

# 2020 EXHIBITOR CONTRACT

## Description

The exhibit area will be located in the Ballroom and pre-function area at the Hartford Marriott Downtown. Tabletop exhibit footprint is 8' x 4' in a carpeted Ballroom. A 6' skirted table, wastebasket with liner, and two chairs are furnished with each space. There is an additional charge for electrical and Internet requirements, and must be coordinated through PSAV at the hotel PRIOR to the Symposium. If you plan to have more than two representatives at the Symposium, there is an additional \$75 per-person fee (see exhibit staff section on contract form). Participation as an exhibitor includes all meal functions and the attendee reception.

## Installation/Dismantling

Tabletop exhibits will be available for move-in from 7 - 9:45 AM on Friday, February 28, 2020. Displays must be ready for showing by 10 AM on Friday, February 28. Exhibit dismantling will begin no sooner than 7:15 PM on Friday, February 28, 2020.

## Size and Weight Limitations

The size and weight load on the display floor should not exceed 150 pounds per-square-foot. Exhibits must conform to the size of the allocated space and must not obstruct the view of, or interfere with, other exhibits. All demonstrations, discussions or activities such as the distribution of descriptive literature of any kind must be confined to the exhibitor's own booth. No exhibitor shall assign, sublet or share the whole or any part of their assigned space without the written approval of CPMA.

## Suitcasing

Attendees, exhibitors or non-exhibitor suppliers who are observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the CPMA Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. Suitcasing is also prohibited at the host hotel (Hartford Marriott Downtown). Product demonstrations (outside the show floor) are prohibited in the CPMA Symposium venue, unless previously approved by the CPMA Program Committee. Networking events cannot take place during official show hours or conflict with any symposium-scheduled events.

## Shipping Information

All shipments must go to the Business Center at the Hartford Marriott Downtown, and are handled through PSAV (NOT the hotel). Shipping and receiving handling charges and box labeling information are outlined on the Exhibition Shipping Order Form.

## Protection of Hartford Marriott Downtown Property

Nothing shall be pasted on, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage that they may cause.

## Cancellations and Indemnifications

CPMA must be notified in writing of any cancellation. There is a \$100 administrative fee for all cancellations. There are no refunds after February 28, 2020. The exhibitor agrees to protect, indemnify and hold harmless CPMA, its officers, directors, members and staff from any and all liability, loss, damage or expense resulting from the exhibitor's space. This agreement and the rights herein granted to the exhibitor may not be assigned, sublet or otherwise disposed of by the exhibitor without the written permission of CPMA.

## Copyrighted Material

Each exhibitor is responsible for obtaining all necessary licenses and permits to use any copyrighted materials, including written materials, photographs or video images. No exhibitor will be permitted to distribute or display copyrighted materials unless they have presented proof that they have the appropriate licenses or that written permission is not required.

## Liability of Losses

CPMA, and/or Hartford Marriott Downtown will not be held responsible for any loss or damage resulting from any cause connected with the transfer, installation, maintenance, storage or removal of exhibits, or management of the exposition. The exhibitor assumes complete responsibility and liability for all injury to any and all personnel or property in any way connected with exhibitor's display or caused by the exhibitor, his agents, representatives or employees

## Questions

Eric Swanson  
eswanson@cpma.org  
860.586.7512



## Connecticut Podiatric Medical Association

1350 Main St., Suite 1508  
Springfield, MA 01103  
860.5867512  
**CPMA.org**