

Northeast Association of Equine Practitioners



An Invitation to Excellence

www.neaep.net

info@neaep.net

Symposium Exhibitors Guide

Please spend a few minutes to review the material contained in this guide. For the most part, all questions regarding the show will be answered herein.

Thank you for your cooperation. If you have any questions, please contact NEAEP office at 1-877-355-9994.

Northeast Association of Equine Practitioners
General Information/Rules and Regulations
Management

This show is managed by Northeast Association of Equine Practitioners – 5677 South Transit Road, Suite 200 - Lockport, NY 14094. The word (NEAEP) used herein refers to this company.

Rules

Each prospective exhibitor is required to sign the official application and contract for space in the exhibit. By doing so, he subscribes to the General Information, Rules and Regulations which are part of the application and contract and to comply insofar as the same may be applicable to the use and occupancy of space by said prospective exhibitor, to the contract between NEAEP whereby NEAEP has entered into a contract with event site and convention center for said overall exhibition space.

Application Form

Applications for exhibit space must be on the form provided and must be accompanied by a 100% deposit made payable to NEAEP.

Assignment of Space

Space assignments will be made by NEAEP in keeping with exhibitors' preferences insofar as it is possible. In case of duplicate requests the earliest application received will have preference. NEAEP will endeavor to confirm all space assignments within 30 days.

Payment/Cost of Space

Space is priced at:
\$975 - \$1250.00 for an 8' x 10' section.

Default

Any exhibitor failing to register by 5pm the day of the event in the convention center for any space constructed, but not cancelled, is obligated for the full cost of the space and is not entitled to any rebate. NEAEP shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any rebate or allowance to the defaulting exhibitor and without incurring any obligation of any kind to said prospective exhibitor.

Cancellation

Any exhibitor may cancel or withdraw from the exhibit subject to the following conditions and restrictions:

1. If notice is received in writing no later than 90 days prior to the event, all monies shall be refunded.
2. If notification to cancel is received between 60 and 89 days prior to the event, the cancellation fee will be 25% of the total cost of the space contracted for.
3. If notification to cancel is received between 30 and 59 days prior to the event, the cancellation fee will be 50% of the total cost of the space contracted for.
4. There will be no refunds for space cancelled after 29 days prior to the event.

Limitation of Liability

The exhibitor agrees to make no claim for any reason whatsoever, against NEAEP for loss, theft, damage, or destruction of goods, nor for injury to himself or his employees while in the exhibition quarters, nor for any damage of any nature or character, including any damage to his business by reason of the failure to provide space for the exhibit, or the removal of the exhibit – not for any action of any nature of NEAEP in case the premises of the Convention center shall be destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and/or interfered with by reason of any strike, walk-out, injunction, act of war, act of God, emergency declared by any governmental agency or by the NEAEP, or for any other reason, this contract may be terminated by NEAEP. In the event of such termination, the exhibitor waves any and all damages and claims for damages and agrees that the sole liability of NEAEP shall be to return to each exhibitor his space payment, less his prorated share of all costs and expenses incurred and committed by NEAEP.

Insurance

All property of the exhibitor shall be deemed to remain under his custody and control at all times including transit to or from, and within the confines of the exhibition areas subject to the rules and regulations of the exhibit. Exhibitors are advised to carry floater insurance to cover exhibit material against damage or loss. Exhibitors agree to carry general liability insurance or no less than \$100,000-\$300,000 and \$25,000 for property damage, and workman's compensation insurance in accordance with laws covering activities at the exhibit. NEAEP will carry public liability insurance for injury to exhibit visitors, exhibitors and their agents and employees.

Exhibitors' employees are not covered when on space rented by the exhibitor and NEAEP is not responsible for the safety of exhibitors' property from theft, fire, accident, vandalism or other causes. In the event that NEAEP shall be held for any event or occurrence which might result from a particular exhibitor's action or failure to act in any manner whatsoever, such exhibitor shall hold NEAEP harmless for any costs and expense for any actions brought against NEAEP and shall hold NEAEP harmless from any and all liability and cost incurred resulting there from.

Installation and Dismantling

Please call the NEAEP to confirm the exhibit installation date/breakdown dates. If NEAEP designates contractors to perform work at the exhibitors expense, where union personnel are required by the exhibit site and Convention Center or by any contractors involved, it shall be the exhibitor's responsibility to comply with such requirements – in no event shall NEAEP be responsible for the conduct of contractors or their employees and no responsibility is assumed for failure to perform by contractors, their charges or any other matter relating to contractors or the exhibit site and Convention Center.

Exhibit Design

Standard 8'x10' or pipe and drape background and side partitions will be furnished by the NEAEP for all exhibit space. Booth identification sign, two chairs, one 6' draped table and one wastebasket. No built-up exhibits or other construction shall exceed 8 feet in overall height without the written permission of the NEAEP.

Height requirements for equipment on display may be waived upon approval of the NEAEP, but are subject to restrictions imposed by the building's dimensions. Failure to comply with these design requirements could result in modification or removal of exhibits. One standard sign with copy limited to company name on the first line, and city and state on the second line, plus booth number, will be provided to each exhibitor.

Refreshments, Gifts, and Contests, etc.

NEAEP reserves the right to prohibit, limit, or discontinue the distribution of gifts, giveaways, or similar promotions. Contests, raffles, and drawings, if permitted under state and local law, will be

subject to the approval of the NEAEP. There will be no announcements of contests, drawing, or raffle winners at any event sponsored by someone other than the sponsor of the raffle, drawing, or contest.

Safety, Fire, and Health

The exhibitor agrees to accept full responsibility for compliance with national, state, and local safety and fire regulations. Equipment on display shall have battery leads disconnected, gas tanks emptied, and locked or taped shut, and ignition keys removed. No helium balloons allowed. Only flameproof materials should be used in each exhibit.

Security

Every reasonable precaution will be taken to protect property during the installation, display and removal. Hotel security guards are being engaged by NEAEP and exhibitors are requested to give them their fullest cooperation.

Appearance – General

Each exhibitor is requested to recognize the right of other exhibitors and realize that the general appearance of the exhibit as a whole must take precedence over that of any individual exhibit. NEAEP specifically requests cooperation in maintaining due regard for adjoining exhibitors and in keeping all displays in the bounds of good taste and in conformance with safety regulations. Exhibitors are instructed not to create excessive obstruction of aisles or prevent ready-access to any other exhibitor's booth. Those in violation will be required to remove the obstruction. No advertising or exhibit will be allowed to extend beyond the space allotted to the exhibitor and no exhibitor's products, equipment, or booth construction may be so placed as to exclude the view of their neighboring exhibits for visitors passing through the aisles. The use of moving pictures will be permitted subject to approval and controlled by NEAEP and sound movies will be permitted only if unobjectionable to neighboring exhibitors. Any sound system, which creates excessive noise, making normal conversation in neighboring booths difficult may, at the discretion of the NEAEP, be restricted to periodic operations and exhibitor assumes all responsibility for compliance with union requirements relating to projection equipment and sound system.

General

All matters and questions not covered by the General Information/Rules and Regulations are subject to the decisions of the NEAEP. The General Information/Rules and Regulations may be amended or supplemented at any time by the NEAEP and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the original General Information/Rules and Regulations.

NEAEP reserves the right to refuse to allow an exhibitor to participate in any NEAEP events in its absolute discretion, or to negotiate with the exhibitor regarding the terms and conditions of participation. NEAEP further reserves the right, in its absolute discretion, to terminate this agreement at any time not later than 90 days prior to the Symposium. In the event of such termination by NEAEP the sole remedy of the exhibitor shall be the refund of moneys paid by the exhibitor to exhibit in the Symposiums.

The Northeast Association of Equine Practitioners places tremendous importance on its relationships with its educational partners. The continuing education provided by NEAEP for veterinarians / Farriers / students and the public is dependent upon the continued support of these industry groups. Our responsibilities extend beyond scientific education for attendees into the areas of ethical, legal and insurance issues. The NEAEP will evaluate companies and their products not solely on scientific merit, but also taking into account the legal and ethical ramifications of the use of these products. It is our policy to provide information to our attendees that will not only protect the health of the horses of the clients that we serve, but also to provide information that will protect the members themselves from unnecessary litigation. The NEAEP will evaluate the companies who provide products to our membership and advertise at the convention trade show on the basis of scientific, ethical, and legal merit. At the discretion of the organization, any company demonstrated to be in violation of the law will be excluded from exhibiting and / or educational partnership with the NEAEP.