



FHEA 2018 EXHIBITOR CONTRACT TERMS AND POLICIES

The FHEA Trade Show shall be governed by these terms and conditions as well as the terms of the exhibitor application. The policies stated here, in the exhibitor terms of agreement, constitute a bonafide part of the contract for exhibit space. Conference Management (personnel of FHEA and/or Meeting Management Group (MMG) reserve the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the conference and expo. All matters and questions not covered in these policies are subject to the final judgment and decision of conference management.

CONSIDERATION

The cost per booth rental space is \$700 for regular booth spaces, \$765 for premium, \$865 for Premium Plus (entrance and food), and \$1865 for Silver Sponsorship booth spaces. There is a limit of two (2) booth spaces per company/organization. In consideration for rental of display space for the conference expo, conference management will provide the following: one 10'x10' pipe and draped area, one 6' skirted table, and two (2) chairs; a basic exhibitor identification sign with company name and booth number; up to three (3) complimentary conference badges; company name and website link on FHEA website; Listing in the onsite guide; and optional participation in the Door Prize Program. Display space must be paid in advance (two weeks from initial registration) to secure booth.

EXPO HOURS

Exhibits must be completely set up by 3:00 pm on October 8, 2018 and may not be torn down prior to 2:00 pm on October 9, 2018.

Set Up: October 8, 2018 (7:30 am – 3:00 pm)
Tear Down: October 9, 2018 at 2:00 pm

Show Open: October 8, 2018 (4:30 – 7:00 pm)
October 9, 2018 (7:00 am – 2:00 pm)

EXHIBITOR BADGES AND CONFERENCE ATTENDANCE

Exhibitors will be furnished with special conference badges identifying the exhibiting company/organization name and must be worn during set-up, expo hours, and dismantling. Exhibitor badges provide access to the trade show floor only. Should any of your representatives wish to attend either the AHCA or FHEA sessions, please register at AHCASeminar.com

Each booth shall receive up to three (3) complimentary badges. Additional badges may be purchased on the FHEA website for \$300 each.

Shifts: Upon request, up to a maximum of three (3) additional badges will be prepared per booth and will be available for pick-up at the registration desk, only after the departing representative has turned his/her badge back to the registration desk. If the departing representative fails to turn in a badge before the replacement checks in, there will be a \$300 charge for the badge.

CARE OF DISPLAY AREA

Construction, decoration, and equipment in the display area must conform to the Rosen Shingle Creek and to the City of Orlando fire, health, and safety codes, and ordinances. Packing containers, shipping cartons, or similar materials may not be stored in the expo area. The use of any materials that deface or mar the Rosen Shingle Creek property is prohibited. Exhibitors will be liable for payment of any damage costs to the Rosen Shingle Creek.

SPACE ALLOCATION

Expo space shall be assigned on a first come basis. Exhibitor shall confine display equipment and materials to allocated 10'x10' space and should not extend into the public space or other Exhibitor's allotted space in order to meet fire code regulations.

ASSIGNMENT OF SPACE

Exhibitor may not assign its contract for exhibit space or allow any other person, company, or organization to use any part of the space without written permission from conference management. Booth space should be selected carefully. FHEA is not responsible for Exhibitor's booth choice in relation to proximity to other vendors.

ADVERTISING BY OTHERS

The FHEA Expo is limited to those persons and their company/organizations which have contracted and paid for exhibitor space. No other person or company/organization will be permitted to demonstrate a product, solicit orders, or distribute advertising materials at the expo.

LIABILITY OF EXHIBITOR

Exhibitor is responsible for obtaining all insurance coverage for its exhibit. COI is due within 30 days of reserving your booth(s). Exhibitor must make provision for the safeguarding of goods it owns, rents, or leases from the time they are placed in the display space until they dismantle. Conference management shall not be responsible for, or guaranteed to exhibitor, the safety of exhibit materials against fire, accident, theft, or any loss or injury whatsoever. Any damage or destruction of others' property or personal injury to others resulting from the conduct of the exhibitor, its agents, or employees shall be the exhibitors' sole responsibility. The exhibitor shall indemnify conference management and the Rosen Shingle Creek and hold them harmless from any complaints, lawsuits, or liabilities resulting from conduct of the exhibitor.

CANCELLATION/REFUND POLICY

A refund (minus \$100 processing fee) will be given if cancellation is received in writing by August 1, 2018. After that date, a 50 percent refund will be made until September 7, 2018. No refunds will be made after this date. A \$100 processing fee will be applied to all cancellations regardless of cancellation date. All requests must be made in writing to FHEA, 11812 North 56th St., Tampa, FL 33617, or email sarah@fhea.org.

FAILURE TO OCCUPY SPACE AND NO SHOWS

If exhibitor does not claim or occupy its assigned space before 3:00 pm on October 8, 2018, conference management may, at its option, terminate the contract and reassign the space to another exhibitor. The defaulting exhibitor will not be entitled to a refund of its rental fee.

CANCELLATION BY CONFERENCE MANAGEMENT/INABILITY TO HOLD EXPO

If conference management cancels the expo for causes beyond the control of the conference management which prevent the planned expo, the exhibitor will be refunded the entire rental fee. Conference management will not be liable for any other expenses the exhibitor may incur.

EXHIBITOR MODIFICATION

Conference management reserves the right to modify at any time the location, size, and display limits of a display area where such modification is for the overall benefit of the expo.

ACCEPTANCE OF APPLICATION

Acceptance of application does not mean endorsement by conference management of the applicant's service or product.

CONDUCT OF EXHIBITOR

Conference management has the authority to prohibit an exhibit from continuing, if at any time, the

purpose or the character of the expo is jeopardized by the conduct of the exhibitor. In the event of an exhibitor discontinuation order, conference management will not be liable for any refund of the booth rental fee or other incurred expenses. Conference management reserves the right to approve all promotional demonstrations and/or handouts to be used by exhibitors.

GUN/WEAPONS AT FHEA CONFERENCE

The display, advertising, demonstration and/or use of any real, toy, mock, reproduction, simulated or replicated gun, weapon and/or ammunition of any type whatsoever is prohibited at the FHEA Trade Show. Any person, member, exhibitor, speaker and/or guest violating this rule will be asked to leave the FHEA Trade Show and may be prohibited from attending all future FHEA Meetings in any capacity.

ALCOHOL POLICY

No alcoholic beverages are to be served by vendors during the day while educational sessions are in progress.

PROFESSIONAL DRESS CODE

The dress code is business casual for all conference and FHEA Expo Hall events. Jeans and shorts are discouraged. Professional business attire is strongly encouraged.

PHOTO AND VIDEO POLICY

Registration and attendance at FHEA events, including events in the FHEA Expo Hall, constitutes an agreement by the registrant for FHEA's use and distribution (both now and in the future) of attendees' images or voices in photographs, videotapes, electronic reproductions, and audiotapes for FHEA's promotional use only.

ENTERTAINMENT POLICY

The purpose of the FHEA/AHCA conference is education. The strength, reputation, and support of the conference are the result of commitment to professional development. Any entertainment contracted by exhibitor/sponsor is subject to approval by conference management. While service firms and businesses are free to make business contacts, hospitality suites, either on site or off premises, are strictly prohibited in that any private party must not conflict with conference events. Failure to abide by this policy will result in a sanction of prohibition of attendance of all employees or affiliates with the violating company at the annual conference, including but not limited to, registration and attendance, exhibitor status, or sponsorship of any conference events.

INTERPRETATION

Conference management has total authority of interpretation and enforcement of these terms and conditions and reserves the right to amend them at any time for the benefit of the expo. Exhibitors and their representatives who violate these terms and conditions or who in the opinion of the conference management, conduct themselves unethically, may be dismissed from the expo without refund or other appeal and may be excluded from participation in future FHEA conferences.