

# Exhibitor Regulations and Guidelines



## Exhibitor Reservations

Make your reservations to exhibit by visiting [sreb.org/exhibitors](http://sreb.org/exhibitors). Exhibit fees are to be paid in full at the time of application submittal or prior to the conference. The exhibit fee allows only one company per booth. Multiple exhibits require a separate exhibit fee for each booth.

SREB will assign all exhibit space on a first-come, first-serve basis, but will consider the preferences of conference sponsors first and then individual exhibitors. Reservations are not transferable. SREB reserves the right to modify original space assignment as necessary. SREB reserves the right to refuse the application of any exhibitor based on lack of space, failure to submit applicable forms or deposits, a need to limit the number of similar products or services, incompatibility with the conference objectives, or any other reason at its complete discretion.

## Liability and Insurance

The exhibitor agrees to make no claim, for any reason whatsoever, against SREB, the New Orleans Ernest N. Morial Convention Center or any other contractors for loss, theft, damage or destruction of goods, or for any injury to self or employees. Nor will a claim be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for removal of the exhibit or for failure to hold the conference as scheduled. Exhibitors who wish to insure their goods must do so at their own expense.

## Unoccupied Space

Should any rented exhibitor space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, SREB reserves the right to rent that space to another exhibitor or use that space for such purposes as it may see fit without any liability on its part. This clause shall not affect the obligation of the exhibitor to pay the full amount specified in the space rental agreement should SREB not resell the space.

## Prize Drawings and Promotions

Exhibitors may not offer drawings, promotions, prizes or related activities at the conference.

## Permits and Sales Tax

Exhibitor is responsible for obtaining any and all permits and licenses necessary to sell to the public.

## Acceptability of Exhibits

SREB seeks to operate an ethical event that will inspire the confidence of all involved, attendees and exhibitors alike. SREB reserves the right to refuse to sell exhibit space to any company it deems objectionable or at cross purposes to its mission or the Making Schools Work Conference. Additionally, SREB reserves the right to require exhibitors to remove promotional materials from the show floor that are deemed objectionable. SREB also reserves the right to eject any person deemed objectionable from the event without refund.

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## Booth Staff

Each exhibit booth may be staffed by two people for single booths or four people for double booths. Booth fees entitle these booth staff to participate in educational sessions and activities taking place in the exhibit hall, including refreshments and social activities. There is an \$80 fee for each additional person staffing the booth. This fee does not include conference access.

## No Endorsement

SREB does not approve, endorse or recommend the use of any specific commercial product or service. Exhibitors may not, therefore, imply either verbally, or in printed literature, that its products or services are approved, endorsed or recommended by SREB.

## Conflicting Meetings and Activities

Exhibitors agree not to extend invitations to meetings, receptions or other events, or otherwise encourage attendee absence from the conference facilities or the Exhibit Hall during official exhibit hours. Exhibitors must obtain approval from SREB for all activities planned during the conference. SREB reserves the right to request and enforce cessation of any non-approved activity as it sees fit.

## Fire, Safety and Health

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment. Necessary fire precautions will be the responsibility of the exhibitor.

## Cancellations and Move-In and Move-Out Requirements

In the event written notification of intent to cancel is received by Jenn Carter by June 1, 2020, all sums paid by the exhibitor, less a fee of \$100 per booth, will be refunded. No refunds will be granted after June 1. If move-in is not conducted during scheduled times, SREB reserves the right to reassign the booth space and retain the exhibitor's booth fees. Breakdown and move-out activities must be conducted during scheduled times. **Any exhibitor who breaks down and departs before the exhibit hall closes at 3 p.m. on Thursday, July 9, may be prohibited from future exhibits.** All storage and handling charges due to failure to remove exhibit materials from the display or storage area after move-out shall be the responsibility of the exhibitor. There will be no refunds for any occurrence or acts of nature, natural or manmade, beyond the control of SREB, that limits the size of the conference audience.

## Damages to Property

Exhibitors are liable for any damage to building floors, walls, columns or tables or to any other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns, floors, walls or tables.

## Guidelines for Display Rules and Regulations

A single booth (10' x 10') will have an 8' backwall drape and 3' side dividers. For endcaps, only the center 10' may be 8' tall. The front of a booth (5' from the aisle to the middle of a booth) may not extend any higher than 42" so as not to obscure the sight line of other exhibitors. Side rails height must not exceed 36" to prevent obstructions that would interfere with the view of other booths. High counters must be placed at least 2' back from the booth entrance so as not to cause aisle traffic.

# Join us!

To reserve your space, visit [sreb.org/exhibitors](https://sreb.org/exhibitors) or contact [jenn.carter@sreb.org](mailto:jenn.carter@sreb.org).