EXHIBITOR RULES AND REGULATIONS

1. CONTRACT FOR SPACE: Applicants for exhibit space are required to return the formal application/contract to the Illinois PTA. To be valid, each application must include payment in full, proof of insurance (including product liability) and must specify products scheduled for exhibition and/or distribution. The application for space, formal notice of assignment, acceptance by the Illinois PTA, and full payment of rental space constitute a contract for the right to use this space. A signed contract with full payment is required before any exhibitor will be allowed to set up.

2. EXHIBIT DATES AND HOURS:
   FRIDAY, APRIL 24, 2020  1:30 pm - 6:30 pm
   SATURDAY, APRIL 25, 2020  9:00 am - 1:00 pm

3. INSTALLATION AND DISMANTLING:
   INSTALLATION: FRIDAY, APRIL 24  12:45 pm - 1:30 pm
   DISMANTLING: SATURDAY, APRIL 25  1:00 pm - 1:30 pm

   Any space not claimed and occupied by 1:30 pm, Friday, April 24, 2020, may be reassigned without refund. A separate deposit in the amount of $150.00 ($75.00 Non-Profit) is required to be sent with the signed contract. This deposit will be returned to the exhibitor AT THE CLOSE OF EXHIBITS.

4. SELECTION OF EXHIBITS: Only firms and organizations whose nonpartisan, nonsectarian services or products are appropriately related, in the sole judgment of the Illinois PTA, to children, youth and the charitable and educational activities of the Illinois PTA shall be permitted to exhibit. A copy of all materials to be distributed or exhibited must be provided by April 10, 2020. The Illinois PTA reserves the right to decline or prohibit any exhibit which, in its judgment, is inappropriate, with reservation being all-inclusive as to persons, things, printed materials, products, and conduct.

5. CHARACTER OF PROGRAMS: Recognizing that local PTAs have fund raising projects, Illinois PTA believes that children shouldn’t be used in fund raising in any way that would cause them to solicit funds or sell items door to door or to persons unknown to them. Children should never be involved in any activity that might place them in an unsafe situation. The Illinois PTA may forbid installation or request removal or discontinuance of an exhibit or promotion wholly or in part, that in its opinion is not keeping with the character and purposes of the Illinois PTA.

6. USE OF SPACE: All demonstrations or other sales activities must be confined to the limits of the exhibit space. Exhibitor shall not assign, share, or sublet any space allotted without the written consent of the Illinois PTA. Exhibitor shall not be permitted to show goods other than those manufactured or sold by it in the regular course of business. Exhibitors shall not display or distribute any materials containing the Illinois PTA name, seal, or logo without written consent of the Illinois PTA.

7. RESTRICTIONS IN OPERATION OF EXHIBITS: The Illinois PTA reserves the right to restrict exhibits for any reason, i.e. noise, method of operation, materials, etc. The Illinois PTA may also prohibit or evict any exhibit that becomes objectionable or in the opinion of the Illinois PTA may detract from the general character of the exhibits. This reservation includes person(s), things, conduct, printed matter or anything of a character which the management determines is objectionable to the exhibit. If such restriction or eviction is imposed, the Illinois PTA is not liable for any refunds or other exhibitor expense. Side show tactics, raffles and lotteries for monetary purposes are deemed inappropriate and are prohibited.

8. IRREGULAR CANVASING, SELLING, ACTIVITIES BEYOND EXHIBITOR’S SPACE: Distribution of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material. Non-exhibiting organizations will not be permitted to canvass, solicit, hold conferences, or distribute literature or other promotional devices during the convention.
9. **ELECTRICAL & WIFI NEEDS:** There will be no electrical connection or WiFi fees for your exhibit at the NIU Naperville Conference Center but notice of electrical needs must be given to Illinois PTA with your signed contract.

10. **ADDITIONAL EQUIPMENT:** Additional fees contracted with the NIU Naperville Conference Center for equipment such as, but not limited to, electrical work, internet set up etc. must be paid before setting up.

11. **SOUND DEVICES:** No sound-making equipment of any kind may be set up or used in exhibit spaces without prior approval of the Illinois PTA.

12. **DISTRIBUTION OF FOOD ITEMS:** Intent to distribute food items must be disclosed with your signed contract. Note: If any food items contain nuts, it must be prominently posted on your display.

13. **CARE OF BUILDING AND EQUIPMENT:** Exhibitors, or their agent, shall not damage or deface the walls or floors of the building, the exhibit spaces, or the equipment in the exhibit spaces. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

14. **FIRE PREVENTION:** Exhibitors must use flame resistant decorative materials. Inflammable or other dangerous fluids, substances, materials, equipment and/or other items, the use of which is a violation of city, county, or state laws or regulations, may not be used in any exhibit space. Exhibits may not obstruct emergency/fire exits.

15. **CATASTROPHE:** In the event that because of war, fire, strike, government regulations, public catastrophe, act of God or the public enemy, or other cause, the convention or any part thereof is prevented from being held, or is canceled by the Illinois PTA, the Illinois PTA shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received which remain after deducting expenses incurred by the Illinois PTA and reasonable compensation to the Illinois PTA, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

16. **LIABILITY AND INSURANCE:** Neither the Illinois PTA or their representatives shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm, or injury to the person or any property of the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, or any other causes and neither the Illinois PTA nor the NIU Naperville Conference Center management will obtain insurance against such damage, loss, harm, or injury.

17. **INDEMNIFICATION:** The applicant hereby agrees to indemnify, defend and protect the Illinois PTA and NIU Naperville Conference Center management against, and hold and save the Illinois PTA and the NIU Naperville Conference Center management harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees, and expenses of whatever kind or nature which might result from or arise out of any action or failure to act of the applicant or any of its officers, agents, employees, or other representatives, including but not limited to claims of damage or loss of property, or from or out of any damage, loss, harm, or injury to the person or any property of the applicant or any of its officers, agents, employees, or other representatives.

18. **OPERATION OF EXHIBITS:** Exhibits should have a representative present during all exhibit hours. If the exhibitor leaves the exhibit unattended during the posted exhibit hours, the Illinois PTA will not be responsible for materials and/or equipment in that exhibitor’s space.

19. **FAILURE TO OBSERVE TERMS OF CONTRACT:** The Illinois PTA shall be entitled to close an exhibit at any time for failure by any exhibitor or other representatives to perform, meet, or observe any term or condition set forth herein, and such exhibit shall not be entitled to a refund of any part of any fee.

20. **CANCELLATION POLICY:** If written cancellation is received by March 27, 2020 a refund will be issued, less a $75.00 (seventy-five dollar) cancellation fee.

These rules and regulations are a part of the contract between the exhibitors and Illinois PTA. The Illinois PTA respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Illinois PTA.