

TRADE SHOW/SPONSOR TERMS AND CONDITIONS

1. **Exhibit setup and removal** – Exhibitors must set up and remove exhibit materials within the time frame provided by IHA. Exhibitors agree to keep exhibits set up until a time designated by IHA. IHA will remove remaining exhibit materials at the exhibitor's expense.
2. **Exhibitor booth materials** – Exhibit materials must conform to the fire regulations and electrical codes of the exhibit area. Packing materials and containers must be removed from the floor and must not be stored behind displays or under tables. Payment for services provided to an exhibitor by a contractor is the responsibility of the exhibitor. Exhibits may not protrude into the aisle or block the view of neighboring exhibits.
3. **Exhibitor printed materials** – Exhibitor's printed material may be distributed in the assigned booth area only. Any materials IHA considers objectionable will not be allowed to be distributed.
4. **Audiovisual effects and music** – Audiovisual equipment being used in one exhibit area must not unreasonably interfere with activities of other exhibitors. Exhibitors and others are prohibited from playing music in the exhibit hall.
5. **Security** – IHA cannot guarantee against loss, fire and damage. IHA's insurance policies do not provide coverage for exhibitor's protection. Exhibitors are responsible for their property through insurance or self-insurance.
6. **No-shows and Subletting** – Out of respect to other vendors and attendees, exhibitors who do not show up will not be invited back. Subletting exhibit space is prohibited. Companies may not share booth spaces.
7. **Exhibitor representative(s)** – Exhibitors must provide a representative in its exhibit space during exhibit hours. The number of representatives included in the registration fee is listed.
8. **Exhibitor name badges** – IHA will issue a badge with proper identification to each exhibitor. Exhibitor name badges are not transferable and always must be worn in the exhibit area.
9. **Cancellation and liability** – Payment in full must be received at least 30 days before the event. If payment in full is not received timely, IHA may, at its sole discretion, charge up to a ten percent (10%) late fee. Cancellations must be made in writing to IHASponsorships@IHAonline.org. If a cancellation is received 12 weeks or more before the event, a full refund will be made minus a twenty-five percent (25%) processing fee. No refund will be made for cancellations received 12 or fewer weeks before the event.
10. **ADA policy** – IHA does not discriminate in its educational programs based on race, religion, color, sex or disability. IHA wishes to ensure no one with a disability is excluded, denied services, segregated or treated differently than others because of the absence of auxiliary aids and services. If you need any of the auxiliary aids or services identified in the Americans With Disabilities Act to attend this conference, call 515-288-1955, or email IHA's Education Department at IHAtradeshows@IHAonline.org.
11. **Compliance with laws** – Exhibitor agrees to comply with all laws of the United States and the State of Iowa. Exhibitor must conform to all standard fire codes and rules of the facility where the trade show is being held.
12. **Agreement termination** – If IHA decides that the meeting location has become unfit for occupancy or if the meeting is materially interfered with, the agreement for exhibit space may be terminated. IHA will not incur liability for exhibitors' damages because of termination. If termination occurs, exhibitors waive liability and release IHA from claims and damages. Exhibitors also agree that IHA will have no obligation except to refund the exhibitor's prorated share of the rental fees for booths after deducting exhibit costs and expenses, including reasonable reserve for claims.
13. **Responsibility and liability** – IHA is not responsible to exhibitors for damages, losses or claims for exhibitor's participation in an IHA-sponsored trade show. Exhibitors assume responsibility and liability for losses, damages and claims because of injury or damage to exhibitor's displays, equipment, injury to someone or other property brought on the conference/trade show site. Exhibitors will indemnify and hold harmless IHA and its employees from such losses, damages and claims. Exhibitors are required to have insurance against damage and loss of exhibit materials and liability insurance against injury to person and property of others. IHA may ask for proof of insurance.
14. **Agreement changes** – IHA can make changes, amendments and additions to this agreement for the proper conduct of the exhibit. IHA will advise exhibitors of such changes. If an exhibitor does not follow IHA's rules and regulations, this agreement may be terminated, with the exhibitor forfeiting fees paid, despite whether the space is reassigned by IHA. Matters not covered here are subject to IHA's decision.

Failure to follow these Terms and Conditions may result in being prohibited from participating in future IHA events.