

## UFT School Counselors Chapter Exhibit Terms and Conditions

**1. Contract for Space:** This application for space assignment by the UFT's School Counselors Chapter, hereinafter referred to as the UFT School Counselors Exhibits Chairman becomes a contract when signed by the exhibiting company and accepted by the UFT's School Counselors Chapter.

**2. Cancellation of Conference:** Should the UFT School Counselors Chapter Conference be canceled, postponed or abandoned prior to the opening date, the exhibitor shall be entitled to a full refund of the amount paid for their sponsorship.

**3. Payments for Sponsorship:** Applications accompanied by sponsorship payment should be made payable to UFT - School Counselors Chapter and sent to UFT, Attention: Rosemarie Thompson, School Counselors Chapter, 52 Broadway, 16<sup>th</sup> floor, New York, NY, 10004.

**4. Cancellation of Space:** Cancellation notification must be submitted in writing or via email to Rosemarie Thompson at [rthompson@uft.org](mailto:rthompson@uft.org) to the UFT School Counselors Exhibits Chairman. If you agree to be a sponsor, no sponsorship refunds will be made for the conference if you cancel your sponsorship on or after **Feb. 16, 2018**.

**5. Forfeiture:** If an exhibitor does not follow the rules and regulations set by UFT School Counselors Exhibits Chairman, the exhibitor shall forfeit their exhibition space, regardless of whether or not the exhibit space is subsequently assigned.

**6. Rejection of Application:** UFT School Counselors Exhibits Chairman reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of the UFT School Counselors Exhibits Chairman, incompatible with the general character and objectives of the conference.

**7. Subletting Space:** The exhibitor shall not reassign, sublease or share assigned exhibit space with any person, firm or other entity and agrees not to exhibit, advertise, or offer for sale goods other than those manufactured or sold by him in the regular course of business, without notification to and approval of the UFT School Counselors Exhibits Chairman.

**8. Exhibit Hours, Installation, and Dismantling:** Saturday, March 10, 2018, 8:00 a.m. – 1:00 p.m. (**Hours subject to change.**) Any space not claimed and occupied or for which no special arrangements have been made prior to 8:00 a.m. Saturday, March 10, may be reassigned by UFT School Counselors Chapter without any obligation on the part of UFT School Counselors Chapter for any refund whatsoever. Special arrangements may be made for late set-up with prior approval from the UFT School Counselors Exhibits Chairman. Dismantling of exhibits MUST NOT begin before 1:00 p.m. on Saturday, March 10, unless pre-arranged with the UFT School Counselors Exhibits Chairman. Exhibitors are welcome to stay until 3 p.m., which is the conference's end time.

**9. Relocation:** UFT School Counselors Exhibits Chairman reserves the right to relocate an exhibitor's space due to modifications of the exhibit facility, fire marshal restrictions, or any other reason in the best interest of the overall conference.

**10. Fire Protection:** Booth decorations must be flameproof and all hangings must clear the floor. Electrical service may only be provided by the UFT and arranged through the Exhibits Chairman. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards the right is reserved to cancel all or such part of this exhibit as may be irregular.

**11. Repair of damages:** The cost of repairing any damage by the exhibitor, its employees, representatives, or agents to the exhibit

halls will be billed to and paid by the exhibitor. Nothing will be posted on, tacked, nailed, screwed or otherwise attached to floors, ceiling, furniture or other property of the UFT. Exceptions will be made for exhibitors who would like to post banners or other advertising materials on columns at UFT headquarters.

**12. Circularization and Solicitation:** Distribution of circulars or promotion material may be made only within the space assigned to the exhibitor presenting such material. Promotional material may not be distributed or left for attendees to pick up in the aisles, registration area, or anywhere else at UFT headquarters, 52 Broadway. Non-exhibiting companies/organizations will not be permitted to solicit business within the exhibit area or anywhere at UFT headquarters, 52 Broadway. Additional materials that the Exhibitor wants to leave behind for attendees must be left at their designated exhibit table. UFT School Counselors Chapter staff will collect all materials left to make them available for attendees as they exit the conference.

**13. Loss, Damage and Injury:** The UFT School Counselors Chapter is not responsible for any injury, loss or damage that may occur to an exhibitor's employee or property from any cause whatsoever. UFT School Counselors Chapter will not be liable for any injury, loss or damage which may be sustained by any person who may be on the premises leased to an exhibitor, or watching, observing, or participating in any demonstration or exhibit of exhibitors.

**14. Liability:** The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the UFT School Counselors Chapter and the UFT and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, attorney's fees arising out of or caused by the exhibitors installation, removal, maintenance, occupancy or use of the exhibition space or a part thereof excluding such liability caused by the sole negligence of the UFT, its employees and agents. In addition, the exhibitor acknowledges that UFT School Counselors Chapter and the UFT do not maintain insurance covering the exhibitors' property and it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

**15. Restrictions in Operation of Exhibits:** UFT School Counselors Exhibits Chairman reserves the right to restrict or evict exhibits, which because of noise, smell, method of operation, materials, or which detract from the general character of the exhibit area, or any other reason, becomes objectionable. This reservation includes anything of a character deemed to be objectionable to the exhibit or that interferes with the activities of neighboring exhibitors. In the event of such restriction or eviction, the UFT School Counselors Chapter is not liable for ANY refunds, fees or other expenses.

**16. Compliance with the Law:** The exhibitor or his representative or employees shall not engage in any display, publication, performance, or other activity which is in conflict with any federal, state, or local law, regulation, rule, or ordinance. Firearms may not be used as a part of an exhibit. Exhibitors cannot display or bring into the exhibit any animal, bird, fish, or other nonhuman creature without the UFT School Counselors Exhibits Chairman's approval.

**17. Interpretation and Amendment:** The UFT School Counselors Exhibits Chairman shall have full power to interpret or amend these rules. The exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by UFT School Counselors Exhibits Chairman, which shall be as much a part hereof as though fully incorporated herein.