

By submitting a Sponsor or Exhibitor Registration Form, you acknowledge that you have read, understand and will adhere to the following policies:

### EXHIBIT BOOTH PARAMETERS

Standard booth dimensions are 8' deep and 10' wide and includes pipe and drape, 6' skirted table, two folding chairs, waste basket and identification signage. For the safety and courtesy of others, exhibits may not project beyond the space allotted and isles must be kept clear for traffic.

### ASSIGNMENT OF EXHIBIT SPACE

Exhibits will only be permitted in the official exhibit area. Exhibitor space assignment will be determined in order of receipt of paid registration.

### SHARING OF EXHIBIT SPACE

Exhibitors/vendors/companies cannot share an exhibit table or space. Anyone violating this agreement will be asked to pay immediately by either check or credit card. With an advance request, every reasonable accommodation will be made to locate exhibitors wishing to be placed next to each other.

### SHARING OF SPONSORSHIPS

Sponsors/vendors/companies cannot share or split a sponsorship or sponsor benefits. Only one company per paid registration will receive sponsor benefits.

### PROTECTION OF EXHIBIT SPACE

Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel or conference exhibit hall area without permission of the *partnership*\* conference site representative. Packing, unpacking and assembly of exhibits shall be done in designated areas and conform to instructions from the "partnerships."

### CANCELLATION POLICY

Notification of cancellation must be received in writing and submitted to [laurie@homecarealliance.org](mailto:laurie@homecarealliance.org), on or before Friday, April 8, to receive a refund (minus a 30% administrative fee). No refunds will be made for cancellations after that date AND all outstanding balances will be due in full.

### DEFAULT OCCUPANCY

An exhibitor who fails to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price and *partnership*\* shall have the right to use that space.

### LIABILITY

The exhibitor will make no claim of any kind against the "partnership"\* or the hotel for any loss, damage or destruction of goods, or for any injury that may occur while participating in the show, nor for any damages of any nature or character whatsoever.

### PAYMENT

Sponsorships and exhibits are not considered *confirmed* until payment is received. For your convenience, both check and credit card payments through PayPal are now acceptable forms of payment. Vendors who arrive at the conference, but who have not paid, will not be allowed to set up exhibit space, nor will they be allowed to attend conference workshops (if registered to do so). If your check is returned for non-sufficient funds, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. Checks should be made payable to the **Home Care Alliance** and mailed to: Home Care Alliance, Attn: Laurie Belden, P.O. Box 227, Manchester, ME 04351.

### CONTRACTOR SERVICES

Capital Convention Contractors (CCC) has been secured to provide the setup of the exhibit area. Upon receipt of your paid exhibitor registration, your contact information will be provided to CCC. Approximately 60 days prior to the conference, CCC will send you a vendor kit that will include information regarding shipping, ordering electricity and internet hook-up, as well as furniture upgrades. Exhibitors are solely responsible for arranging for services with CCC and are also responsible for payment of any additional fees associated with services and/or upgrades.

*\*For the purpose of this Agreement, the New England home care associations "partnership" includes Connecticut Association for Healthcare at Home, Home Care & Hospice Alliance of Maine, Home Care Alliance of Massachusetts, Home Care Association of New Hampshire, Rhode Island Partnership for Home Care, and the VNAs of Vermont; organizers of the New England Home Care & Hospice Conference and Trade Show.*