

2023 WABE Fall Institute
Oct 27 – 28, 2023
Tacoma Convention Center

General Exhibitor Rules and Regulations

1. Reservations are accepted on a first-come, first-served basis upon registration. Booth locations are assigned by the event organizers.
2. Payment for exhibitor booths must be complete within 30 days of registration.
3. Refunds must be requested in writing to the WABE Registrar at wabe.exhibits@kfevents.com. A \$500 cancellation fee will be deducted from all refunds made on or before 60 days prior to the first day of the event. No refunds will be given after this date.
4. Each exhibitor is responsible for shipping, receiving, setting up, disassembling, and shipping out his/her own exhibit. Failure to complete booth set up or disassembling your booth prior to the times listed in the official schedule may result in a \$250 penalty.
5. WABE will provide a draped 6-foot table and two chairs without additional charge for all booths.
6. Exhibits in the foyer spaces at the conference center are public spaces. As such, exhibitors are ultimately responsible for their own security of materials.
7. An exhibitor may not sublet or divide his/her space without permission of the conference director.
8. Marring, tacking, or in any way defacing the building walls or pillars is not permitted. Exhibitors are responsible to WABE for any damage done by the exhibitor to the property.
9. Exhibitors are prohibited from operating noise-creating devices such as bells, horns, or amplifying systems which interfere with other displays. Equipment will only be permitted if tuned to conversational level and is not objectionable to neighboring exhibitors.
10. Exhibitors will conduct themselves in a professional manner. Any complaints received by conference management from attendees or other exhibitors may result in prohibition of that exhibitor from participating in future WABE conferences.
11. WABE reserves the right to remove any exhibit that may detract from the general character of the conference or fails to comply with the rules and regulations.
12. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitors' displays, equipment, and other material brought upon the premises of the conference and shall indemnify and hold harmless the WABE, official conference locations, and any authorized representative, agent, or employee of the foregoing of any and all losses, damages, and claims.
13. WABE requires that all exhibitors carry commercial general liability insurance in the amount of not less than \$1 million per occurrence, industrial insurance in compliance with Chapter 51, RCW, and other insurance protecting itself against claims arising from its performance. Exhibitors shall name WABE as an additional insured on its general commercial liability insurance and provide WABE with evidence of such.
14. Removal and/or storage of empty crates or other containers shall be the responsibility of the exhibitor. There are no storage facilities for crates and other containers in any part of the conference location, and storage in hallways or corridors will not be permitted.
15. The Exhibitor Rules and Regulations are part of the reservation and contract for exhibit space between the WABE and the exhibiting firm. By submitting a reservation, exhibitors agree to abide by these rules and regulations.
16. Matters not covered in the rules and regulations are subject to the decision of the conference director.
17. WABE cannot exclude vendors on the basis of like product. Every effort will be made to distance competing companies. All exhibitors are expected to behave professionally toward all other exhibitors at all times.
18. WABE, in its discretion, shall have the right to postpone or cancel the conference and exhibit areas, and shall be liable in no way to the exhibitor for losses resulting from such delay or cancellation. WABE will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the exposition, or for any cause beyond its control. Under such circumstances, WABE agrees to refund payments received.