

NYCOM Winter Legislative Meeting
Exhibiting, Sponsoring and/or Advertising Terms and Conditions Contract

SET-UP AND BREAKDOWN HOURS

Set Up: Sunday, February 2nd after 2:00 p.m. All exhibits must be set up by 3:30 p.m.
Breakdown: Monday, February 3rd after 4:00 p.m. (All exhibits must be removed by 5:00 p.m.)

EXHIBIT HOURS*

Sunday, February 2nd 3:30 p.m.-8:00 p.m. | break: 4:30-5:00 p.m. | reception-style dinner 6:00-8:00 p.m.

Monday, February 3rd: 8:00 a.m.-4:00 p.m. | breaks: 9:30-9:45 a.m.; 11:00 -11:15 a.m.; 3:00-3:15 p.m. | networking reception 4:30-5:30 p.m.

**Subject to change*

If you need basic electric service (standard 20amp outlet), it must be ordered during the registration process.

CANCELLATION AND REFUND POLICY

All exhibitor and sponsorship payments must be received BY January 20, 2025, or your booth/sponsorship will be forfeited. For any cancellations after January 20th, your company will be charged a \$250 processing fee. **For cancellations after January 24, 2025 or no-shows, there will be NO refunds for your meals, exhibitor, sponsorship, or advertising registration.**

Restrictions

NYCOM reserves the right to decline or prohibit any exhibit or part of any exhibit, or prohibit or restrict any activity or conduct within the exhibit area which, in its opinion, is not appropriate or would cause NYCOM to be in violation of its contract with the Hotel. Exhibitors will not serve food within the exhibit area during the Conference, except for items like wrapped candy, etc. Exhibitor may not assign or sublet the space purchased, or permit any other party to exhibit therein. Exhibitor may not sponsor or hold an event for delegates at any time when conference program events are taking place. Exhibitor may not play music of any kind at any time within the exhibit hall. Exhibitors may not serve alcoholic beverages.

Liability and Security

NYCOM will not provide security personnel in the exhibit hall during move-in, set-up, break-down, and during exhibit hall hours. Exhibitor is responsible for securing items displayed at the show. Exhibitor thereby expressly assumes responsibility for injury or damage to persons, property or things occurring within the exhibit space assigned to each exhibitor in accordance with the terms of this contract.

Exhibitor is responsible for the safety of its booth or exhibit space. Exhibitor agrees to protect, save, and hold harmless NYCOM, the Hotel, their representatives, agents, employees, servants, and officials from any and all damages or charges imposed for

violation of any law or ordinance, whether by the negligence of Exhibitor or its representatives, agents, or employees or those persons acting under the express or implied authority of Exhibitor. Exhibitor also agrees to comply with all terms, conditions, rules, and regulations applicable to the Hotel and NYCOM.

Each exhibitor must have insurance for fire, property damage, public liability and theft which covers the full period of occupancy of the premises by the exhibitor, its agent, employees, guest and or invitees. Exhibitor agrees to maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) to cover its potential liabilities under this agreement.

Exhibitor agrees to indemnify and hold harmless NYCOM, the Hotel, their representatives, agents, employees, servants, and officials from any and all claims, losses, damages, or expenses, including reasonable attorneys' fees and litigation expenses, arising out of or resulting from claims or actions for bodily injury, including death, if caused wholly or in part by any act or omission of Exhibitor (except to the extent caused by the sole negligence or willful misconduct of NYCOM, the Hotel, their employees, agents or contractors).

Exhibitor is responsible for making its activities and exhibit space accessible to qualified individuals with a disability in accordance with the provisions of the Americans with Disabilities Act and the regulations applicable thereto. Exhibitor agrees to indemnify and hold harmless NYCOM, the Hotel, their representatives, agents, employees, servants, and officials from any and all claims, losses, damages, or expenses, including reasonable attorneys' fees and litigation expenses, arising out of or resulting from Exhibitor's failure to comply with the ADA or the regulations applicable thereto.