NAOC 2020 Exhibitor Terms & Conditions

Official Service Contractors  NAOC 2020 has designated the American Ornithological Society (AOS) as the meeting administrator (contact Crystal Ruiz, cruiz@americanornithology.org), and Federal Conference (contact Jennifer King, jking@federalconference.com) to coordinate exhibitor services of the partnering societies of NAOC 2020 (Organizer) at the Puerto Rico Convention Center in San Juan, PR. Shipping information will be provided by Federal Conference closer to the date of the event. All services not ordered in advance must be arranged through Federal Conference at the conference Service Desk onsite.

Registration and Reservation for Space  Organizations wishing to exhibit must open an account on AOS’s Member Portal and register as an exhibitor. Final exhibition table assignments will begin a few weeks before the conference. Following assignment of NAOC 2020 sponsor table locations, exhibit space is assigned on a first-come, first-served basis.

Exposition Management  The exposition shall at all times be conducted under the direction of Federal Conference and the Organizer. The Organizer shall have full power to interpret and enforce all rules and regulations for exhibitors herein and policies with respect to professional conduct at the conference. For more information please contact Jennifer King at Federal Conference at jking@federalconference.com.

Payment  Payment should be made through the AOS Member Portal. Assigned exhibit space must be paid in full by 6 July 2020. Failure to make payment by this date will be considered a Cancellation Without Notice by the exhibitor, resulting in loss of table assignment and forfeiture of refund on fees paid up to that date.

Cancellation Policy  Cancellation of an exhibition table must be sent in writing to Federal Conference (Jennifer King, jking@federalconference.com). Cancellations before 6 July 2020 will incur a $200 administration fee (or 100% where purchase price is less than $200). After 6 July 2020, no refunds will be granted.

Exhibit Displays  The exposition hall will provide tables for table-top displays. Backs, partitions, wings, etc are not included in the exhibitor fee. Electricity to tables is not included in the exhibitor fee, but may be arranged through Jennifer King, jking@federalconference.com. Display materials should be arranged in a straight line and should be arranged so as not to obstruct sight lines of neighboring exhibitors. No displays, decorations, or other obstructions may be erected which will in any way interfere with the view of any booth. Individual exhibit areas must be kept tidy, and any trash must be discarded by the end of each day.

Installation and Dismantling  Exhibitor move-in is from 7:00 to 9:30 a.m. on Wednesday, 12 August. All exhibits must be substantially completed by 5:00 p.m. on Friday, 14 August and all areas cleared of exhibit materials and crates. Tear-down of exhibits is scheduled from 3:30 to 5:00 p.m. on Friday, 14 August, 2020. Exhibits must be left in place until this time, and any materials left behind after the conclusion of the scheduled tear-down time may be discarded. If an exhibitor fails to remove the items by the specified time and date, NAOC 2020 is entitled to remove the items at the exhibitor’s own risk and expense.

Any space not occupied will be considered a no-show, and the space will be forfeited by the exhibitor. The forfeited space may be resold or used by the Organizer without obligation for any refund whatsoever, unless arrangements for delayed occupancy have been made.

The exhibitor shall not be authorised to share, sub-let or assign its assigned exhibit table to any other company or to entrust it to other parties in any other way.
The exhibitor shall only be allowed to display and distribute advertising material and to address visitors within their own exhibit table space.

Activities at, and operations of, the table shall be carried out in such a way that no nuisance will be caused to the event as such or to neighboring table. In cases to the contrary, the Organizer shall be authorised to exclude the exhibitor from the event. In the event of exclusion, the Organizer will not refund any payments.

**Registration of Exhibitors/Personnel** Exposition Hall attendance is restricted to qualified exhibitors and those certified by them. Upon verification, set-up/tear-down badges will be issued allowing access to the exhibit area during service hours only.

**Alcoholic Beverages** Distribution of alcoholic beverages is strictly prohibited.

**Fire/Public Safety Regulations** Fire regulations require that all display materials be flameproof. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors.

**Indemnification/Liability** Exhibitor agrees to indemnify the Organizer and its agents and respective representatives, officers and sponsors and hold them harmless against any liability, judgment, demand, action, suit, loss, damage, cost and other expenses in connection with the NAOC 2020 meeting. In return, the Organizer and their agents, representatives and sponsors agree to indemnify its event exhibitors and their respective employees, officers, and agents and hold them harmless against any liability, judgment, demand, action, suit, loss, damage, cost and other expenses in connection with the NAOC 2020 event.

**Insurance** Exhibitor shall, at its own expense, secure and maintain through the term of this Agreement, including move-in and move-out days, the insurance listed below. The insurance shall be primary of any other valid and collectible insurance of Organizer for claims arising out of exhibitors operations and shall be written on an occurrence basis.

Comprehensive general liability insurance with limits not less than $1,000,000 per occurrence, $3,000,000 in the aggregate, combined single limit for bodily and injury and property damage, including coverage for personal injury, contractual liability, operation of mobile equipment, products liability and, if applicable, liquor liability.

The above required general liability insurance policy shall name as additional insured the Organizer and its subsidiaries, affiliates, officers, directors, employees, agents and representatives. Insurance policies shall also provide that the coverage may not be cancelled without 30 days written notice to the Organizer.

Certificates of insurance satisfactory to the Organizer shall be furnished to the Organizer prior to the commencement of the Exhibitor’s work under this agreement. If obtaining such insurance will cause a hardship for your organization or you are not certain whether your current insurance meets these standards, please contact Jennifer King, jking@federalconference.com.

**Damages and Lost/Stolen Items** Neither the Puerto Rico Convention, the Organizer, or their agents or representatives shall be liable for any damages or lost/stolen items. Exhibitors are responsible for properly securing equipment overnight.

**Termination** In the event the Organizer must cancel the conference and exposition for reasons
including, without limitation, acts of God, fires, floods, epidemics, quarantine restrictions, terrorist acts, strikes, labor disputes, failure of public utilities, or hazardous weather (actual or forecasted), acts of terrorism, or any Force Majeure Event the exhibitors will waive liability and release the Organizers and their agents, representatives and sponsors of and from all claims for damages and agree that the Organizer shall have no obligation except to refund exhibitors.

**Miscellaneous** The failure on the part of partnering societies of the Organizer and their agents, representatives and sponsors to exercise any right provided for herein shall not be deemed a waiver of any further rights hereunder. The Organizer and their agents, representatives and sponsors shall not be liable for any failure to perform its obligations hereunder where such failure results from any cause beyond reasonable control. If any provision of this Agreement is found to be unenforceable or invalid, that provision shall be limited or eliminated to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sub-licensable by you except with the prior written consent of the Organizer’s Service Contractor (contact Jennifer King, jking@federalconference.com, Federal Conference).

This Agreement shall be governed by the laws of the District of Columbia and the parties shall submit to the exclusive jurisdiction of the District of Columbia courts. A party that substantially prevails in an action brought under this Agreement is entitled to recover from the other party its reasonable attorneys’ fees and costs. Both parties agree that this Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all modifications must be in writing and signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and you acknowledge that you do not have any authority of any kind to bind the Organizer and their agents, representatives in any respect whatsoever.