

Exhibitor Information

Exhibit Location

Exhibits will be located in the Cape Fear, Port Meeting Room(s). Coming into the Hotel Ballast off of Water Street, this space will be to the Right side of the lobby, past the Cape Fear Registration area.

Exhibitor Terms and Conditions

All Exhibitors must sign and return the following Terms and Conditions when submitting their registration and emailed to jrizoli@whoi.edu.

Terms and Conditions

Contract: *This application, properly executed by the applicant [Exhibitor] shall, upon written acceptance and notification of space assigned by Workshop Organizers, identified as Organizers throughout this text, constitute a valid and binding contract.*

1. **Assignment of Tables** will be processed in the order of which they are received, and the convenience of the Organizers. If, after the initial space allocations, an Exhibitor desires a change of location, the Organizers will do all possible to accommodate changes within limits. However, decisions of the space allocations will be final. **Booth space is limited to 20.**
2. **Nature of Display** will be limited to literature and products that can be placed on the 30" x 6' table. Any placement of exhibit materials must be confined to your assigned space. Two chairs, 6' table and trash container will be provided. Internet will be available throughout Cape Fear Ballroom. Password will be available upon check in.
3. **Staffing of Exhibits:** Only those representatives who are paid registrants of both the Exhibit Booth and Workshop will be permitted to staff the Exhibit Booth.
4. **Exhibit Setup and Breakdown:** Exhibitors will be allowed to set up their display between 6:00 am and 8:00 am on **Tuesday, April 14th**. Closer to arrival if Exhibit hall is available on Monday, the day prior this will be updated to Exhibitors at that time.

Teardown will be from 12 noon to 5 pm on **Thursday, April 16**. Please be respectful to limit noise during move in and move out times. The Organizers retain the right to maintain standards of appearance and Exhibitor conduct in the best interest of the Workshop and the Exhibitors.

5. **Compliance:** Installation, maintenance, and operation of exhibits will be the sole responsibility of the Exhibitor, and Exhibitors shall comply with all State, Federal and local laws concerning safety, fires, and health, as well as rules and regulations of the Hotel Ballast and its Management.

6. **Loss or Damage:** Hotel Ballast assumes no liability to Exhibitors for any injuries to the Exhibitor or their employees, or for any damage or loss of property owned or controlled by, or in the custody of, said Exhibitor or its employees from any causes whatsoever. Said Exhibitor agrees to indemnify and hold harmless Hotel Ballast or its Management, the Organizers, or MTS against any such claims for injury, damage, or loss. It is agreed that said Exhibitor assumes all risks and hazards incidental to this exhibit, and hereby waives and releases Hotel Ballast or its Management, the Organizers, or MTS, their agents and employees of any liability from any and all claims for injuries, damage or loss.

7. **Management:** Exhibitor agrees that the conditions, rules, and regulations herein stated are made part of this contract, and that said Exhibitor agrees to be bound by each and all of the rules and regulations, and that Hotel Ballast shall have the full power to interpret, amend, and enforce all rules and regulations in the best interest of the Organizers, provided that any amendments shall not substantially diminish rights or increase the liability of an Exhibitor and written notice is given to Exhibitors.

I have read and agree to abide by the Terms and Conditions stated above:

Name and Title

Signature

Date

Shipping Information

Boxes are to arrive no more than three (3) days prior to the first event date. If the Exhibitor chooses to ship instead to their Hotel, contact that Hotel for any charges incurred.

Please be sure that all information appears on your shipping and return labels before mailing your material. Equipment is to be shipped to:

Ballast Hotel Event Services Office

ATTN: Erin Wallace

Address: Hotel Ballast

301 N. Water Street

Wilmington, NC 28403

It will be the responsibility of the Exhibitor to make arrangements for return shipment from our Event Services Office through their carrier or their Hotel. The Exhibitor must have properly packaged and addressed all packages accordingly. It is also the Exhibitor's responsibility to fill out all commercial invoices required for shipments outside of the US. All boxes/packages will be brought to the Event Services Office by the Hotel's Facilities Team. The Hotel Ballast does not assume responsibility for damage to, or loss of, any merchandise or article brought into the Hotel Ballast facility. C.O.D. Deliveries must be paid in cash by recipient at the time of delivery otherwise will be refused.

If you need further Shipping instructions, please contact erinw@hotelballast.com or 910-343-6172 in the Events Services Office.