

### **Exhibitor Rules and Regulations**

The rules and regulations contained herein are intended by The College of Optometrists in Vision Development (“COVD”) to best serve the interests of the exhibitors, the Annual Meeting attendees and guests, and to outline governing rules and regulations for a successful event. The rules and regulations bind all applicants and exhibitors. Non-adherence may result in loss of priority placement, ineligibility to exhibit at future COVD Annual Meetings, and/or removal from the current Annual Meeting.

The term “Event” refers to The College of Optometrists in Vision Development 2019 49<sup>th</sup> Annual Meeting to be held April 9-13 at the Kansas City Marriott Downtown (“Hotel”) in Kansas City, MO. The event is owned, produced, and managed by the College of Optometrists in Vision Development. 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. Each applicant for exhibit booth space (“booth”) agrees that the terms and conditions of these Rules and Regulations are made part of any resulting Agreement for the use of the exhibit.

### **Space Rental, Assignment of Location, and Subletting**

Applications (“Agreement”) for exhibit booth space must be made on the printed or electronic form provided by COVD, contain the information as requested, and be executed by an individual who has authority to act for the applicant. Whenever possible, space assignments will be made by COVD in keeping with the Exhibitor’s preference. COVD reserves the right to make the final determination of all space assignments in the best interests of the event, utility services, fire code, and other criteria. COVD reserves the right to reject any application for space. No exhibitor shall assign, sublet, or share the space allotted with another business without prior written consent from COVD.

### **Exhibitor’s Authorized Representative**

Each Exhibitor must name at least one person to be the representative in connection with installation, operation, and removal of the exhibit. Such representatives shall be authorized to enter into such service contracts as may be necessary and for which the Exhibitor shall be responsible. The Exhibitor shall assume responsibility for having the representative(s) in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, staffed, and orderly at all times. The Authorized Representative’s name and contact information will be shared with the Hotel and the Official Service Contactor, and the Representative (therefore the Exhibitor) shall be completely responsible for any additional costs incurred during the event, which are not detailed as covered by COVD (i.e. shipping, storage, delivery, set-up, and additional power charges, etc.).

### **Official Service Contractor**

The official service contractor is Viper Tradeshows, Inc. The point of contact for Viper Tradeshows, Inc. is John Olis who can be reached at [JOlis@vipertradeshow.com](mailto:JOlis@vipertradeshow.com).

### **Payment, Deposit, and Cancellation Information**

Contract terms and exhibit application are available online here: <https://www.covd.org/event/2019covdexhibitor>. **At least 50% of the Exhibitor’s total cost is REQUIRED upon submission of application to secure space.** Applications for exhibit space must be received no later than 60 days prior to the event – Friday February 8, 2019. Full payment must be received by 60 days prior to the event – Friday February 8, 2019. Failure to pay the full amount by the required date will result in being pulled from all programming and promotional material until payment is received. **No exhibitor shall exhibit without full payment.** If registration is cancelled, COVD will issue a refund minus a 15% processing fee. Any cancellations made after 90 days prior to the event – Wednesday January 9, 2019 – will result in NO refund.

### **Booth Specifications**

Each booth for the event will be 8' deep x 10' across with one (1) 6'x30" skirted table, 2 chairs, booth ID sign, and a standard power strip (by request). Each booth will have 3' pipe and drape side rails, with an 8' pipe and drape back wall. No decorations or displays may be taller than 8', nor protrude into or block aisles. Booths are to be kept free of trash and litter. All demonstrations must be confined to the limits of the booth space.

\*\*Any booth requests that are outside the size parameters listed above, MUST have prior COVD approval no later than 60 days before the event – Friday February 8, 2019 – and are subject to relocation at COVD's sole discretion based on fire code regulations and potential impact to surrounding booths. Failure to receive COVD written approval of non-traditional booth sizing by the deadline listed may result in removal from the Event with no refund.

### **Operation of Displays**

COVD reserves the right to restrict the operation of, or evict completely, any exhibit, which, in its sole opinion, detracts from the general character of the event as a whole. Microphones and speakers are not permitted and all other sound resulting from exhibits must be kept to a level that does not disturb or annoy adjacent exhibitors and their patrons. Alcoholic beverages may not be served from any exhibit, and any food must be purchased through the Hotel's catering department.

### **Power**

As part of your exhibitor fee, COVD will include a standard power strip UPON REQUEST ONLY. Requests need to be made by 30 days before the event – Sunday March 10, 2019. Requests for standard power after the deadline or any requests for greater power needs at any time will be the responsibility of the Exhibitor.

### **Installation**

Exhibitors must set up ONLY during the allotted hours on Wednesday April 10, 2019. Early access to the exhibit space may not be accommodated, and any additional costs incurred for early access will be the responsibility of the Exhibitor.

### **Conflicting Meeting and Social Events and non-compete Clause**

In the interest of maintaining attendance at official educational events, the Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees, Exhibitors, or invited guests from educational sessions during official event hours. Product sales and endorsements are not permitted in education rooms. COVD will provide a list of dates and times that are reserved for COVD functions upon request. Events may be held outside these times but must conform to the Affiliate Functions (non-compete) Clause. Affiliate Functions may not compete with COVD. Competition includes but is not limited to: hosting an Affiliate Function at a date and time that competes with a COVD event, hosting an Affiliate Function that provides continuing education credit towards licensure of an eye care professional, hosting an Affiliate Function utilizing meeting rooms, or space held by COVD at designated meeting property.

### **DEADLINE and TIMEFRAME RECAP**

ASAP	Application and 50% deposit due to secure space
Friday February 8, 2019	Application deadline and full payment/remaining 50% deposit due
Friday February 8, 2019	Deadline for COVD approval on non-traditional booth size requests
Sunday March 10, 2019	Request for booth power due
Wednesday April 10, 2019	12PM – 4PM set up time in exhibit hall
Friday April 12, 2019	4PM – 6PM teardown time in exhibit hall

We (the Exhibitor) agree to abide by all requirements, regulations, and obligations adopted for this event. We understand that space is assigned on a first come basis, and that COVD reserves the right, without prior notification, to each affected Exhibitor, to reassign booth space in order to conform to utility services, fire codes, and other criteria. We further agree to indemnify, hold harmless, and otherwise release the College of Optometrists in Vision Development, 215 W. Garfield Rd., Ste. 200, Aurora, OH, 44202 from any losses, damages or injuries arising from our participation in the COVD 49th Annual Meeting and we fully understand that the extent of liability shall be limited to the refund of all fees paid for exhibit space, in the event that the meeting is canceled or otherwise not held as planned. We further agree to indemnify, hold harmless, and otherwise release Marriott Downtown Kansas City from any losses, damages, or injuries arising from our participation in the COVD 49th Annual Meeting.

I acknowledge that I have read and agree to the Exhibitor Rules and Regulations set forth by the College of Optometrists in Vision Development.

**Name (Print)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_