

WEST VIRGINIA LIBRARY ASSOCIATION



invites you to our

2021 Fall Conference

EXHIBITOR'S AGREEMENT



The following rules and regulations are incorporated by reference into the Exhibit Booth Application and shall govern the use of the exhibit booth contracted for as if they had been fully set forth in the Exhibit Booth Application. These regulations are established for the mutual protection of West Virginia Library Association and the exhibitors. It is the responsibility of the exhibitor company to be fully familiar with these regulations and to see that each member of the company attending the conference is also familiar with the rules and regulations.

1. Agreement for Booth:

- The application for booth, upon acceptance by WVLA, assignment of booth and full payment of fees, constitutes an agreement for rental of the booth assigned.
- The agreement will not be binding upon WVLA in the event of strikes or other circumstances beyond WVLA control.

2. Payment for Booth:

- Applications must be accompanied by full payment, made payable to West Virginia Library Association.
- WVLA reserves the right to delay booth reservations if the full amount is not received with the application.

3. Cancellation or Withdrawal:

- Upon giving written notice the exhibitor may cancel or withdraw from exhibiting at the 2021 Fall Conference subject to the following conditions and restrictions:
 - Written cancellations received within 15 days of date of application and before Friday, August 27, 2021 - FULL REFUND
 - Written cancellations received 15 days or more after application and before Friday, August 27, 2021 - \$50.00 FEE WITHHELD FROM REFUND
 - Written cancellations received after Friday, August 27, 2021 - NO REFUND
- WVLA will have the right to use the cancelled booth to suit its own convenience, including sale of the booth to another exhibitor without any rebate or allowances to cancelled exhibitor.

4. Allocation of Booth:

- Applications will be dated and time of receipt applied, allowing for a first-come, first-served approach to assigning booths.
- WVLA reserves the right to alter the exhibit floor plan or change booth assignments in the event of emergency and/or in the interest of any exhibitor. In such event, exhibitor(s) affected will be notified.

5. Occupancy of Booth:

- Installations will be completed prior to opening of the West Virginia Library Association's Fall Conference.
- Exhibitors will be notified of any difference in the time schedule.
- WVLA reserves the right to repurpose any booth not occupied on the opening day.
- Final closing time for exhibits will be designated by WVLA and no dismantling or packing may begin prior to closing time for Fall Conference.

6. Use of Booth:

- All demonstrations or other activities must be confined to the limits of the exhibit booth.
- Displays shall not be placed in such manner as to interfere with other exhibitors.
- No exhibitor shall assign, sublet or share the booth allotted.

7.Restrictions in Operations of Exhibits:

- o WVLA reserves the right to restrict exhibits, which because of noise, method of operations, materials or any reasons, become objectionable, and also to prohibit or even evict any exhibit, which in the opinion of the management may detract from the general character of the exhibits as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character the management determines is objectionable to the exhibits. In the event of such restriction or eviction, WVLA is not liable for any refunds or rentals or other exhibit expenses.
- o Showing of projected pictures will only be permitted within the confines of the exhibitor's booth.
- o Exhibitor's operating sound reproducing equipment will be expected to keep the sound at a reasonable volume in order to avoid disturbing or interfering with other exhibitors.

8.Care of Building & Equipment:

- o Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

9.Liability & Insurance:

- o WVLA and the Resort at Glade Springs (including their officers, representatives, conference committee and any individuals, or firms retained by it to assist in exhibit work) shall not be responsible for or liable for any bodily injury or property damage, loss or destruction that may occur to the exhibitor, or to any of the exhibitor's employees, personnel, or property, prior to, during, or subsequent to exhibitor's use and occupancy of the exhibit booth during the period of time contracted for thereunder.
- o Exhibitors are advised to consult their insurance brokers for proper coverage on display material from the time it leaves their company's premises until its return. In most cases, a rider can be added to a current policy for a nominal cost.

10.Miscellaneous Regulations:

- o WVLA reserves the right to determine the eligibility of any company or organizations to an exhibit booth.
- o WVLA reserves the right to make changes in the time schedule or in the general plan of the exhibit booth if the changes are deemed in the best interest of exhibitors and the exhibit booth in general.
- o Drawing for prizes may be conducted by exhibitors within their exhibit area if done in a dignified manner.

These regulations have become a part of the contract between the exhibitor and WVLA. They have been formulated in the best interest of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.

Agreement:

We, _____ (company name) acknowledge receipt and compliance with all Exhibitor's Agreement Rules and Regulations.

Company Representative Signature:

_____ Date: _____

Company Representative Signature:

_____ Date: _____

Company Representative Signature:

_____ Date: _____