

Vermont Bar Association General Sponsor/Exhibitor Policies

Rules and Policies

By submitting a Registration Form, the exhibitor agrees to abide by all rules and policies outlined below. The exhibitor understands that direct e-mail updates from the VBA will be provided to exhibitors containing the information necessary to participate at any event. The exhibitor is responsible for the information and deadlines contained in both, and therefore required to meet all deadlines or may miss specific marketing or logistic opportunities.

Right of Refusal

The VBA has the right to approve or reject Registration Forms and to approve all products, exhibits or promotions to be presented at VBA events. The Registration Form shall be considered a binding contract between the two parties and subject to the rules herein when it is submitted with full payment and accepted by the VBA. By submitting a Registration Form, the exhibitor releases the VBA from any and all liability to exhibitor, its agents, licensees, or employees that may arise or be asserted as a result of submission of a Registration Form or of participation in the VBA event.

Booth Allocation and Payment

Each potential exhibitor is required to register online with the full payment in order to be included in the initial booth selection process.

Compliance with Schedule

All exhibits must be installed during the time designated. Exhibit staff must be in charge of the display during the hours when the exhibit area is open. Each exhibitor agrees to maintain the exhibit through all exhibition hours as stated.

Exhibitor Registration/Badges

All persons working in the exhibit area must be registered as exhibit sponsor or exhibitor. Exhibit personnel must wear the identification badges while on the exhibit floor. Exhibit staff wishing to attend the event must be registered as an attendee. Event tickets for added staff are additional and must be purchased separately from the VBA.

Cancellation

In the event any exhibitor must cancel, the exhibitor must do so in writing to the VBA. Cancellation 60 or more days ahead of exhibit hall opening results in a 100% refund. Cancellation fewer than 60 days from the event opening results in no refund or up to 50% refund in the VBA's discretion.

Arrangement of Exhibits

The space provided will be as shown on the floor plan to the extent possible, but the VBA reserves the right, in its sole discretion, to make changes in the location, size and display limits of any booth.

Use of Space

Exhibitors may not sublet, assign or apportion any part of the space allotted, nor represent, advertise or distribute literature for product or services of any other firm or individual except as approved in writing by the VBA. Exhibitors promotional activities are confined to the actual space purchased, or in areas approved by the VBA. No exhibitor will be permitted to display or distribute literature outside the confines of the assigned booth space in the exhibit area. The VBA also reserves the right to remove, at the exhibitor cost, any product/items deemed by VBA as not suitable for display at the event.

Liability and Insurance

Exhibitors agree to protect, save, and hold the VBA, and all agents and employees thereof (collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or holding under the exhibitors. **The exhibit area is kept locked overnight or however hotel deems appropriate.** However, the VBA will not be liable for damage or loss to any exhibitor's properties through theft, fire, accident or any other cause whether the result of negligence or otherwise. The exhibitor shall indemnify VBA against, and hold it harmless from any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitor's use of display space. It is recommended that exhibitors insure their exhibit and display materials. It is also recommended that exhibitors take any valuable or important items with them when they are not in the exhibit area or the exhibit area is closed.

Americans with Disabilities Act

Exhibitors shall be responsible for making their exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold VBA harmless from any consequences of failing to do so.

Souvenirs and Samples

Distribution of souvenirs and samples is permitted provided there is no interference with other exhibits. The VBA may withhold or withdraw permission to distribute souvenirs, advertising or any other material it considers objectionable.

Conduct of Exhibitors

Exhibitors and employees, whether full, part-time or temporary personnel hired by the exhibitor, shall conduct themselves in an ethical manner at all times. The VBA may also ask any persons deemed, by the VBA, to be acting in an obstructive manner, or inappropriately dressed, to leave the exhibit floor.

Storage

Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

Staffing Booth

You must staff the booth for all posted exhibit area hours. All exhibit staff must be properly badged. No animals are allowed in the exhibit area.

Food and Beverage

Any food or beverages to be given away at exhibit booths must be approved by the VBA and hotel facility.

Convention Photography

By registering for the VBA's events, all attendees, instructors and exhibitors acknowledge they may be photographed during the convention. Please be aware these photos are for the VBA's use only, and may appear in the Bar's programs, publications, brochures, e-newsletter, website, and other materials. Your attendance constitutes permission and consent for this photography and subsequent usage.

Submission of a Sponsorship/Exhibitor Registration Form indicates that you have read and agree to all of the policies listed above.

Questions? Contact info@vtbar.org or 802-223-2020