

## Exhibitor Terms and Conditions

The following terms and conditions have been put into place by the Institute for Tribal Environmental Professionals (ITEP) with respect to Exhibitors, Sponsors, and Vendors (“Exhibitors”) at all ITEP Conferences, Meetings, and Events. Violation of any of these terms and conditions may result in the immediate removal of the exhibitor from the event and revocation of sponsorship acknowledgement.

By submitting a request to be an Exhibitor at an ITEP event, you are hereby agreeing to the following terms and conditions:

1. Full payment of associated fees must be received by the published deadline in order to be recognized as a conference sponsor in printed materials and announcements.
2. Fees are non-refundable as they are committed in advance to support conference costs.
3. If the exhibitor’s application is revoked or not accepted by the Planning Committee (through no fault of the exhibitor), the exhibitor fee will be promptly refunded.
4. ITEP and the conference venue are not responsible for loss or damage to exhibits or display materials. ITEP and the conference venue are not responsible for providing security for exhibitor spaces at any time during the event.
5. Conversely, exhibitors shall be liable for any damage that appears to property of the venue after occupancy by the vendor that was not previously in the condition before occupancy.
6. Exhibitors must make all arrangements for shipping, setup, take-down, and return shipping of display materials. ITEP and the conference facility are not responsible for shipment delays or missing items; if outgoing shipments are time-sensitive it is highly recommended that Exhibitors make arrangements with shipping provider directly.
7. All exhibitor spaces are 8x10 feet and include the following:
  - a. One (1) 6-foot long table with linen
  - b. Two (2) chairs
  - c. One (1) waste basket
  - d. Basic WiFi Internet connection may be supplied, please see the offer in the Exhibitor application listing for the event in which you are participating
  - e. Power may be supplied, please see the offer in the Exhibitor application listing for the event in which you are participating
8. Exhibitor spaces are assigned based on level of sponsorship and order that requests are received. ITEP cannot guarantee prime locations for all sponsors, but will prioritize sponsor spaces for optimal placement during the conference.
9. If specific Audio/Visual, Security, or other services are needed, the Exhibitor is responsible for making arrangements and payments directly through the conference venue or Security Contractor.
10. Exhibitors are invited to participate in any conference session or related activity if they are officially registered for the event, however, representatives from for-profit companies are restricted from providing commentary or other information related to their products or services, or those of other businesses, during conference sessions. All discussions related to specific products or services should be restricted to the Exhibitor area.
11. The conference organizers reserve the right, as necessary, to make modifications to the exhibit space to meet the needs of the Fire Marshall or exhibitors.

12. Additional furniture, draping, accessories, and/or decorations are the sole responsibility of the exhibitor and should be approved in advance by the conference organizers. All booth equipment and accessories must follow the standards established by the Fire Marshall, and must fit within the established table area. If you have questions, please contact the event representative.
13. The Conference Planning Committee will not knowingly accept organizations, programs or publications that discriminate on the basis of ethnic group, race, religion, gender, sexual orientation, age and/or disability.
14. The Conference Planning Committee reserves the right to bar or relocate any potential exhibitor or require the immediate withdrawal of any exhibit which it believes to be injurious to the purposes of the conference.
15. Liability and Insurance: The exhibitor, upon contracting to exhibit, expressly releases the Institute of Tribal Environmental Professionals and Northern Arizona University, any of its officers, directors, employees, or committee members, or the Board of Directors, employees, or representatives of the Convention Center from any responsibility or liability for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property prior to, during or subsequent to the period covered by the exhibitor's contract, including but not limited to any responsibility or liability for negligently caused injury, loss or damage; and further, the exhibitor agrees to hold harmless and indemnify the Institute for Tribal Environmental Professionals and Northern Arizona University, and the Convention Center against any and all claims made against the the Institute for Tribal Environmental Professionals and Northern Arizona University and/or the Convention Center by any person and arising out of the exhibitor's acts or omissions.