

APPLICATION AND CONTRACT TO EXHIBIT

EXHIBITOR GUIDELINES/RULES AND REGULATIONS

THE CONTRACT AND APPLICATION TO EXHIBIT

The Contract/Application for space, the formal notice of space assignment by LERN and the full payment of all booth fees together constitute a contract to the right to use space. LERN reserves the right to assign and reassign the exhibit space allotted each contract as it deems necessary.

ASSIGNMENT OF BOOTH SPACE

LERN uses a Priority Points system in assigning booth space for exhibitors. The exhibitor with the most priority points will select their booth location first, the second highest will select, and so on. Total accumulation of points determines the order in which booths are assigned. For all approved exhibitors booth assignments will start September 16, 2019. After September 20, all booth assignments will be made on a first come, first serve basis.

TERMS OF PAYMENT

You are urged to submit your application early. Full payment or deposit must accompany the completed application. Checks must be in US Funds, drawn on a US bank, payable to LERN. Those companies with no accumulated Priority Points will have booths assigned to them by September 20, 2019. An application and full payment do not constitute acceptance to exhibit. LERN reserves the right to determine exhibitor eligibility at its sole discretion.

BOOTH SPACE CANCELLATION/REDUCTION OF SPACE

Notification of cancellation or reduction of booth space must be in writing. Cancellations sent via fax will be accepted at 888-234-8633. Cancellations received by September 1, 2019 will be subject to a \$500 cancellation fee. No refund will be made for cancellation requests received after September 20, 2019.

USE OF DISPLAY SPACE

All distribution and demonstration of promotional materials must be confined to the perimeters of the exhibitor's booth. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Attention-getting "devices" in the form of entertainment or demonstrations of non-product items or services must be approved in advance in writing by LERN. Any devices that project sound must be tuned to conversation level. Sharing of booth space is prohibited. Vendors may have the opportunity to have a special promotion at their booth with approval of LERN.

Food and beverage products, including but not limited to alcoholic beverages, may not be distributed by exhibitors unless agreed upon and under written contract with LERN. Small bowls of candy are allowed.

Distribution of literature, samples, etc. by firms that are NOT participating in the technical exhibit is prohibited. Violation of this "suitcasing" policy will subject the offender to immediate dismissal from the conference. Evidence of violation of this rule should be reported immediately to a LERN representative.

STANDARDS FOR EXHIBITING

LERN prohibits businesses and their employees not formally registered as Conference Exhibitors from soliciting business at the LERN Conference and reserves the right to remove any non-exhibitors from the Conference who violate this non-solicitation requirement. LERN further reserves the right to notify the Conference hotel of any unauthorized businesses and employees who are subject to exclusion and removal from the Conference.

As a courtesy to participants and fellow exhibitors, exhibiting companies must open their exhibit on time and staff the booth at all times during the exhibit hours. No packing of equipment or literature, or dismantling of exhibits is permitted until the exhibit show closing at 12p.m. Friday, Nov. 22, 2019. Failure to comply will result in the loss of priority points.

Unethical conduct or infraction of rules on the part of the exhibitor or his representative, or both, will subject the exhibitor or his representative to dismissal from the exhibit hall, in which event it is agreed that no refund will be made by LERN. Other actions may subsequently be taken upon review of the violation by the association.

No functions, entertainment, or social events may be scheduled to conflict with conference program hours, exhibit hours or social events held over the conference dates. Functions sponsored independently by Exhibitors at the conference site to which attendees are invited must receive prior written approval from LERN.

LIABILITY

LERN Staff, contractors, exhibitors, and other service providers cannot guarantee against loss, theft, damage or injury connected with the exhibitor's participation in the exhibition.

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of the use of the exhibition premises. The exhibitor agrees to indemnify, hold harmless and defend LERN, The Paradise Point Resort and their respective employees and agents from any and all such losses, damages and claims. Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss or damages arising directly from the hotel's own negligence. LERN will not be responsible or liable for any loss damage or claims arising out of the exhibitor's activities on the premises except for any claims, loss or damages caused by or resulting from the negligence of LERN, its officers, directors, agents or employees.

Exhibitors understand that neither LERN nor The Paradise Point Resort maintain insurance covering exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

CONTRACTUAL AGREEMENT

It is expressly understood that in leasing and using space in the exhibit hall, the exhibitor agrees to abide by all rules and regulations; moreover, that LERN in accepting the application for space, agrees to furnish ordinary facilities and services as enumerated in this agreement.

LERN reserves the right to change or modify any rule or regulation, or any specification therein, when deemed advisable and to the best interest of the association.

LERN Annual Conference

Code of Ethics

As a LERN Sponsor and/or an Exhibitor participating in an LERN event, I agree to abide by these principles and pledge to:

- Exercise sensitive professional and moral judgment in all business activities
- Act in a way that will honor the public interest and demonstrate a commitment to professionalism and competence
- Perform all business activities with the highest sense of integrity
- Maintain objectivity and avoid any conflict of interest
- Exercise care and diligence in providing services
- Maintain confidentiality of patient and client information
- Strive to comply with all relevant Federal, State and Local laws and regulations
- Refrain from making misleading or false statements about professional qualifications, experience, performance or results that can be achieved

Learning Resources Network

P.O. Box 9

River Falls, WI 54022

800-678-5376 • info@lern.org

www.lern.org