



## EXHIBITOR RULES AND REGULATIONS

1. **Space Assignments** – Exhibitors will be able to choose a tabletop on a first-come, first-serve basis, subject to the approval of VMA and once payment is received. This can be done when the space is reserved online and payment is made. Once payment is received your exhibit space selection will be confirmed.

2. **Eligibility** – To be eligible to exhibit or sponsor, the company must have a physical presence in the US or Canada, be a part of the US and Canadian industrial valve, actuator or controls industry or be a service provider to the industry.

3. **Tabletop Displays** – Displays include: one (1) 6' long x 24" wide, 30" high table without linens, and two (2) chairs. The exhibit area is carpeted. Other items that may be needed such as audio visual, electricity, shipment and material handling, etc. are the responsibility of the exhibitor to arrange and pay for. Items to be displayed or demonstrated must fit on the tabletop provided. No display items are allowed on the floor or in front of the table.

**Pricing: Member – \$2,125 | Non-Member – \$2,750**

4. **Staffing** – Companies may register TWO exhibitor personnel included in their exhibit fee. All other registrants from the company must register at the prevailing conference rate.

5. **Payment and Cancellation** – Payment must be received for the full tabletop before exhibit hall space can be selected. Cancellations on or before **March 5, 2027**, will receive a refund of 80%. Cancellations after **March 5, 2027**, will not receive a refund.

6. **Use of Space** – No exhibit participant shall permit any other corporation/firm or its representatives to use the space allotted to them, nor shall they display articles not manufactured or sold normally by their company.

7. **Limitation of Liability** – The exhibit participant shall indemnify the VMA against all claims, demands, actions, expenses, damages, penalties or proceedings arising out of or in any way connected with the participants' occupancy and use of the exhibit premises or any part thereof. Participants will be required to pay for any repairs needed to damaged floors, walls, structures and accessories.

8. **Security and Insurance** – It is expressed, understood and agreed by each and every contracting exhibit participant, his agents and guests that neither the conference management, nor its employees or contractors, shall be liable for loss or damage to the goods or properties of participants. At all times such goods and properties remain in the sole possession, custody and control of each exhibit participant. Each exhibitor company must have Comprehensive General Liability Insurance coverage including contractual liability coverage with a single limit for bodily injury and property damage of \$1,000,000.00 and Worker's Compensation/ Occupational Disease coverage in full compliance with Federal and State laws. VMA does not provide security for the exhibit hall. If the company requires security, it is their responsibility to provide it.

9. **Protection of Display Area** – Nothing shall be posted on or tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the facility, conference or exhibit area without permission from building

authority and VMA.

10. **Installation and Dismantling** – All displays must be in place and set up by the time of the official opening to the exhibit area. Space not occupied or set up by that time may be reassigned for other purposes.

11. **Default Occupancy** – Any exhibit participant failing to occupy space which has been contracted is not relieved of the obligation of paying for such space at the full rental price, and the VMA shall have the right use such space as it sees fit.

12. **Distribution of Printed Matter, Etc.** – Exhibit participants shall only distribute printed matter, samples, souvenirs and the like from within rented spaces. Special distribution of such materials elsewhere must be approved by VMA.

13. **Agreement to Conditions** – Each exhibit participant for himself/herself and his/her employees agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit rests with VMA. Each exhibit participant also agrees to abide by the registration policies for the event.

14. **Amendments** – The VMA shall have sole authority to interpret and enforce all rules and regulations contained herein, and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of and in the best interest of the exhibit hall and event.

15. **General**

- Actions, words, jokes or comments based on any individual's sex, race, color, national origin, age, religion, disability, sexual orientation or any other legally protected characteristic will not be tolerated.
- All participants agree not to "share" their registration/log-in credentials with others. Registration is for the person who registered only.
- Any recording of sessions or use of AI notetakers by participants in the event is prohibited.
- Participants shall not carry weapons of any kind, including concealed or displayed firearms, on the premises of any VMA/VRC event.
- By attending the event, you voluntarily assume all risks related to exposure to COVID-19, and other health related issues, and agree not to hold the VMA/VRC or any of its affiliates, directors, officers, employees, agents or contractors liable for any illness or injuries.
- If the event is canceled or postponed, VMA/VRC is not liable for any hotel and/or travel arrangements that you have made.
- All participants agree to follow VMA/VRC management instructions on-site in emergencies or other situations.
- As the producer and owner of the event, VMA/VRC reserves the right to make changes to our event policies which will be communicated in advance of participation at the event.

16. **Image and Audio Release** – Registration and attendance at, or participation in, this event constitutes an agreement by the registrant to VMA use and distribution (both now and in the future) of the registrant's or attendee's image or voice in photographs, videos, electronic reproductions and audiotapes of such events and activities. By participating you agree to authorize recording of audio and visual content which takes place at the live or virtual event. The audio and visual recording of the live event includes documents and materials exchanged or viewed; questions asked and poll answers provided by you during the live event; and the chat box transcript.

17. **Antitrust** – All participants in any VMA meetings/events must adhere to the VMA antitrust guidelines. You can view a copy of the antitrust policy [here](#).