

2023 EXHIBITOR CONTRACT

Description

The exhibit area will be located in the Premier Ballroom in the Fox Tower. Tabletop exhibit footprint is 8' x 4' in a carpeted Ballroom. A 6' skirted table, two chairs, and a wastebasket are included. There is an additional charge for electrical and Internet requirements and must be coordinated through Capital Convention 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 - 10 PM on Thursday, November 2. Displays must be ready for showing by 10 AM on Friday, November 3, 2023. Exhibit dismantling will begin no sooner than 3:15 PM on Saturday, November 4, 2023.

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/Networking Events

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 Foxwoods Resort and Casino. 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/Site Information

Capital Convention Contractors is the general service contractor for the CPMA Exhibit Hall. An Exhibitor Service Manual will be sent electronically at least 90 days prior to the event with details on their services including shipping, drayage, storage and labor. Materials should not be shipped directly to Foxwoods Resort and Casino.

Protection of Foxwoods Resort and Casino 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 October 1, 2023. Payment must be made in full prior to the event. 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 Foxwoods Resort and Casino 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

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