Exhibitor Rules and Regulations

These rules and regulations governing ExoticsCon are part of the exhibitor contract. The interpretation and enforcement of the rules and regulations by conference management is final. All matters not specifically covered by these rules and regulations are subject to the decision of conference management.

In order to be included in conference materials, the signed contract and fee are due by May 15, 2023. Exhibitors who submit contracts or fees beginning on May 16, 2023, will not be listed on the website or any other materials.

EXHIBIT MANAGEMENT
ExoticsCon reserves the right to reject, for any reason, any company, product or service for exhibit space at its conference.

EXHIBIT INSTALLATION/MOVE IN HOURS*
Sunday, August 20  7:00 AM – 4:30 PM

All booths and material must be set-up by 4:30 PM on Sunday, August 20, 2023. Any booth unoccupied by 5:00 PM on Sunday, August 20, 2023, will be regarded as a no show and the contract to exhibit will be terminated unless ExoticsCon has pre-authorized a late set-up. All freight will be removed and returned to the loading dock at the exhibitor’s expense.

EXHIBIT HALL DATES AND HOURS*
Sunday, August 20  5:45 PM-7:00 PM
Monday, August 21  10:45-11:00 AM | 1:30-2:40 PM | 3:55-4:25 PM
Tuesday, August 22  10:05-10:45 AM | 3:05-3:35 PM
Wednesday, August 23  8:55-9:25 AM | 11:00-11:30 AM | 12:05-3:00 PM

*Times listed above are exclusive exhibit time. Attendees may still visit your booth during anytime sessions are available. Expect traffic to be light during session times and heavier during exclusive break time. Please plan accordingly.

EXHIBIT DISMANTLE/MOVE OUT HOURS*
Wednesday, August 23  12:05 – 10:00 PM

**Exhibitors may move out at 12:05 PM or choose to remain open until 3:00 PM. The majority of ExoticsCon attendees do choose to attend Zoo Day and leave the premises at Noon.

Dismantling or tearing down exhibits prior to time is prohibited. Exhibitors are responsible for handling return shipping of all freight. For safety and security, no one under the age of 18 is allowed in the Exhibit Hall during move-in or move-out.

INSTALLATION AND DISMANTLE STAFF
Installation and dismantle personnel who are employees of, or labor hired by, an Exhibitor Appointed Contractor and are not employees of the exhibiting company must obtain work passes from ExoticsCon. Work passes are only valid during installation and dismantle hours. If Exhibitor Appointed Contractor personnel must enter the hall to service the booth during exhibit dates, they must be registered as part of your booth personnel.
Exhibitor Rules and Regulations

EXHIBITOR BADGES & ACCESS
An exhibitor registration includes full conference access.

Exhibitor badges are personal and are not to be given to anyone else. Exhibitors caught badge swapping will have their badge permanently confiscated. Supplemental badges or those altered or changed using a business card, ribbons or company logos are not permitted and may be confiscated. Exhibitor badges can be transferred only if the original badge is surrendered permanently at the exhibitor registration desk. Exhibitor badges are made out in the name of the company shown on the exhibit contract. On the days the Exhibit Hall is open, exhibitors will be allowed access into the hall one hour prior to hall opening. Exhibiting personnel may remain in the Exhibit Hall up to one hour after the hall closes unless prior authorization is received from ExoticsCon.

CANCELLATION POLICY
Notice of cancellation must be received in writing by May 15, 2023, for an 80% refund of the total sponsorship price. After May 15, 2023, a 25% refund of the total booth price is available until June 15, 2023. After June 15, 2023, there are no refunds for cancellation.

BOOTH ASSIGNMENTS
ExoticsCon reserves the right to modify the floor plan to accommodate space and/or avoid conflict and to relocate exhibit booths as necessary after consultation with exhibitors who are affected by the modification. Every effort to consider the location of competitors and accommodate special requests will be made; however, ExoticsCon cannot guarantee booth location. The subletting, assignment of a portion of the whole or any part of the space by an exhibitor is prohibited. Exhibitors may not permit any other party to exhibit in their space. Any goods other than those manufactured or handled by the contracted exhibitors without written approval from ExoticsCon is prohibited.
Exhibitor Rules and Regulations

**USE OF SPACE**
(1) No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of ExoticsCon. Aisles must be kept clear. Exhibitors must comply with safety, fire and health requirements during move-in, operation, and move-out. (2) ExoticsCon does not endorse the products or services of the companies who exhibit during the Conference. (3) Raffles, contests, games of chance, gambling, charging of fees, and similar activities are not permitted in the Exhibit Hall or during the conference at any time. (4) ExoticsCon shall have the right to require dismantling of an exhibit or part of an exhibit which in their opinion is not suitable to or in keeping with the character and purpose of the Conference.

**CARE OF THE BUILDING/EQUIPMENT**
Exhibitors or their agents shall not injure or deface the walls or floors of the building or tabletops. No signs or any other articles shall be posted, nailed or otherwise attached to floors, walls, ceiling, furniture or fixtures. When damage appears, the exhibitor is liable to the ExoticsCon and The Westin Boston Seaport District.

**PRODUCT SAMPLES**
Exhibitors may distribute non-pharmaceutical samples of their listed products to Conference attendees. Exhibitors wishing to distribute items other than product samples, promotional giveaways or educational material must submit a request in writing, along with a product prototype or pdf, to ExoticsCon by May 15, 2023. Exhibitors must have written approval from ExoticsCon in order to distribute items other than product samples, promotional giveaways or educational material. No alcohol or outside refreshments are allowed in the Exhibit Hall. **Live animals (with the exception of service animals; documentation required) and cadavers are prohibited from the Exhibit Hall at all times.**

**PRIVATE SOCIAL EVENTS OR MEETINGS**
Only companies who qualify as Platinum, Gold or Silver Sponsors may conduct a meeting or a social event during ExoticsCon. For guidelines and additional information contact Meetings@ExoticsCon.org. All private social events or meetings must be booked through Meetings@ExoticsCon.org.

**AMERICANS WITH DISABILITIES ACT**
The exhibitor understands that the Americans with Disabilities Act (ADA) requires that its display be accessible to persons with disabilities and agrees that it is solely responsible for assuring that its display complies with the ADA.

**LIABILITY AND INDEMNIFICATION**
The exhibitor will be fully responsible for any claims, liabilities, losses, damages, or expenses, including attorney’s fees, relating to or arising out of any loss of, injury to, or damage to any person or property of the exhibitor or any other property where such injury, loss or damage is incident to, arises out of or is in any way connected with the exhibitor’s participation in the Exhibit Hall. The exhibitor shall protect, indemnify, hold harmless, and defend ExoticsCon, its conference planning associates and company, its officers, directors, agents, volunteers, vendors and employees from and against any and all such claims, liabilities, losses, damages, and expenses, including attorneys’ fees, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting from the negligence or willful misconduct of ExoticsCon, its officers, directors, agents, volunteers, vendors or employees.
INSURANCE
Exhibitors wishing to insure their goods must do so at their own expense.

INDEMNIFICATION FOR HOTEL
Exhibitor agrees to protect, save and hold the The Westin Boston Seaport District and all agents and employees thereof (hereafter collectively called “Hotel Indemnitees”) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, and further, Exhibitor shall at all times protect, defend, indemnify, save and hold harmless the Hotel Indemnitees against and from any and all losses, costs, damages, liability, or expenses (including attorney’s fees) arising from or by reason of any accident or bodily injury or other occurrence to any person or persons, including Exhibitor, its agents, employees and business invites, which arises from or out of the exhibition premises, the hotel or any part thereof.

FORCE MAJEURE
In case any part of the Exhibit Hall is destroyed or damaged so as to prevent ExoticsCon from permitting an exhibitor to occupy assigned space during the exhibit period (in part or in whole), or in case occupation of assigned space during the exhibit period (in part or in whole) is prevented by strikes, Acts of God, national emergency, or other causes beyond the control of ExoticsCon, then the exhibitor will be charged for space only for the period the space was or could have been occupied by the exhibitor, and the exhibitor hereby waives any claim against ExoticsCon, its officers, directors, agents, volunteers, vendors and employees for losses or damage which may arise in consequence of such inability to occupy assigned space.

SHIPPING
Shipping information for tabletop and booth exhibits will be provided through Freeman. This information will be distributed with your exhibitor kit 6-8 weeks prior to ExoticsCon. For immediate questions, please contact Meetings@ExoticsCon.org.

INTERPRETATION AND APPLICATION OF RULES AND REGULATIONS
All matters and questions not specifically covered by these Rules and Regulations, as well as booth assignments, are subject to the decision of the ExoticsCon 2023 Trilateral Committee.

By signing this form, the undersigned agrees to comply with all of the policies and regulations listed above of the hotel and ExoticsCon.

Signature of Authorized Company Contact    Date

____________________________________________    ______________________
Registered Company Name