



2023 USSD Annual Conference

April 17-21, 2023

Charleston, SC

Exhibits Information, Rules, & Regulations

PLEASE REVIEW THE ATTACHED INFORMATION CAREFULLY BEFORE RESERVING AN EXHIBIT SPACE. During the online registration process exhibitors will be asked to confirm that they have reviewed the following and will be expected to abide by them during the 2023 Annual Conference.

GENERAL EXHIBIT RULES & REGULATIONS

1. Exhibit space is being provided with the understanding that the United States Society on Dams (“USSD”), Decorator, Facilities, and Event Vendors (collectively referred to as “2023 Annual Conference Event Partners”) are not liable for any occurrences due to negligence of the exhibitor. Exhibitors, their successors and assignees, agree to save and hold harmless “2023 Annual Conference Event Partners” and any of their employees, officers, and directors from all cost, injury, and damage incurred by any of the above and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition, or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement by exhibitors. Exhibitors agree to obtain and maintain such insurance that will fully protect “2023 Annual Conference Event Partners” from any and all claims of any nature, including claims under the Workers' Compensation Act, property damage, theft, equipment loss, business interruption, and for damages for personal injury, including death, which may arise in connection with the operation of the exhibitor's display, and which is caused by negligence of the exhibitor. Exhibitor agrees to add USSD as additional insureds on its Commercial liability insurance policies and to produce the Certificate of Insurance upon request.
2. All posted information and links are subject to approval by USSD and will be accepted at USSD’s sole discretion. USSD reserves the right to remove or request modification of any link at any time. Exhibitors wishing to dispute a decision may contact the Executive Director.
3. 2023 Annual Conference Event Partners assume no responsibility for the violation of trademarks or copyrights.
4. Distribution or posting of pornographic, political, racist, or other controversial material is prohibited.
5. Exhibitors agree to abide by all other provisions of said rules and regulations, fire regulations, and all other regulations of government agencies and the Charleston Convention Center and Embassy Suites.
6. USSD will have sole control over the admission of persons to the exhibit area.
7. If you are planning on hosting an outside event during the USSD conference, we request that you avoid conflicting with the events shown below. Detailed conference information will be posted on USSD’s website(s) by November 2022.
 - Welcome Reception: Monday, April 17, 6:00-7:30pm ET
 - Exhibit Reception: Tuesday, April 18, 5:30-7:30pm ET
 - Wrap Party: Wednesday, April 19, 6:30-9:00pm ET
8. Exhibitors will provide other furnishings at their own expense.
9. Exhibitors will make their own arrangements for delivery and receipt of any shipments related to their exhibit.
10. Exhibitors will make their own arrangements for any special audio-visual equipment they should require.
11. Exhibitors may provide their own sign for their exhibit; however, one will be provided.
12. Phone lines and water sources are NOT available.
13. Materials or other items are NOT allowed to be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of building or furniture.



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14. Exhibitors will be allowed to purchase multiple booth spaces at the standard list price, but booths cannot be combined without PRIOR written approval of USSD. Requests to combine adjoining booths should be sent to Tonia Bengtson (tonia@ussdams.org). Requests will be reviewed and approved by USSD on a case-by-case basis.
15. USSD reserves the right, at any time, to limit the number of spaces purchased by one company or deny requests to combine adjoining booths.
16. Large equipment is not allowed in the exhibit hall without prior written approval of USSD and Charleston Convention Center. Requests should be sent to Tonia Bengtson (tonia@ussdams.org) for consideration.
17. All demonstrations and exhibits must be confined to the exhibit space and shall be limited to displays which fit within the booth space purchased.
18. No exhibitor shall assign, sublet, or share the whole or any part of the exhibit space provided, without prior written authorization from USSD.
19. USSD and its authorized representatives reserve the right to request modification of any questionable exhibit.
20. Individual gift drawings or giveaways are permitted at the booths, but USSD requests prior notice of details related to these activities to reduce overlap or conflict with USSD door prizes.

EXHIBIT SPACE DESCRIPTIONS

- **Standard Booths - 53 available**
 - \$1,700 Members/\$2,100 Nonmembers
 - 10' x 10'
 - Includes:
 - 1-6 ft table
 - 2-Standard chairs
 - 1-Wastebasket
 - Pipe & drape
 - Standard Power Outlet
 - Complimentary Wi-Fi
 - 2 Exhibitor Staff Registrations for booth staff
 - Includes access to:
 - *Committee Meetings (Monday)*
 - *Exhibit Hall (Monday-Wednesday)*
 - *Legacy Lecture (Monday)*
 - *Plenary Sessions (Tuesday & Wednesday)*
 - *Wrap Party (Wednesday)*
 - 1 additional Wrap Party ticket
 - 2 USSD branded drink tickets for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)
- **Premium Standard - 16 available**
 - \$1,900 Members/\$2,300 Nonmembers
 - 10' x 10'; in a high traffic location
 - Includes:



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- 1-6 ft table
- 2-Standard chairs
- 1-Wastebasket
- Pipe & drape
- Standard Power Outlet
- Complimentary Wi-Fi
- 2 Exhibitor Staff Registrations for booth staff
 - Includes access to:
 - *Committee Meetings (Monday)*
 - *Exhibit Hall (Monday-Wednesday)*
 - *Legacy Lecture (Monday)*
 - *Plenary Sessions (Tuesday & Wednesday)*
 - *Wrap Party (Wednesday)*
- 1 additional Wrap Party ticket
- 2 USSD branded drink tickets for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)
- **Prime - 4 available**
 - \$3,100 Members/\$3,500 Nonmembers
 - 10' x 20'
 - Includes:
 - 2-6 ft tables
 - 3-Standard chairs
 - 1-Wastebasket
 - Pipe & drape
 - Standard Power Outlet
 - Complimentary Wi-Fi
 - 3 Exhibitor Staff Registrations for booth staff
 - Includes access to:
 - *Committee Meetings (Monday)*
 - *Exhibit Hall (Monday-Wednesday)*
 - *Legacy Lecture (Monday)*
 - *Plenary Sessions (Tuesday & Wednesday)*
 - *Wrap Party (Wednesday)*
 - 2 additional Wrap Party tickets
 - 4 co-branded drink tickets (Exhibitor & USSD logos) for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)
- **Marquee - 4 available**
 - \$5,900 Members/\$6,300 Nonmembers
 - 20' x 20'
 - Includes:



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- 2-6 ft tables
- 5-Standard chairs
- 1-Wastebasket
- Pipe & drape
- Standard Power Outlet
- Complimentary Wi-Fi
- 5 Exhibitor Staff Registrations for booth staff
 - Includes access to:
 - *Committee Meetings (Monday)*
 - *Exhibit Hall (Monday-Wednesday)*
 - *Legacy Lecture (Monday)*
 - *Plenary Sessions (Tuesday & Wednesday)*
 - *Wrap Party (Wednesday)*
 - 3 additional Wrap Party ticket
- 6 co-branded drink tickets (Exhibitor & USSD logos) for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)

ADD ON OPTIONS

- USSD Branded Drink Tickets for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday) may be purchased for **\$15 each**.
- Additional Exhibit Staff Registrations may be purchased for **\$700 each** (*limit of 3 per booth*). Includes access to:
 - *Committee Meetings (Monday)*
 - *Exhibit Hall (Monday-Wednesday)*
 - *Legacy Lecture (Monday)*
 - *Plenary Sessions (Tuesday & Wednesday)*
 - *Wrap Party (Wednesday)*

APPLICATION AND PAYMENT

- Exhibitors will select their exhibit space during the online registration process. During the selection process exhibitors will be able to view a map of the exhibit hall including a list of reserved exhibit spaces and the companies reserving those spaces. USSD has no control over an exhibitor's selection of vacant booth(s).
- Online registration will be the only registration method available to reserve an exhibit booth space. Registration is on a first come, first served, AND first paid basis. Exhibitors are encouraged to secure their booths immediately with credit card payment. FULL payment for all exhibit booths must be received within 30 business days of online reservation OR no later than January 27, 2023 (whichever is earliest). FULL payment for Booths reserved online after January 1, 2023, must be received within 20 business days.
- Booths that are not paid in FULL according to the aforementioned deadlines, may be cancelled and returned to general sale.



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- Requests for Booth cancellations must be sent in writing to Tonia Bengtson (tonia@ussdams.org). Refunds will be allowed according to the following schedule and terms:
 - On or before January 3, 2023: 80% refund
 - January 4-31, 2023: 60% refund
 - February 1-28, 2023: 40% refund
 - After February 28, 2023: No refund
- Once all available booths have been purchased, a limited number of applications and payments will be held on a waiting list. Companies may contact Tonia Bengtson (tonia@ussdams.org) to be placed on the waiting list. Payments for wait-listed companies will not be processed until a booth is assigned.

CONFERENCE/EXHIBIT SCHEDULE

- The exhibit hall will be available for set-up at approximately 11:00am ET on Monday, April 17, 2023, and set-up must be completed by 4:00pm ET on Monday, April 17, 2023.
- If an exhibit cannot be set-up by 4:00pm ET on Monday, April 17, 2023, the Exhibitor should contact USSD staff (tonia@ussdams.org OR texting 303-792-8753 or 303-270-0143) as soon as possible. USSD will make every effort to work with Exhibitor to arrange an alternative set up time that does NOT conflict with events scheduled in the Exhibit Hall. If no other time can be arranged, the exhibit booth will be forfeited AND booths fees will NOT be refunded.
- Exhibits must be dismantled on Wednesday, April 19, 2023, no earlier than 4:00pm ET and no later than 8:00pm ET. Requests to dismantle booths before 4:00pm ET on Wednesday, April 19, 2023, require prior written authorization of USSD. Exhibitors may submit requests to Tonia Bengtson (tonia@ussdams.org). Requests are reviewed on a case-by-case base and are the discretion of USSD. Exhibitors that do not follow protocols may impact their ability to exhibit at future USSD events.
- It is recommended that booths be manned during periods the exhibit hall is open except for short durations of time.
- USSD reserves the right to adjust the conference schedule.

EXHIBIT SPACE ATTENDEES

- All exhibit booth workers and other participants must be registered for the conference and must wear their Conference nametag at all times when staffing the booth. Nametags/registrations CANNOT be shared or transferred. Once a registration packet/nametag has been picked up, that person is considered "present" and changes cannot be made to that registration. Individuals are responsible for picking up their own nametag. Please DO NOT pick up nametags belonging to your co-workers.

These rules will be enforced. Failure to comply with the rules in 2023 may jeopardize your ability to exhibit at future USSD events.