full-time employees of exhibiting organizations or other authorized representatives of exhibiting organizations approved by the Regional Planning Committee who are actually “staffing” the exhibit booth during published move-in, show open and/or move-out hours.

(7.3) Each exhibiting organization shall provide the Region Planning Committee, in advance, the name and title of each person who will be in attendance at the Exposition and will be designated responsible for the installation, operation, and removal of the exhibit. Said representatives shall be authorized to enter into such service contracts as may be necessary, for which the Exhibitor shall be responsible. All Exhibitor personnel shall wear proper badge identification, as provided by the Regional Planning Committee, plus have a corporate identification available for viewing by the Regional Planning Committee or for security at all times. Credentials are non-transferable.

## 8. LIABILITY AND INSURANCE

(8.1) Every reasonable precaution will be taken by the Regional Planning Committee to protect property during installation, open hours, and removal. However, neither the Regional Planning Committee, service contractors, building or grounds officials, nor any officers, staff members, or directors of any of the same, are responsible for the safety of the property of exhibitors from theft or damage by fire, accident vandalism or other causes; nor will they assume liability for any injury that may occur to

Exposition visitors or their agents and employees or others. Security will be on the premises as determined by the Regional Planning Committee.

(8.2) All property of the Exhibitor will remain under their custody and control in transit to, from, and within the confines of the exhibit area, subject to the policies and procedures of the Regional Planning Committee.

## 9. INSURANCE

(9.1) A Certificate of Insurance carrying a minimum liability limit of \$500,000 will be required from each exhibiting organization naming the National Intramural-Recreational Sports Association as additional insured on the policy effective during the period of activity.

(9.2) Should you want your Certificate of Insurance to cover your company for this and any other NIRSA-related exhibiting event during the term of your policy, please include the following in the description section: "The National Intramural-Recreational Sports Association is an additional insured for any and all conferences in the insured is attending/participating in during the policy period shown above."

(9.3) The Certificate holder should be noted as: National Intramural-Recreational Sports Association, 4185 SW Research Way Corvallis, OR 97333

(9.4) NIRSA must be notified 30 days in advance of this event **SHOULD THE POLICIES BE CANCELED BEFORE THE EXPIRATION DATE LISTED**. If no notification is received by NIRSA about a canceled policy, then the Exhibitor will be personally liable for any and all damages as if coverage was in place.

(9.5) **A Certificate of Insurance must be received by NIRSA on or before September 29, 2022.**

## 10. AGREEMENT

(10.1) By completing the official NIRSA Regional Conference Exhibitor Space online booth registration, referring to these official Policies and Procedures, the Exhibitor agrees to abide by these Policies and Procedures and all amendments/addenda thereto with the decisions of the Regional Planning Committee being final. Exhibitor also agrees to abide by all rules and regulations imposed upon NIRSA, the Regional Planning Committee, and/or Exhibitor by the exhibit facility and any other facility (convention center, hotel, university, etc.) used in conjunction with the Regional Conference to which this agreement applies.

(10.2) Exhibitor agrees that in the event that any clause or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Agreement, which shall continue to be enforceable.