



# EXHIBITOR TERMS AND AGREEMENT

Upload signed agreement to [Exhibitor Service Center](#).

Booth space may be released if this agreement is not uploaded within 7 days of booth reservation.

Potato Expo 2023 is a tradeshow owned by the National Potato Council that provides an opportunity for businesses to market their products and services to the potato industry. These rules and regulations have been created to provide each exhibitor (“**Exhibitor**”) an opportunity to present its products or services.

## Venue

The Potato Expo 2023 will be held January 4-5 at the Gaylord Rockies Resort & Convention Center in Aurora, Colo. (the “**Venue**”). The official exposition service contractor is Willwork, Inc. (“**Service Contractor**”).

## Exhibit Space Approval/Rejection

The Potato Expo has the right to approve registrations for exhibit booths and may reject or revoke any application if, in the Potato Expo’s sole judgment, the applicant is not eligible to exhibit, or the product or service is not appropriate for the Potato Expo. All registrations must include full payment for the applicable booth fee in U.S. currency. Once the Potato Expo exhibit booth has been registered for, exhibitor must submit a signed copy of this agreement within seven (7) days of receiving notice from the Potato Expo their space assignment or their space may be released.

## Space Assignments

The Potato Expo, in its sole judgment, reserves the right to rearrange exhibit space or adjust the floor plan(s) at any time to accommodate the best interests and needs of the Potato Expo tradeshow or to comply with fire, safety, and accessibility regulations. The floor plan maintained by the Potato Expo shall be the official floor plan of the Potato Expo tradeshow.

Due to the number of similar products and services that may be exhibited at the Potato Expo, the Potato Expo does not guarantee that Exhibitor will not be located near or next to other exhibitors promoting competing products or services.

## Certificate of Insurance

Exhibitor is required to provide a certificate of General Liability Insurance, naming the National Potato Council/Potato Expo as an additional insured in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate, for bodily injury and property damage to protect against claims arising out of the operation of its exhibit. In addition, a Certificate of Insurance providing evidence of Workers' Compensation Insurance is also required. All Certificates of Insurance must be submitted by December 12, 2022. The provisions of such insurance shall not be amended or changed without notice to National Potato Council/Potato Expo. Certificates of Insurance should be uploaded to the [Exhibitor Service Center](#). All required insurance policies must be issued by an insurance carrier with an A.M. Best Rating of A-8 or better. Coverage for the Additional Insured shall apply on a primary basis and provide a waiver of subrogation in favor of the additional insured.

Login information can be found in your exhibit booth confirmation email or email [exhibit@potato-expo.com](mailto:exhibit@potato-expo.com) for instructions.

## Exhibit Restrictions

The Potato Expo may prohibit or close an exhibit or part thereof that the Potato Expo, in its sole discretion, believes is not appropriate to the Potato Expo. Such inappropriate exhibits may include without limitation, exhibits that may be found to be offensive, indecent, distasteful, disruptive, odorous, or otherwise unsuitable. Further, the Potato Expo may exclude from future Potato Expos any exhibitor who violates these terms.

## Cancellation of Exhibit Reservation

All exhibit booth cancellations and refund requests must be made in writing and received by November 15, 2022. A thirty (30) percent refund of the exhibit booth fee will be given for cancellations received by that date. No refunds will be granted for exhibit booth cancellation requests received after November 15, 2022, or if the Exhibitor fails to use their assigned exhibit space. Submit all refund requests to Potato Expo via email at [exhibit@potato-expo.com](mailto:exhibit@potato-expo.com).

## Admission to Exhibit Hall

Admission to the Exhibit Hall will be by official Potato Expo name badges only. Badges must be worn at all times, including during exhibit setup and teardown. All exhibitor personnel must register with the Potato Expo and pay the appropriate fees.

## Access to Exhibit Hall

Exhibitors shall have access to the Exhibit Hall at specified times as outlined in the Exhibitor Service Manual. Outside of these hours, when the Exhibit Hall is closed, exhibitors shall not have access to their exhibit space.

## Shipping and Product Handling

Exhibitor understands that all expenses for the shipping and handling of the exhibit materials and all other costs incidental to the operation of their assigned exhibit space are the responsibility of the Exhibitor and are not part of the show fee. Shipment of displays and exhibit materials arriving before the first setup day must be sent to Service Contractor and must arrive pre-paid. Potato Expo assumes no responsibility for the costs associated with shipping, handling or setting up the Exhibitor’s display. Exhibitor is prohibited from shipping materials directly to the Venue.

## Setup

Exhibitor agrees and shall comply with all the terms and conditions of the Venue and Potato Expo concerning Exhibitor’s transportation, installation, use, and dismantling of the exhibit. Exhibitor is solely responsible for any and all charges related to the shipment and handling of freight delivered to and from Service Contractor.

Any space not claimed and occupied by Wednesday, January 4, 2022, at 10:00 a.m., for which no special arrangements have been made, may be reassigned by the Potato Expo in its sole discretion without obligation on the part of the Potato Expo to provide any

refund whatsoever. All displays must be in place, and display materials, cartons, and refuse must be removed from the aisles by 10:00 a.m. on Wednesday, January 4, 2022.

#### **Tear Down**

Exhibitor shall not dismantle its display or begin to tear down before the official close of the Potato Expo exposition at 5:00 p.m. on Thursday, January 5, 2023. Exhibitor agrees to dismantle its display according to the guidelines in the Exhibitor Service Manual. In no event shall Exhibitor allow its display materials to remain in the Exhibit Hall after 11:00 a.m. on Friday, January 6, 2023. If such display materials remain on the premises after such time, the Potato Expo may remove those materials, and Exhibitor shall be liable for any fees and agrees to pay all costs for dismantling, storage and/or disposal. The times for the closing of the Potato Expo, the beginning of teardown, and the vacating of the Exhibit Hall are subject to change. The Potato Expo shall not be liable for any damage or loss to the display or materials due to their removal, storage and/or disposal. Exhibitor's representative must remain in the Exhibit Hall until Exhibitor's display materials have been secured. All products are to be securely packed before leaving the Exhibit Hall. Neither the Potato Expo nor Service Contractor assumes responsibility for any exhibit materials left unattended in the Exhibit Hall during teardown.

#### **Exhibit Space Regulations**

Exhibitor must act in accordance with the Potato Expo rules and the terms of this Agreement. All exhibits must be freestanding, and nothing may be placed against or lean upon the walls of the Exhibit Hall. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floor of the Exhibit Hall. No part of the display may be attached or otherwise secured to the walls or floor of the Exhibit Hall. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars, or floor of the Exhibit Hall. Dollies, carts, and other such devices will not be permitted on the exhibit floor during exhibit hours without the prior written consent of the Potato Expo.

#### **Operation and Use of Exhibit Space**

Exhibitor shall not obstruct the view of, occasion injury to, or otherwise adversely affect the displays of other exhibitors or encroach or impede the aisles, passageways, or overhead space in the exhibition hall. The Exhibitor or its designated representative shall be present at all times during the exhibition hours. Exhibitor personnel may not enter the exhibit space of another exhibitor and at no time may enter an exhibit space that is not staffed, except their own. Exhibitor shall confine its activities to the exhibit space granted. Furthermore, Exhibitor's, attendants, models, robots, and employees must confine their activities to the exhibit space occupied by Exhibitor. Exhibitor shall not, without the consent of the Potato Expo, distribute or permit to be distributed any advertising matter, literature, souvenirs, or promotional material in or around the exhibit areas except from their own allotted exhibit space. Non-exhibitors may not distribute any advertising matter, literature, souvenirs, or promotional material in or around the Exhibit Hall. Exhibitor shall not post any sign of any description anywhere in the Venue except within the confines of their assigned exhibit space. The Potato Expo is the final authority on all matters relating to the operation and use of exhibit space. Potato Expo is not responsible for Exhibitor's property left unattended in the exhibition hall.

Exhibitor may not mark, damage, or otherwise deface any part of the building or property belonging to the Venue. Exhibitors are responsible for all damages to persons or property caused by themselves or their personnel, including without limitation, any

misuse of any item distributed from their booth on a promotional basis to attendees. Should such damage occur, Exhibitor is solely liable to the injured person or owner of the damaged property. Exhibitor further agrees to indemnify and hold the Potato Expo and its officers, directors, members, employees, and agents harmless against any and all claims that may arise because of any damage caused by Exhibitor's acts, display, or promotional items.

#### **Audio Visual Equipment**

Video equipment; movie, LCD, or slide projectors; audio players; computers; or sound equipment used in the exhibit space must be self-contained and fireproof. The sound on any audio equipment must be kept at a volume not to exceed that of normal conversation or 80 decibels. Such equipment must not interfere with neighboring exhibitors and must not exceed the height limitations of the exhibit space. Any video or computer display must be devoted exclusively to the business of Exhibitor. The Potato Expo will not be responsible for obtaining any audiovisual equipment needed. The Potato Expo reserves the right to restrict the use of glaring or irregular lighting effects. No Exhibitor shall display or operate any good or apparatus in operation if it is noisy or objectionable to surrounding exhibitors or the Potato Expo.

#### **Photography and Video Recording**

Exhibitor agrees that Potato Expo, including its employees, and Potato Expo -hired photographers may take photographs of or video record Exhibitor and Exhibitor's employees, hires, display, products, and services during exhibit hours and at events during the Potato Expo. Any photograph(s) or video recording(s) will be (collectively) referred to as the "Photos." Exhibitor agrees that Potato Expo will have a perpetual, irrevocable license to retain, reproduce, use, alter, display, and distribute the Photos in Potato Expo-related materials or on Potato Expo's website. Exhibitor further agrees that no compensation will be paid to Exhibitor by the Potato Expo with regards to the Photos.

#### **Food and Beverage Giveaways**

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes, but is not limited to, logo bottled water or any type of pre-packaged food.) If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to [gh.dengr.grexhibits@gaylordhotels.com](mailto:gh.dengr.grexhibits@gaylordhotels.com).

Exhibitor must obtain prior approval from the Potato Expo to cook food inside booths for demonstration purposes and are responsible for securing fire marshal permits.

#### **Exhibitor Listings**

Exhibitor grants to the Potato Expo a perpetual, non-exclusive license to use, reproduce, and display Exhibitor's name(s), trade name(s), and the name(s) of its product(s) or service(s) in any directory or other listing in connection with the Potato Expo tradeshow in any and all media, including, without limitation, print and electronic media.

#### **Non-Endorsement**

The exhibiting of services, products, or equipment at the Potato Expo does not constitute an endorsement by Potato Expo, its members, or other Potato Expo sponsors or participants of such services, products, or equipment. Exhibitor is not permitted to represent in any manner that its goods or services have been

endorsed by Potato Expo, its members, or other Potato Expo sponsors or participants.

#### **Fire Regulations**

Exhibitor must conform to all standard fire codes of the host city. Exhibitor shall not allow its display to block the view of or impede access to fire exits, fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment. No gasoline, kerosene, acetylene or other flammable or explosive substance is permitted in the Venue.

#### **Americans with Disabilities Act Requirements**

Exhibitor agrees to comply with applicable requirements of the Americans with Disabilities Act and its regulations and guidelines (collectively, the "ADA") and agrees to indemnify, defend, and hold harmless Potato Expo, and its officers, directors, members, employees, and agents from and against all claims that may be brought against Exhibitor on the basis of Exhibitor's noncompliance with the ADA requirements. All of Exhibitor's personnel who may need special assistance or auxiliary aids pursuant to the ADA should contact Potato Expo as soon as possible.

#### **Liability**

Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify, and hold the Venue; its operator; Potato Expo; National Potato Council and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, representatives, members, and agents harmless against all claims, losses, damages to persons or property, governmental charges, or fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof, including failure to operate in accordance with Potato Expo rules and the terms of this agreement, excluding any such liability caused by the sole gross negligence of the Venue and its employees and agents. Exhibitor acknowledges that neither the Venue, its owners, its operator, the National Potato Council, nor Potato Expo maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor. In holding the Potato Expo, the Potato Expo does not act as agent of Exhibitor, the Venue, Service Contractor, or any other party.

#### **Inability to Exhibit Due to Cancellation or Interruption**

Neither Exhibitor nor the Potato Expo shall be liable to the other for failure to perform its obligations under these rules and regulations if performance of either party's obligations is prevented or substantially impaired by acts of God; acts, regulations or orders of government authority; fire; flood; epidemic; explosions; war; disorder; transportation impairment; civil disaster; utilities failure; or other emergencies, including labor strikes or similar labor action, any of which make it illegal, impractical, or impossible to provide the Venue facilities or services for the Potato Expo by the Venue or the Potato Expo, or which would prevent or make it impractical for the majority of registered attendees from traveling to the Potato Expo by air on the dates specified.

#### **Arbitration**

The Potato Expo and Exhibitor shall attempt in good faith to resolve any controversy or claim by negotiation or mediation. If they are unable to do so, the controversy(is) or claim(s) whether arising under these rules and regulations or otherwise (collectively "Disputes"), shall be resolved by arbitration. All Disputes for arbitration shall be presented to one or more arbitrator(s) in accordance with the then-current Commercial Arbitration Rules and

Mediation rules and the laws of the District of Columbia, without regard to conflict of law principles. Arbitration shall be binding and shall afford the parties the same options for damage awards as would be available in court. Potato Expo and Exhibitor shall allow discovery, and all discovery disputes shall be decided exclusively by arbitration. Any damages shall be awarded only in accordance with applicable law. The parties shall share equally in all fees and expenses of arbitration. Each party, however, shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence. In connection with any action seeking to collect monies awarded through the arbitration process, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. In any such arbitration proceeding or action seeking to collect monies awarded through the arbitration process, Potato Expo and Exhibitor consent to venue and jurisdiction in the District of Columbia.

#### **Entire Agreement**

The Exhibitor Terms & Agreement terms represent the entire agreement ("Agreement") between Exhibitor and the Potato Expo, and there are no other agreements, understandings, representation, or warranties. Any modification of this Agreement must be agreed to in writing by Exhibitor and the Potato Expo. This Agreement cannot be assigned or otherwise transferred by Exhibitor, unless permission is granted in writing by the Potato Expo. The rights of the Potato Expo under this Agreement shall not be deemed waived except as specifically stated in writing signed by an authorized officer of the Potato Expo.

#### **Severability**

The invalidity or unenforceability of any provision of this Agreement shall not affect or limit the validity and enforceability of any other provision, which shall continue in full force.

#### **Agreement and Certification of Insurance**

Exhibitors who do not submit a signed copy of the Exhibitor Terms & Agreement will not be allowed to move-in to their exhibit space.

A signed Agreement should be uploaded to [Exhibitor Service Center](#). Log in information can be found in exhibit booth confirmation email or email [exhibit@potato-expo.com](mailto:exhibit@potato-expo.com) for instructions.

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I have read all the rules and regulations above and agree to abide by them.

**Exhibitor Company Name:**

**Signature of Authorized Company Representative:**

**Print Name:**

**Title:**

**Date:**

**Telephone Number:**

**Email:**