

2024 Industry Summit Supplier Showcase Rules & Regulations

Supplier Showcase Schedule

Monday, October 7, 2024

7:00 am - 8:30 am	Supplier Showcase Set-Up
8:30 am - 9:30 am	Supplier Showcase & Breakfast
12:00 pm - 1:15 pm	Supplier Showcase & Lunch
1:30 pm - 4:00 pm	Supplier Showcase Tear Down

Assignment of Space: Display tables will be assigned on a first-come, first-served basis. FPDA & ISD reserve the right to amend floor plans and relocate display tables as necessary.

Payment & Cancellation of Space: Total payment for participation in the Supplier Showcase must be received by management prior to the event date. Cancellations made before 8/16/2024 will receive a full refund, less a \$200 processing fee. Any cancellations made after 8/16/24 will not qualify for a refund.

Liability: Neither FPDA, ISD, nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to the exhibitor, exhibitor's employees, or property from any cause whatsoever. Under no circumstance will FPDA or ISD be liable for lost profits or other incidental or consequential damages. FPDA & ISD shall not be held liable for failure to perform its obligations under these Rules & Regulations because of strikes, riots, acts of God, or any other cause beyond its control. The rights of FPDA & ISD under these Rules & Regulations shall not be deemed waived unless specifically stated in writing and signed by an authorized representative of FPDA.

Insurance: The display company is required to maintain adequate liability and other insurance protecting themselves against any claims arising from any activities conducted during the Supplier Showcase. Upon request, each party shall provide a Certificate of Insurance proving such insurance.

Responsibility of the Display Company: The display company is responsible for damage to hotel property. No signs or other articles may be attached to walls, doors, etc. in such a manner as to deface or damage them. Exhibitors must be self-contained within the display table areas assigned, and no chairs, furniture, or exhibit materials are to be placed outside the display area or set up in such a manner as to block other displays or fire exits.

Display Tables & Exhibits: Display companies will be provided with a standard 6'x 30" draped and skirted table. Exhibits are restricted to a maximum height of 10 feet. Exhibitors may use their allotted area to display company literature, signage, products, samples, giveaways, or information that is not in violation of local fire or safety ordinances and that can fit within the confines of the display space. Displays may not contain any hazardous materials and may not produce noise levels that would be intrusive to other displays. All audio/visual items, including electricity, may be ordered directly through the Hotel.

Display Table Staff: Display tables must be managed by at least one company representative. All table staff must be registered to attend the entire conference at the applicable registration rate. Name badges will be required.

Product Promotion Without a Display: Anyone actively soliciting business or distributing promotional materials without having purchased an official display table is prohibited. FPDA and ISD may take action against individuals or companies found to be engaging in this behavior, which may include asking them to leave the event or banning them from future conferences.

Shipping Services & Support: The Hotel Shipping & Receiving Department can assist with in-bound and out-bound materials. FPDA & ISD will not accept shipments from exhibitors at their offices or onsite at the conference management office. Additionally, no materials will be handled for packing or outbound shipping by any FPDA or ISD representative. All materials remaining in the display area after 5:00 pm will be considered trash and will be disposed of appropriately.

Agreement on Conditions: Each participant on behalf of themselves and their employees, agrees to abide by these conditions and by subsequent amendments and additions thereto. It is understood and agreed that sole control of the Supplier Showcase program and display area rests with the FPDA & ISD.

Distributor Agreement: Distributor members are allowed to participate in the Supplier Showcase but are limited to displaying only market value-added services or a division of their company's manufacturing products. Distributors are prohibited from promoting their general product portfolio of distributed products.