

2019 Terms and Conditions for Exhibiting June 13, 2019, DCU Center

- Show times are from 10:00am-10:45am, and 12:00pm-1:30pm in the Ballroom. This includes morning break and lunch times.
- All fees must be paid in advance with submission of your registration form. Membership dues must also be paid before membership rate is honored.
- Cancellations must be received in writing (email preferred) and are not final until receipt of cancellation has been confirmed by LeadingAge MA staff. If you cancel by **April 13, 2019**, you receive a refund less a \$100 processing fee. **No refunds thereafter for cancellations.**
- Once show is sold out a waitlist will be created and used at the discretion of LeadingAge MA staff.
- Show management reserves the right to allocate space in such a manner as to produce a balanced show in order to enhance its appeal to attendees.
- We will attempt not to place competitors adjacent to one another or facing one another.
- All exhibits must be set up during the time allotted. Set-up time is from 7:30am-9:30am on June 13th. Breakdown time is from 1:30pm to 3:00pm.
- **Please note:** All extra show needs (beyond the physical booth, table, and 2 chairs) will be managed directly between the vendor and the DCU Center. Friend level members of LeadingAge MA will be provided an 110v outlet, only if the need is indicated on the registration form. Ordering and payment will be done through the [DCU Online portal](#).
- **No exhibitor may set up or take down their booths during official show hours.**
- Upon the request of show management, exhibitors may be required to rearrange or limit their displays if equipment, tables, etc. cause congestion in the aisles or interfere with other exhibitors or are in violation of local fire safety laws.
- Show management reserves the right to restrict the operation of or evict completely any exhibit which, in its opinion detracts from the general appearance of the exhibition as a whole.
- Exhibitors may not assign, sublet or apportion to others without show management's approval the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of doing business.
- The exhibitor also expressly holds LeadingAge Massachusetts harmless from any and all claims for any injury, loss, or damage that may occur to the exhibitor while on the show site and agrees to secure liability insurance to cover such injuries, accidents, and losses.
- Vendor Raffle Policy: Vendors who wish to raffle items at their booths are now responsible for the entire process. The vendor will collect business cards from the attendees during the show and will manage the prize drawing, winner communication, and distribution.