



# **FAHP 2025 ANNUAL CONFERENCE SPONSOR AND EXHIBITOR TERMS AND CONDITIONS**

## **\*\*\*IMPORTANT\*\*\***

**Because the tradeshow is in the same room as the general session, Exhibitor will NOT be permitted to start breaking down early on last day due to noise. If exhibitor does not comply the organization will not be invited to participate in the future year.**

### **ASSIGNMENT CRITERIA**

Sponsorship and Exhibitor opportunities are available on a first-come basis.

### **PAYMENT AND REFUNDS**

Preferably, full payment must accompany the Sponsorship Commitment Form. Payment may be made by check payable to FAHP or by credit card. No exhibits will be officially reserved until payment is received by the Association. Payment is requested within 30 days of submission of Commitment Form. If payment is not received when due, FAHP reserves the right to reassign the opportunity.

Additional conference attendees over the limit of complimentary registrations included in the sponsorship package must register and pay the conference registration fee.

### **CANCELLATION AND WITHDRAWAL**

Sponsorship packages that require logo imprint on items (bags, name badges, etc.) will not qualify for any cancellation once the form is completed and payment is requested immediately upon receipt of invoice.

Sponsorship or Exhibit Booths cancelled prior to October 1, 2025 will be refunded, less a \$250 service charge. No cancellations will be accepted or refunds issued, after October 1, 2025. Refunds will not be made for no-shows.

### **ONLINE EXHIBITOR FORM AND COMPETITORS**

In order to avoid placing competitors in close proximity, FAHP requires that Exhibitor booths are chosen solely by the exhibit company through the online interactive booth registration process on [www.fahp.net](http://www.fahp.net) on a first-come, first-serve basis. FAHP is not responsible for assignment of booth or nearness of competitors. If exhibitor becomes aware of a nearby competitor registration and would

like to relocate, they may request in writing via email to [meetingplanner@fahp.net](mailto:meetingplanner@fahp.net) their desire to relocate and the new booth number preference. FAHP will take each request under consideration individually. Exhibitor/sponsor agrees to maintain cordial business relations with competitive organizations at the event. No demeaning competitor references will be allowed.

## **FIRE SAFETY**

**No fireworks or incendiary devices may be used indoors at the Hotel. All vehicle displays, fog machines, fueled cooking demonstrations, lasers, exhibits or extensive productions with staging and props, must have a certified permit from the local Fire Marshall.**

## **RIGGING**

No sign, banner, decoration, or production equipment will be allowed to be attached to the wall or ceiling structure or suspended from the ceiling. No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

## **ELECTRICAL**

For liability reasons and to insure the highest level of safety, all electrical connections and/or power requirements performed must be contracted through the Show Decorator. No electrical will be provided by FAHP.

## **SECURITY**

No security will be provided in the exhibit space and all personal property left in the exhibit space is at the sole risk of the exhibitor. Exhibitors are responsible for safekeeping of their personal property.

## **INSTALLATION AND REMOVAL OF DISPLAYS**

FAHP reserves the right to fix the time for installation of a booth prior to the conference opening. Installation of all exhibits must be fully completed by Wednesday, November 12, 2025 at 9pm. No Exhibitor will be allowed to dismantle or repack any part of their exhibit until after the closing of the Tradeshow. Official dismantling is scheduled for Friday, November 14 at 10 am. (optional tear-down, Thursday night after reception concludes, November 14 at 8pm). No tear-down will be permitted during a general session.

## **EXHIBITORS AUTHORIZED REPRESENTATIVE**

Each Exhibitor must name one person to be its representative in connection with installation, operation and removal of the firm's exhibit. The Exhibitor shall assume responsibility for representation in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, staffed and orderly at all times.

## **SOCIAL ACTIVITIES**

Sponsor/exhibitor vendor agrees not to sponsor hospitality suites/rooms or other functions during official conference activities including exhibit hours, social functions, educational seminars and any other related activity scheduled by FAHP unless given permission by FAHP. If approved, FAHP can assist vendor with marketing initiatives.

## **LIABILITY AND INSURANCE**

All property of the Exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither FAHP, its service contractors, the management of the exhibit hall nor any of the officers, employees or directors nor any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism, or other causes. Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save Hotel, its owners, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of Hotel and its employees and agents. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in the exhibit, in an amount not less than \$1,000,000 combined Single Limit for personal injury and property damage.

## **CARE OF BUILDING AND EQUIPMENT**

Exhibitors or their agents shall not injure or deface any part of the Resort, other exhibitor booths, or booth contents or show equipment and décor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

## **FAHP DECORATOR/SHOW CONTRACTOR**

All exhibitors will be notified of the official Exhibit Show Decorator within 60 days of the conference dates. The Exhibit Show Decorator will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles and in any freight traffic area. The official Show Decorator will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the exposition. Information on shipping methods and rates will be posted online within 60 days of the conference dates. The exhibitor will ship at his own risk and expense all articles to be exhibited. The official Show Decorator will provide storage for incoming freight, delivery to the booth, and removal, storage and return of empty crates and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out dismantle time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the Association or the official Show Decorator. The exhibit space is carpeted.

**EXHIBIT SPACE FLOOR PLAN**

Every effort will be made to maintain the general configuration of the floor plan for this conference. However, the Association reserves the right to modify the plan, if necessary, as determined solely by the Association

**MISCELLANEOUS**

The Association shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to the decision by the Association. These terms and conditions may be amended at any time by the Association upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by the Association from time to time.