

# Terms and Conditions

ARUCC 2014

## Exhibits

June 16-17, 2014 – Quebec City Convention Centre

**1. Character of the Exhibition:** The Association of Registrars of the Universities and Colleges of Canada (ARUCC) and its co-hosts reserve the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any exhibitor or product which detracts from the character of the exhibition or for any violation of the following Terms and Conditions.

**2. Terms of Payment:** All applications for exhibit space must be accompanied with payment in full in order for exhibit space to be reserved. Failure to make payment constitutes a cancellation of this contract. Requests for cancellation and refunds must be received in writing on or before May 1, 2014, at which time the \$1500 fee less a \$50 administration fee per booth space will be refunded. Cancellations received after May 1, 2014 will result in ARUCC retaining the full fee for each booth space rented.

**3. Exhibit Space Assignments** are made by ARUCC on a first-come, first-served basis, with all assignments made in the best interest of the exhibition. The Exhibitor's booth location preference will be requested and assigned whenever possible. ARUCC reserves the right to alter an exhibitor's assigned space if it is deemed necessary in the best interest of the exhibition and will consult with the Exhibitor before exercising this discretion.

**4. Exhibit Space Rental** includes an 8'x10' space in a high-traffic area, one 6' table, two chairs and one standard duplex power outlet. Extra charges for other rentals and services (e.g. computers, electrical, loading/unloading etc, internet line) remain the responsibility of the Exhibitor. Maximum height for all materials erected will be eight feet.

**5. Display, Distributions or Soliciting** is not permitted outside the confines of the Exhibitor's booth. In cases where audio-visual equipment is used, the sound must be subdued to such an extent as to ensure no nuisance effect on neighbouring exhibitors. Models or demonstrators must be properly clothed and must confine their activities within the booth space of the Exhibitor by whom they are employed.

**6. Displays and Exhibits in Public View** are required to be appropriately finished on all sides and surfaces. If such surfaces remain unfinished at the start of the show, ARUCC may authorize the official contractor to effect the necessary finishing and the Exhibitor will be required to pay all costs involved.

**7. Damage to Property** caused by an Exhibitor will be paid for by that Exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building, adjoining displays or the official contractor's display material.

**8. Fire Department Regulations** must be observed. Display and packing material must be flame-retardant. Electrical equipment must be set-up in a manner to comply with approved safety standards and must be wired by a licensed electrician.

**9. Security:** ARUCC agrees to provide general security from the start of move-in to the completion of move-out. However, ARUCC will not accept any liability for loss or damage to the Exhibitor's booth or materials.

**10. Insurance:** All Exhibitors, their contractors and suppliers working in the show area are required to carry liability and property insurance for their merchandise and displays while in transit and at the show. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Hazardous and nuisance-causing giveaways are prohibited. All Exhibitors must make their own arrangements to insure against such hazards.

**11. Each Exhibitor Shall Indemnify** and hold harmless the Association of Registrars of the Universities and Colleges of Canada, The Show Manager/Conference Manager, the show services company and the

exhibition location for all liability in any act or omission related to an Exhibitor's exhibit or any act or omission of an Exhibitor or any of its employees or agents; including accident or injury to invitees, guests, Exhibitors, their agents and employees and including loss or damage to personal property. ARUCC shall in no way be responsible for loss or damage to the exhibitor's property while in transit to and from show premises.

**12. Cancellation of Exhibition:** In the event that the Conference and Exhibit is cancelled for any reason beyond ARUCC's control (such as, but not limited to damage to building, riots, labour dispute, acts of government or acts of God), ARUCC shall in no way be liable to the Exhibitor other than to return to the Exhibitor, without interest, such sums as have been paid as a deposit or advance in connection with the show, less a proportionate share of the exhibition cost incurred. ARUCC also reserves the right to relocate the said Conference and Exhibit should circumstances so warrant.

**13. Competitive Events** which distract from the conference and exhibition are prohibited. In cases where audio visual equipment is used, the sound must be subdued to such an extent as to ensure its having no nuisance affect on neighbouring Exhibitors.

**14. Sales Promotions and Draws** conducted by the Exhibitor must be free of obligation on the part of the winner. All promotions and draws must be approved by ARUCC prior to the opening of the event. Exhibitor draws will take place at designated times during the show and will be conducted by an ARUCC representative with the assistance of the sponsoring company.

**15. Exhibitor Registration** is limited to sales, marketing, management and special booth personnel. ARUCC reserves the right to limit the number of Exhibitor registered personnel to three representatives per 8'x10' booth. Exhibitors and their representatives will be supplied with identification badges to gain access to the Exhibit area.

**16. Installation, Show and Dismantling:** Exhibitors shall be liable for all storage and handling charges for failure to remove exhibits by the specified time and date. The Exhibitor must have the display ready by 9:30 am on Monday, June 16, 2014, and is not to dismantle or in any way remove it until after 3:40 pm on Tuesday, June 17, 2014. Packing of exhibits prior to the close of the exhibition is prohibited.

**17. Sponsorship Entitlements:** Completion of the sponsorship portion of the agreement is a commitment to sponsorship. Full payment of the sponsorship must be received or the contract will be considered null and void and all promotional entitlements will be withdrawn. ARUCC, at its discretion, may make reasonable changes, amendments or additions to Sponsorship entitlements. To be included in the Conference on-site program as a Sponsor, ARUCC must receive the Sponsor's signed agreement by April 21, 2014. Missed deadlines are not remunerable by ARUCC.

**18. Compliance with the Terms and Conditions:** ARUCC, at its discretion, may make reasonable changes, amendments or additions to these Terms and Conditions. Interpretations of these terms and conditions shall rest with show management and non-compliance can result in ejection of the offending Exhibitor or closing of the exhibit.