

## LOM Annual Conference Partner Exhibitors Guidelines and Regulations

*By registering as an exhibitor, you are agreeing to abide by the rules and regulations listed on this page. You also agree to assume responsibility to share these policies with all persons attending on your behalf and will provide that they will follow these policies.*

**AGREEMENT FOR SPACE:** An agreement for booth space at the LOM Annual Conference will consist of a complete application form and a signed acknowledgment of the business exhibitor guidelines and regulations (below). This will constitute an agreement to use the booth space, subject to all conditions, terms, and regulations. LOM reserves the right to reject an application without cause.

**PAYMENT FOR SPACE:** A space (approximately 8'w x 6'd) with a 6' table, two chairs, wireless internet access, and (electrical access as requested) will be provided for the exhibit hall booth. The exhibitor will also receive day registrations for one person, which includes meal tickets for one lunch, one dinner, and one breakfast during your exhibit time. The total cost of the exhibit booth is \$450 for a Business Partner or \$250 for a Ministry Partner. Registration is accepted with full payment.

**BOOTH CANCELLATION:** All fees paid for booth space prior to October 1st, minus a \$100 processing fee, are refundable. No refunds will be given after October 1st, 2022. There are no refunds for sponsorship opportunities.

**INSTALLATION AND DISMANTLING:** The business exhibitor agrees not to dismantle the exhibit or do any packing before the closing of the exhibit hall. Failure to comply with this rule can result in your company/organization not being invited to return for future LOM conferences. Goods must be packed for removal or shipment immediately following the closing of the exhibits. All goods will be removed at the expense of the exhibitor.

**USE OF SPACE:** All product demonstrations and "displays" must occur only within the confines of the assigned booth space. Exceptions must have the prior consent of the LOM Exhibit Coordinator. No business exhibitor shall assign, sublet, or share the allocated space without the knowledge and written consent of the LOM Event Coordinator.

**NOISE-MAKING EXHIBITS:** Exhibits, which include the operation of musical instruments, radios, public address systems, video or audiotapes, CD's or DVD's, motion pictures, slide machines, or any other noise-making machines must be arranged so that the sound resulting from the demonstration will not distract, annoy, or disturb any adjacent exhibitors or their patrons.

**CIRCULARIZATION AND SOLICITATION:** Distribution or promotional materials may be made only within the booth assigned to the exhibitor presenting such materials.

**CHARACTER OF EXHIBITS:** LOM reserves the right to restrict, prohibit, or evict anything without assigning any cause, therefore. This reservation covers persons, things, conduct, printed matter, or anything of a character that LOM determines should be restricted, prohibited, or evicted. In the event of such restriction, prohibitions, or eviction, LOM is not liable for any refunds of rentals or other exhibit expenses.

**LISTING IN THE CONFERENCE APP:** Business Exhibitor application forms and fees must be received by October 15 for a business exhibitor to be listed in the pre-conference emails and the conference app. After that date, an exhibitor may submit an application for a booth, but we cannot guarantee a listing in these two locations. A business exhibitor will receive the form for their listing as a part of the confirmation.

**EXHIBITOR'S PROPERTY:** Neither the conference site, LOM, nor any officer, director, member, agent, employee or representative of LOM will be responsible for the safety of the property delivered to the exhibit hall before set up day or for property left at the conference center after the closing hour of the exhibit hall. Exhibitors wishing to insure their goods must do so at their own expense.

**CARE OF BUILDING AND EQUIPMENT:** Business Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, furniture, fixtures, or equipment. When such damage appears, the exhibitor is liable to the owner of the property damaged.

**TERMINATION:** LOM Annual Conference organizers reserve the right to cancel the conference at any time and for any reason as its sole discretion. In the event of such cancellation, the exhibitor's sole remedy shall be a refund of rental charges previously paid to the LOM Annual Conference. Under no circumstances shall LOM be liable for consequential, special, or incidental damages or expenses.

**INDEMNIFICATION:** The business exhibitor agrees to hold harmless LOM, officers, chairpersons, committee members, agents, or staff members against any claim, damage, expense, or loss, including but not limited to reasonable attorney's fees, arising out of or being related to the exhibitors' participation in the LOM Annual Conference.

*I have read and agree to abide by the business exhibitor rules and regulations listed on this page. I also agree to assume responsibility to share these policies with all persons attending on our behalf and will provide that they will follow these policies.*

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_