



Exhibitor/Vendor/Sponsor Terms of Agreement

EVENT MANAGEMENT

The IWLCA Convention is managed by the Intercollegiate Women's Alcrosse Coaches Association. All matters covered in these Rules and Regulations are subject to the interpretation of the IWLCA, and all exhibitors/vendors/sponsors must abide by their decisions. The IWLCA shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors/vendors/sponsors. Each exhibitor/vendor/sponsor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with preceding sentence.

ASSIGNMENT OF EXHIBITOR/VENDOR SPACE

Table location assignments are at the sole discretion of the IWLCA. Priority location will be given to IWLCA Official Partners. Each exhibitor/vendor/sponsor space will be provided a table, two chairs, and access to power via a power strip. Additional set ups are at the expense of the exhibitor/vendor/sponsor and must be approved by the IWLCA.

INSTALLATION AND DISMANTLING OF EXHIBITS

Installation will be available Tuesday, November 18 between 3-10pm and again on Wednesday, November 19 between 7am-3:00pm. All spaces MUST be properly installed, fully operational and show-ready no later than 4:00pm on Wednesday, November 19 prior to the Exhibitor Happy Hour. Breakdown will occur between 3:30-10:00pm Thursday, November 20, unless given approval by the IWLCA.

SHIPPING

Cost of shipping will be at the discretion of the Exhibitors/Vendors/Sponsors. Shipping information can be found as an attachment to this agreement. The IWLCA assumes no responsibility for damage or loss of items shipped.

STORAGE

There is limited space for storage available. Exhibitors/Vendors/Sponsors should make arrangements with the IWLCA for storage during the exhibition. IWLCA assumes no responsibility for damage or loss of items stored.

RESALE/SUBLEASING OF EXHIBIT SPACE

Exhibitors/Vendors/Sponsors may not assign, sublease or otherwise share a portion of their exhibit space with any party except a wholly owned subsidiary, a sister corporation or a company represented by an exhibitor without the express written consent of the IWLCA. This prohibition will be strictly enforced.

ARRANGEMENT OF EXHIBITS

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitor/vendor/sponsor, extends beyond the designated space or for any reason becomes objectionable, must be modified, or removed by the exhibitor/vendor/sponsor. Each exhibitor/vendor is responsible for keeping the area near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrators or other promotional activities must be confined to the limits of the exhibit space unless approved by the IWLCA.

PHOTOGRAPHING & FILMING OF EXHIBITS

Each exhibitor/vendor/sponsor has control over the space it has rented and may prevent those considered its competitors from gaining access to, photographing, or videotaping its exhibit. Only the exhibitor/vendor/sponsor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor/vendor/sponsor shall deny any reasonable request from the IWLCA or the official photographer/videographer to photograph or film the

exhibit from outside the perimeter of the booth.

PROFESSIONALISM

Each exhibitor/vendor/sponsor is expected to act in a professional manner at all times. Derogatory comments or actions made about or towards other exhibitors/vendors/sponsors, attendees, guests, or other groups will not be tolerated and will be subject to dismissal from the IWLCA Convention and forfeiture of payment and access to events.

SOUND DEVICES AND LIGHTING & OTHER PRESENTATION DEVICES

Public address, sound producing, or amplification devices that project sound should not interfere with other exhibits. Any form of attention-getting devices or presentations of any length must be conducted and contained within the limits of an exhibitor's rented booth space unless approved by the IWLCA. The IWLCA reserves the right to determine at what point sound or lighting effects constitutes interference with other others and must be discontinued.

BOOTH CANCELLATION POLICY

Space in the IWLCA Convention Exhibit area is non-refundable. Any cancellations should be made in writing to Liz Robertshaw at earobertshaw@iwlca.org.

FIRE, SAFETY AND HEALTH

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit area.

GENERAL LIABILITY, SECURITY & INSURANCE

The IWLCA makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor/vendor/sponsor must make provisions for the safeguarding of his or her goods, materials, equipment, and display at all times. The IWLCA will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident, act of God, war, or any other causes. The IWLCA will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold the IWLCA harmless against such claim. The exhibitor/vendor/sponsor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor/vendor/sponsor will abide by and observe all laws, rules, regulations, and ordinances of any government authority and of the contracted facility. The exhibitor/ vendor/sponsor will hold the IWLCA, its Board, members, staff, and representatives, the Hilton Anatole harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Island Grand at TradeWinds Resort occasioned by any act, neglect, or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor/vendor/sponsor upon the premises, and the exhibitor/vendor/sponsor will at its own cost and expense defend and protect the IWLCA against any and all such claims or demands.

VIOLATIONS

The IWLCA may at its discretion take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, violation of any of these Rules and Regulations by the exhibitor/vendor/sponsor or his or her employees or agents shall at the option of IWLCA forfeit the exhibitor's right to occupy space and such exhibitor/vendor/sponsor shall forfeit to the IWLCA all monies paid or due. Upon evidence of violation, the IWLCA may take possession of the space occupied by the exhibitor/vendor/sponsor and may remove all persons and goods at the exhibitor's risk. The exhibitor/vendor/sponsor shall pay all expenses and damages that the IWLCA may incur thereby.

QUESTIONS?

Email Liz Robertshaw at earobertshaw@iwlca.org or call 617-212-2006

IMPORTANT EXHIBITOR INFORMATION

Registration

All exhibitors will have a profile in the Whova App. This platform will be used by all attendees throughout the IWLCA Convention, so it is imperative that the profile is filled out completely to best showcase your company. Exhibitors will be sent a unique link to set up their profile. Please check your spam account if you do not see this link or contact Liz Robertshaw.

Hotel Room Block

All exhibitors are welcome to stay in the official Convention hotel, the Island Grand at TradeWinds Resort. The IWLC A has secured a room rate of \$249 plus tax which includes the mandatory nightly resort fee. The link to book your hotel room can be found [HERE](#).

Exhibitor Space

This year's exhibitor space will be located in the Grand Palm Colonnade off the main entrance lobby. This is directly outside of the main meeting room, the Island Ballroom.



SHIPPING/RECEIVING /SECURITY

The TradeWinds Shipping and Receiving Department representative is onsite to ensure the proper security, storage and delivery of your packages. Below is the required information for all incoming packages:

Hold for the (Client Name) and/or (Convention Service Manager)

Name of Group and/or Event

First Date of Event

Number of Packages (i.e. 1 of 2, 2 of 2, etc.)

TradeWinds Island Grand, 5600 Gulf Blvd

RumFish Beach Resort, by TradeWinds, 6000 Gulf Blvd

St Pete Beach, FL 33706

Packages may be delivered no more than seven (7) business days prior to the event. All package handling fees are due and payable upon delivery. The fees may be charged to your room, master account, credit card, or paid by cash per the recipient. Current fee schedule will be supplied from assigned convention services manager. The maximum weight for any package to be stored is 100 pounds. Please contact your convention service manager in writing at least ten (10) days prior to package arrival so that arrangements to accommodate can be made. A ten (10) day advance notice is required for all pallet shipments. In addition, pallet shipments must be delivered no more than two (2) days prior to the event. Please contact your convention services manager to make these arrangements.