

# LifeSpan 2022 Annual Conference & Exposition Exhibitor Rules and Regulations

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- 1. Rules.** The term "Event" refers to the 2022 LifeSpan Annual Conference & Exposition to be held September 27-September 30, 2022 at the Roland E. Powell Convention Center, Ocean City, MD ("Event"). The Event is owned, produced, and managed by LifeSpan Network. The term "Exhibitor" refers to the organization or person that applied for and has been granted exhibit space rental and such applicant's officers, directors, shareholders, employees, contractors, agents, and representatives.
- 2. Application to Exhibit.** The receipt by LifeSpan of an electronic Application for Exhibit space will constitute a binding contract (the "Agreement"). LifeSpan reserves the right to reject any application for space for any reason. If any Exhibitor changes management or is purchased by another company/organization, this Agreement becomes binding on such company/organization.
- 3. Exhibit Space Specifications.** Standard booths are 8' deep and 10' wide. Each exhibiting company shall receive 8' high pipe and drape back wall, 3' high pipe and drape side wall; carpeted floor area, 6-ft skirted table, 2 chairs, 1 trash can, 110v outlet, listing in the on-site Conference Program, online, and in the conference app, pre-show attendee list, post-show attendee list upon request, and two complimentary full-meeting registrations.
- 4. Exhibit Space Assignments.** Exhibit booths are purchased on a first-come, first-served basis. Exhibitor may choose a booth space and purchase immediately or may reserve a space for 24 hours. Notwithstanding the above, LifeSpan reserves the right to change the floor plan at any time as it may, in its sole discretion, deem necessary in the best interest of the Event. Exhibitor shall not sublet or permit the use of all or any part of the booth or any equipment provided by LifeSpan nor shall Exhibitor assign this Agreement in whole or in part, without written notice to and approval from LifeSpan.
- 5. Exhibitor Services Kit.** The Exhibitor Services Kit will include pertinent information regarding the Event including, but not limited to, additional rules and regulations, display rules, installation/dismantle schedules, official vendor order forms and pricing, shipping and drayage, utilities and building services. A printable Exhibitor Services Kit can be downloaded from the Conference website.
- 6. Exhibitor Representation.** Exhibiting companies are limited to registering four (4) persons per 8x10 booth space; two (2) full-meeting complementary registrations and additional booth Reps/Staff (Limited 2) if desired, can be purchased for \$300 per exhibitor. Those additional registrations are valid for Wednesday, September 28 and Thursday September 29 only and limited to the Exhibit Hall and Social events. Exhibiting companies' staff above the four (4) Booth Reps/Staff may register for the full conference package at the following rates: LifeSpan members (\$500) and Nonmembers (\$800).
- 7. Cancellation of Booth Space Policy:** All requests for cancellation of exhibit space must be made in writing and shall become effective upon receipt by LifeSpan Network. Request for cancellation must be made to Kathy Bernetti at [kbernetti@lifespan-network.org](mailto:kbernetti@lifespan-network.org). Exhibitor agrees to pay the following as liquidated damages (and not as a penalty) if the Exhibitor cancels its exhibit space: If written notice of cancellation is received by LifeSpan on or before June 13, 2022, LifeSpan will retain or shall be owed a cancellation fee of \$150; if written notice of cancellation is received by LifeSpan on or after June 14 but before August 1, 2022 LifeSpan will retain or shall be owed a cancellation fee equal to 50% of the total exhibit fee plus a \$150 processing fee; if written notice of cancellation is received by LifeSpan on or after August 1, 2022, LifeSpan will retain or shall be owed a cancellation fee equal to 100% of the total exhibit fee. The above cancellation fee terms shall apply regardless of the execution date of this Agreement.
- 8. Cancellation or Postponement of Event.** It is mutually agreed that, in the event that the Event is canceled for any reason, then and thereupon this Agreement will be automatically terminated and LifeSpan will determine an equitable basis for the refund of a portion or all of the exhibit fees, after due consideration of expenditures and commitments already made.
- 9. Payment of debts.** Exhibitors must make required payments for exhibit space as outlined under payment information listed online. Exhibitors are further responsible for ensuring that there are no outstanding amounts owed by them to LifeSpan. **All payments must be received at the time of contract submission or no later than 45 days after. On-site payments will not be accepted. If all payments and outstanding amounts are not paid in full by July 5, 2022, LifeSpan retains the right to cancel the Exhibitor's space without further notice and without obligation to refund previously paid amounts.**
- 10. Exhibit Space Occupancy.** All Exhibit must occupy its assigned exhibit space by the end of published set-up hours and are not to dismantling exhibit space prior to the closing of the exhibit hall by LifeSpan.
- 11. Arrangements of Exhibits.** Exhibitor agrees to abide by all exhibit display guidelines published in the Exhibitor Services Kit/Form. All Exhibitors must remain within the confines of their own exhibit space, and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other Exhibitors.
- 12. Handling and Storage.** LifeSpan will not accept or store display materials or empty crates; Exhibitor shall make its own arrangements for shipment, delivery, receipt, and storage of such materials and empty crates through the Convention Center using the Service Form. All shipments and deliveries to the Event shall be prepaid.
- 13. Exhibiting Codes and Agreements.** Exhibitor hereby agrees to be bound by all exposition rules and regulations outlined here and in the Exhibitor Service Kit/Form, and any additional rules, regulations, and information as may be adopted by LifeSpan or the Event facility. Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations of the facility where the exposition is held.
- 14. Listing and Promotional Materials.** By exhibiting at the Event, Exhibitor grants LifeSpan a fully paid, perpetual, non-exclusive license to use, display, and reproduce the name of the Exhibitor in any directory or listing of the Event exhibitors and to use such names in promotional materials. LifeSpan shall not be liable for any errors in any listing or any Exhibitor from any directory or listing pertaining to the Event.