



Training Days Conference
February 15 - 17, 2023

Be Informed and Inspired to Initiate new Ideas to Improve your work lives.

SPONSOR AND EXHIBITOR TABLESPACE AGREEMENT

1. **CONTRACT:** The application for tabletop space and the full payment of space rental fee constitutes a contract. Amendments and/or exclusions to this contract must be in writing and initialed by authorized representatives of both parties.

2. **ASSIGNMENT TABLETOP SPACE:** Tabletop assignments will be made in the order that contracts and payment are received Rocky Mountain Oracle Users Group. The organizers will make every effort to place sponsors in their preferred position and separate exhibitors from competitors where requested.

3. **TABLETOP RENTAL AND PAYMENT:** Rental fee for one tabletop EXHIBITOR space is \$1,500. Full payment is required at the time of application for space. Payment is accepted online, or by check.

Mail checks payable to Rocky Mountain Oracle User Group to:
RMOUG
P.O. Box 10142
Scottsdale, Arizona 85271-0142

4. **TABLETOP REGISTRATION:** All persons working in the exhibit must register online as an Exhibitor for the conference. Exhibitors receive 2 exhibit hall registrations. Additional registrations can be purchased for \$150 per person. Persons desiring to attend conference technical sessions must register and pay online for a full conference pass.

5. **CANCELATION OF DISPLAY SPACE:** Display space may be canceled prior to the opening date of the conference based on the following schedule: 120 days or more: 75% of the cost refunded minus processing fee (\$100) 75 - 119 days: 50% of the cost refunded minus processing fee (\$100), 75 days or less: No refund

6. **TABLETOP SPECIFICATIONS:** EXHIBITOR is furnished one 6-foot tabletop and 2 chairs. Pop-up displays of 6 feet or less in width will be allowed. The conference center has WIFI throughout and some electrical outlets in the exhibit hall. No direct electrical is available to the tables. Be advised that any display or promotional materials that do not fit on your table are not allowed on the exhibit floor. Audio-visual aids and/or equipment including, but not limited to the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noisemaking machines may not be played at a level that would interfere with adjacent exhibitors. Speakers and others. Exceptions must be approved by the conference manager.

7. **USE OF SPACE -** Requests for co-participation by any other company or firm or its representatives in space assigned to the original applicant must be made in writing to Conference Director. The requesting company will be charged an additional fee of \$150.00 per day for each additional participant; benefits of agreement are limited to the contracted exhibiting company. Exhibitors shall not sublet booths or assign this lease in whole or in part without the prior written approval from Conference Director.

8. **SETUP AND DISMANTLING -** The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor. All displays must be in place and set up by the time of the official opening of the show. Space not occupied by one (1) hour before the official show opening time may be reassigned for other purposes. Any exhibitor failing to occupy space which has

been contracted is not relieved of the obligation of paying for such space at the full rental price, No exhibits shall be dismantled before the official closing time of the show.

9. **PROTECTION OF THE EXHIBIT HALL FACILITY -** All Exhibitors must make arrangements to ship or carry their own materials to the conference. This is not an exhibition with a drayage company contracted to handle move-in and move-out. Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the conference center area without permission from the proper building authority and Conference Management. Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibition Manager, the conference center manager, or their assistants.

10. **GENERAL RESTRICTIONS:** RMOUG reserves the right, without recourse, to control or prohibit any tabletop Exhibitor or part of any tabletop or set-up which is determined unsuitable or not in keeping with the character of the Training Days conference. Each tabletop will receive the participant list electronically after the conference. The participant list, in its entirety or any part thereof, is proprietary and cannot be resold or loaned to any person or persons for any reason.

11. **SECURITY AND INSURANCE -** The conference center will take reasonable care to ensure the security in the exhibition area and employs reputable security guards. The duty of the guards is to protect the conference center against theft during closed hours. Neither the organizer, organizer management, nor the owners of the exhibit premises will assume any responsibility for an Exhibitor's personal property, booth materials, or rented equipment. Exhibitors should make their own insurance agreements.

12. **FIRE PROTECTION:** All display material must be flameproof and subject to inspection by the fire department in the city where the conference is conducted. No flammable fluids or substances may be used or shown in tabletops.

13. **WAIVER OF LIABILITY:** The exhibitor agrees to protect, save, and hold RMOUG, the Lowry Conference Center, Denver Colorado, and all agents and employees thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitors and further, exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs, (including attorneys' fees), damages, liabilities, or expenses arising from or out of any accident or bodily injury or other occurrence to any person or persons, including the Exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said Exhibitor's occupancy and use of all or part of the exhibition premises. The Exhibitor understands that neither RMOUG nor the Lowry Conference Center Denver, Colorado maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

14. **AGREEMENT TO CONDITIONS -** Each exhibitor for himself and his employees agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit hall rests with the Exhibition Management.