NC AWWA-WEA has adopted this series of rules and regulations to increase the quality of virtual participation at NC AWWA-WEA 2020 Virtual Annual Conference. Companies and their representatives must agree to abide by these rules to participate in the event.

**General Rules & Regulations**

1. Exhibit space is being provided with the understanding that the NC AWWA-WEA, Cvent and Intrado (“Show Management”) are not liable for any occurrences due to negligence of the exhibitor. Exhibitors, their successors and assignees, agree to save and hold harmless NC AWWA-WEA, Cvent, Intrado and any of their employees, officers, and directors from all cost, injury, and damage incurred by any of the above and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition, or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement by exhibitors. Exhibitors agree to maintain such insurance that will fully protect NC AWWA-WEA from any and all claims of any nature, which may arise in connection with the operation of the exhibitor’s display and which is caused by negligence of the exhibitor.

2. Payment for a virtual booth package is non-refundable once the purchase is complete.

3. NC AWWA and NC WEA are nonprofit organizations. Provision of the virtual exhibit space is for product education and training purposes only. Direct sales are strictly prohibited.

4. Exhibitors will be arranged in alphabetical order throughout the Innovative Solutions Marketplace. NC AWWA-WEA is not responsible if a perceived competitors' logo(s) are located near or next to each other in the virtual room or digital listing.

5. No exhibitor shall assign, sublet, or share the whole or any part of the virtual exhibit space provided. The assigned booth space is for use by the registered exhibiting company only.

6. Exhibitors will make their own arrangements for any special audio-visual equipment they require to participate in the virtual exhibit hall and conference.

7. NC AWWA-WEA will have sole control over the admission of persons to the virtual exhibit area.

8. NC AWWA-WEA reserves the right to request modifications to, prohibit or remove any exhibit which in the opinion of NC AWWA-WEA may detract from the general character of the exhibition as a whole. This includes but is not limited to persons, things, conduct, resources, or anything of a character which the management determines is objectionable. In the event of such removal, NC AWWA-WEA will not issue any refunds for virtual booth or any costs associated with exhibiting. Exhibitors also agree NOT to display materials that are inconsistent with NC AWWA-WEA Official Position Statements.

9. Show Management shall not be responsible for delays, claims, demands, damages, losses, increased costs, liabilities, changes, actions, expenses or any other unfavorable direct or indirect consequential or otherwise conditions arising by virtue of any cause not within the control of Show Management. This includes exhibitor internet service, fire, causality, flood, epidemic/pandemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, restraints or orders of civil defense or military authorities, riot or civil disturbance or commotion, malicious damage, sabotage, vandalism, acts of terrorism, or other similar activities, strike, lockout, boycott or other labor dispute, and inability to secure sufficient labor.

10. Exhibitors recognize and agree that NC AWWA-WEA retains full power and authority to interpret and enforce all rules and regulations that it considers necessary and proper for the event. Failure to comply with these or any other regulations or amendments shall constitute sufficient cause for NC AWWA-WEA to require the immediate removal of the offending exhibitor. This may result in forfeiture of all fees paid and the opportunity to exhibit at future conferences or exhibitions sponsored by NC AWWA-WEA (virtual and in-person).

11. Distribution of items other than literature describing the company’s products or services is discouraged. All posted information (links, documents, videos, etc.) are subject to approval by NC AWWA-WEA and will be accepted at NC AWWA-WEA’s sole discretion. NC AWWA-WEA reserves the right to remove or request modification of any information at any time. Exhibitors wishing to dispute a decision may contact the Executive Director.

12. NC AWWA-WEA assumes no responsibility for the violation of trademarks or copyrights. The Exhibitor is responsible for obtaining any licenses, permits, or approvals required under local or state law applicable to the Exhibit. The Exhibitor shall be responsible for paying all taxes, license fees or other charges that shall become due to any government authority in connection with the Exhibit.

13. The virtual platform may contain links to third-party websites that are not owned or controlled by Show Management. NC AWWA-WEA assumes no responsibility for the content, privacy policies, or practices of any third-party websites. NC AWWA-WEA cannot censor or edit the content of any third-party website. You acknowledge that NC AWWA-WEA is not
liable for any and all claims, demands, and damages of any kind and nature arising out of or in any way connected from any and all potential liabilities arising from the use of any third-party website.

14. NC AWWA-WEA has the right to refuse access, service or disable your account on our virtual platform at any time for any reason without notice, explanation, or liability of any kind.

15. Exhibitors and their representatives agree to abide by the NC AWWA-WEA “Code of Conduct and Ethics for Event Participants”.

16. All persons must be registered for the virtual conference. Registrations/Logins CANNOT be shared or transferred. Once a login has been used, that person is considered “present” and changes cannot be made to that registration.

Door Prize Drawings

17. **Premium Exhibit Booths** are allowed 1 door prize drawing at their booth per the grid above.

18. NC AWWA-WEA will feature door prize drawings throughout the virtual conference as usual. **Premium Exhibitors** that wish to participate in these drawings should notify NC AWWA-WEA that they wish to do a drawing at their booth and send details of the item to NC AWWA-WEA by October 5, 2020. No items may be over $300 in value. Exhibitors will be responsible for shipping of any items directly to prize winners.

19. Exhibitors will select their Virtual booth package during the online registration process.

20. Online registration will be the only registration method available to reserve an exhibit booth package. Registration is on a first come-first served basis. The number of packages in each category is limited. Credit card payment is required to complete online registration.

21. If a booth is cancelled by an exhibitor, NC AWWA-WEA will make the package available to another party requesting exhibit space based on the order in which the requests are received. Once reserved, the exhibit space cost is **non-refundable**.

22. Once all available virtual packages have been purchased, a limited number of applications will be held on a waiting list. Companies may contact Marianne Keser (919)-784-9030, ext. 1003 to be placed on the waiting list. If a requested package becomes available, company will be notified as soon as possible and payment requested at that time to secure the package.

Conference/Exhibit Schedule

24. It is recommended that companies have staff available to interact virtually with potential customers during periods the conference is in session.

25. Tentative hours during which the exhibits will be open are:
   - Monday, November 2, 8:00 a.m.-5:00 p.m.
   - Tuesday, November 3, 8:00 a.m.-5:00 p.m.
   - Wednesday, November 4, 8:00 a.m.-5:00 p.m.

26. NC AWWA-WEA reserves the right to make adjustments to this schedule.

*Failure to comply with the above terms & conditions will adversely impact your organization’s ability to exhibit at future NC AWWA-WEA events.*