

NASFAA NATIONAL CONFERENCE EXHIBITOR/SPONSOR TERMS & CONDITIONS

1. NASFAA reserves the right to exercise its sole discretion in the acceptance or refusal of applications.
2. The NASFAA Exposition and Sponsorship programs are designed to provide a showcase for products and services either specifically designed for or customarily used in higher education administration. The program is held strictly as a means of information exchange. Applicants may not make sales or take orders in the exhibit area or within other NASFAA Meeting facilities provided. This provision will be rigorously and strictly enforced.
3. The Applicant agrees that NASFAA shall have the right to make such rules and regulations or changes in arrangements as it deems necessary and to amend them from time to time. NASFAA shall have the final determination and enforcement of all rules, regulations and conditions.
4. Exhibitors: No part of an exhibit shall be dismantled, nor materials removed until the exhibit hall closes on the final day of the show without specific permission from NASFAA. All space must be vacated by 7:00 p.m. the same day. If spaces are not vacated by that time NASFAA reserves the right to remove materials and charge the expense to the Applicant. NASFAA will not be liable for any damage or loss as a result of such removal.
5. Applicant selection of exhibit booth location(s) from among available space is the sole responsibility of Applicant. Subsequent reservations by other applicants from among then available space may result in Applicant's competitors locating nearby on the exhibit floor. NASFAA is not responsible for booth selection/location. If Applicant wishes to relocate subsequent to another applicant's booth location choice Applicant may contact NASFAA and request relocation to any then available space(s).
6. Applicant agrees to pay all fees, charges and/or expenses covered in the contract on demand. If NASFAA is forced to seek legal remedy to collect amounts due from the Applicant all charges related to the collection of unpaid amounts will become the sole responsibility of the Applicant. If an exhibitor fails to make payments due hereunder when they are due the space assignment is subject to cancellation or reassignment at the option of NASFAA without obligation for refund. Applicants may not assign or sublet any space allotted to them and may not advertise or display goods other than those manufactured or sold by them in the regular course of business without authorization by NASFAA. If any rented booth space remains unoccupied, or display materials unset, two hours prior to show opening NASFAA reserves the right to either remove all materials from the show floor or require the service contractor to set the booth. Exhibitor will be liable for all costs incurred. Booths may not be shared with another company.
7. Request for cancellation of space must be directed in writing to NASFAA. Telephone cancellations will not be accepted. Exhibit and sponsors fees are due 90 days prior to the Annual Meeting. Fees will be refunded (less deposit amount) if the cancellation is postmarked or received by fax/email 90 days prior to the first day of scheduled set up AND if the exhibit hall sells out. Exhibitors canceling less than 90 days prior to the first day of scheduled set-up are

financially liable for the full fee. NASFAA's exhibit manager will confirm receipt of all cancellations, and refunds, if any, will only be made for confirmed cancellations.

8. NASFAA conforms to IAEE guidelines for exhibit display specifications. In addition, empty containers or boxes must not be visible from the aisles or walkways. They must be stored out of sight, under your table or with the service contractor. The reverse side of any wing panel extending from the back wall of the display must be finished or draped in order to avoid a raw exposure to a neighboring participant. Exhibitor signage is restricted to the assigned exhibit space. No signs may protrude or be placed in any other area of the annual conference space except those produced and placed by NASFAA. These guidelines will be enforced by NASFAA. Violations of these guidelines that are not corrected 2 hours before opening may be corrected at the direction of NASFAA by the official decorator at exhibitor expense.

9. NASFAA, the NASFAA conference facility or any of their officers or staff will not be responsible for the safety or the property of the Applicant from theft, damage by fire, accident or other causes. Applicants are advised to consult their insurance broker for proper coverage on display material from the time it leaves their premises until its return. Neither NASFAA nor the NASFAA conference facility nor any of their officers, agents, employees or representatives shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any property of the Applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, or other causes. Neither NASFAA nor the NASFAA conference facility will obtain insurance against any such damage, loss, harm or injury.

10. Applicant hereby agrees to indemnify and hold harmless NASFAA and the NASFAA conference facility from any and all claims, demands, suits and liability for any damage, loss, harm or injury to any person or any property of the Applicant or any of its officers, agents, employees or other representatives. Applicant assumes responsibility and agrees to indemnify, defend and hold harmless NASFAA and the NASFAA conference facility and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises, including, but not limited to, any cost incurred as a result of alleged violations of copyright arising out of the use of mechanically or electronically reproduced music.

The Applicant understands that neither NASFAA nor the NASFAA conference facility maintain insurance covering the Applicant's persons or property and it is the sole responsibility of the applicant to obtain such insurance.

11. Applicants or their agents may not allow any article to be brought into the NASFAA conference facility or any act on the premises that will invalidate the insurance or increase the premiums on the policies held by the NASFAA conference facility nor permit anything to be done by their employees through which act the premises, property or equipment of other exhibitors will be damaged. No sign or articles can be affixed, nailed, or otherwise attached to walls, doors, etc., in such manner as to damage them. All space is rented subject to these restrictions. Applicant will be held liable for any damage resulting from such violations.

12. Exhibitor/sponsor participant agrees to acquire insurance for: (1.) \$1 million commercial general liability, with products and completed operations liability in the same amount. NASFAA and the NASFAA conference facility shall be listed as additional insured's and aggregate limits shall also be \$1 million. (2.) Worker's compensation insurance. Proof of insurance should be sent directly to the service contractor for the NASFAA Event: General Exposition Services.

13. Extremely loud noises such as bell, sirens, buzzers, etc. will not be permitted in order to maintain a like atmosphere.

14. Promotional activity is limited to the confines of space assigned by NASFAA. 'Working' the aisles, general areas or spaces assigned to others is prohibited.
15. Applicants may not schedule other events such as breakfasts, luncheons, dinners, receptions, or sessions during official NASFAA program hours or while the exhibit hall is open, unless specific permission is granted in writing by NASFAA.
16. If applicants are interested in planning an event at non-conference hours AND there are more than 50 institution attendees, specific permission must be received by NASFAA.
17. Included with the booth space are pipe and drape, 6ft table, 2 chairs, wastebasket, an ID sign, 24-hour security, listing in the Annual Meeting Program, and a final registration list of attendees. Booth furnishings and fixtures may be supplied by the exhibitor or ordered from the official Service Contractor.
18. This document and its attachments represent the entire agreement between the Applicant and NASFAA and may not be altered unless mutually agreed upon in writing.
19. If any provision of the agreement or the application of any provision to either NASFAA or the Applicant is held by a court of competent jurisdiction to be contrary to any law, the remaining provisions of this agreement will remain in full force and effect.
20. If the NASFAA Conference and Exposition or the NASFAA Conference is cancelled due to fire, strikes, government regulations, acts of God or other causes beyond their control, NASFAA shall not be held liable for failure to hold the meeting as scheduled. In such events, NASFAA, at its sole discretion, may refund part or all the exhibit/sponsor fees received by NASFAA. Refunds will be limited to a maximum of the amount paid by Applicant to NASFAA. In no event will NASFAA nor the NASFAA conference facility be liable for any direct, indirect, actual, special or consequential damages of any nature whatsoever, including, but not limited to, lost profits, business interruptions or other economic loss to the Applicant due to cancellation of the NASFAA Conference as scheduled.
21. Exhibitors may also not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways later in excess of the stated nominal value.
22. Exhibitors shall not provide any gift or give-away items of more than nominal value (i.e. less than \$20 fair market value)