

# *Important Information*

Rules and regulations are part of the contract between the exhibitors and the Georgia Afterschool & Youth Development Conference. They have been created to ensure a successful conference for all exhibitors, participants and staff.

**Audio-Visual Equipment & Internet Access:** Exhibitors are responsible for securing audio-visual equipment intended for use in the exhibit area. A/V needs and dedicated Internet access will be handled by the Columbus Convention and Trade Center. Contact information for these arrangements will be provided upon submission and acceptance of Exhibitor Application.

**Booth Equipment:** Each exhibit will have a 6' draped table and one chair. Additional equipment may be ordered from the Columbus Convention and Trade Center.

**Use of Exhibit Space:** Booth spaces cannot be enlarged and exhibits cannot spill into traffic areas. Displays shall not be placed in such a manner as to interfere with other exhibits. Banners and other items may be hung from tables or sitting on the floor within the exhibit space, but may not hang anything on the walls of the conference center. Printed materials may be distributed from your booth only.

**Exhibit Approval:** All Exhibit Applications will be reviewed by the conference team prior to acceptance. Exhibits not accepted will be granted full refunds for fees paid. If an exhibit is not in character with the conference, Georgia ASYD Conference staff reserves the right to reject, affect, or prohibit an Exhibitor during the application process or require the modification of an exhibit while on-site.

**Protection of Property & Liability:** Exhibitors will be held responsible for any damage done to property, the building, employees or other agents. Neither the Georgia Afterschool & Youth Development Conference, any funders or conference staff, the Columbus Convention and Trade Center, nor any of the conference attendees shall be responsible for any injury, loss, or damage that may occur to the exhibitors, the employees of the exhibitor, or exhibitor property from any cause whatsoever, prior to or subsequent to the period covered in the Exhibitor Contract.

**Cancellation & Refunds:** All cancellations must be in writing. If received by August 1, 2018 one-quarter (25%) of the fee will be forfeited. There will be no refunds for cancellations after this date, including for no-shows.

**Loading/Unloading, Set Up & Break Down Procedures:** Exhibitors are encouraged to coordinate delivery options for shipment of materials with the Columbus Convention and Trade Center. Set Up and Break Down details will be sent upon Exhibitor Application approval.