MANAGEMENT. DBIA, acting through its officers, directors, agents or employees authorized to act for it is the Management of the Exhibit.

EXHIBIT LOCATION AND DATES. The Gaylord National show facility, dates and hours are subject to change at the discretion of the show management. Exhibitors will be notified of any change well in advance. Initial Schedule will be posted at www.dbiashow.com. Initial proposed schedule will be posted during spring 2020.

INSTALLATION AND DISSMANTLING OF EXHIBITS. All exhibits must be erected or completely arranged by or before one hour prior to the opening of the event. A tentative installation schedule will be included with the Official Exhibitors Guide. Exhibitors will receive a specific installation schedule thirty (30) days in advance of their assigned move-in date. This time frame and nieuwe schedule must be adhered to absolutely. No exhibits may be removed from the exhibit area until the official close time. Any exhibitor that complies with the installation date assigned to them will result in their being charged for any additional resultant expense. Goods received after the opening of the Exhibit must be delivered to the booth and put in place at times other than the official Exhibit hours. Goods and materials used in any exhibit shall not be removed from the exhibit area until the officially closed. Any exceptions to this rule must have the written approval of Show Management.

Show Management shall have the authority to order labor to dismantle any exhibit that is not dismantled or in the process of being dismantled by the date and time to be provided by Show Management at a later date. The dismantle date and time is subject to change by Show Management. The exhibitor may later remove to or send exhibits to the Exhibitor Service Manual. The expense incurred for dismantling the display and shipping it will remain the responsibility of the exhibitor.

The exhibitor shall have the authority to change carriers designated by exhibitors, if such carriers do not pick up according to schedule. In the event such action is necessary, it is agreed that no liability of any nature shall attach to Management. If it becomes necessary to haul materials to loading companies, charges for such hauling will be paid by the exhibitors concerned and Management shall be relieved of all responsibility in connection with such movement. Management without liability for damage or loss, shall have the right to dismantle, dispose of, store and clean from the premises any display materials, goods, property or merchandise of any exhibitor who has failed to comply with the above requirements. Management may order such removal and storage at the sole expense of the exhibitor.

CONFLICTING MEETINGS & SOCIAL EVENTS. In the interest of the success of the entire convention and exhibition the exhibitor agrees not to extend invitations, call meetings or otherwise encourage absence of members or Exhibitors from the convention or exhibit hour during the official hours of the convention, which will be supplied and shall be binding upon the exhibitor as though fully for the Convention. DBIA reserves the right to refuse the space to any non-sanctioned, sponsored, networking, marketing, or hospitality function planned during the event dates.

PAYMENT. Exhibitor agrees they are responsible for 100% of the exhibit space fee. All balances must be paid in full prior to 180 days before the event date (or upon receipt of invoice if closer than 180 days before the event). At least 50% must be within 30 days of submission of this contract, otherwise exhibitor reserves their space and/or sponsorship assignment, without refund. Exhibitor understands that if they cannot after having paid, then no refund will be whatsoever.

SUB-LEASING OF SPACE. Exhibitor agrees not to reassign, grant, or license the use of space, or any part thereof allotted to him. This rule means that exhibitors are not permitted to sublet their space to any company or organization without written consent of Management. Exhibitors shall not sublet any part of their space without the written permission of Management.

EXHIBIT AREA. The following specific regulations apply: 1) exhibitors are restricted from obtaining and complying with the regulations set forth by the Fire Marshall, any other controlling government authority and the policies of the facility and exhibits area, in particular with the prohibitions concerning smoking or the storage and management of empty shipping containers, 2) no flammable materials or explosives will be allowed in the Exhibit area, and 3) any hydraulic or electrically operated equipment must be lowered to ground unless it is supported by mechanical safety ways according to the policies of the facility and government authority and the policies of the facility and exhibits area.

The exhibitor shall ensure that all exhibits are erected or completely arranged by or before one hour prior to the opening of the show on October 28, 2020, may be forfeited by the exhibitor and the space may be resold, reassigned or used by Management without refund, unless prior approval for late occupancy is obtained in writing from the Management. If the exhibitor is on hand, the Management reserves the right to use and arrange the space as they see fit in the interest of other exhibitors and Management.

SPACE ASSIGNMENTS. DBIA shall use its best efforts to locate the table/desk in one of the locations designated by exhibitor to provide physical separation of the booth from those of competitors from whom the exhibitor has received complaints of the noise, the light, or any other factor which could possibly be improved. No such action is at the time, as may in its sole discretion deem necessary. In the event that the DBIA-2020 Design-Build Conference & Expo is switched to a different exhibit hall, facility, or venue, then DBIA will re-assign the exhibitor a new space in the new location. DBIA reserves the right to refuse the exhibitor a space that was previously assigned, or the best available space.

LOTTERIES, CONTESTS, CONCESSIONS AND GIVE-A-WAYS. DBIA has final approval for any or all lotteries, contests or give-a-ways at the meeting. Each prizes of any amount are prohibited. No lotteries or contests, games of skill or chance involving individual merchandise prizes in excess of $50 (except daily door prizes) will be permitted to be operated in the Exhibit. These activities and prizes must be within the limits of good taste and are subject to the control and decision Management. Concessions, Give-A-Ways and other exhibit floor activities that directly conflict with sponsorship packages will not be allowed. Exhibitor should inform Management of these activities before the Show in order to avoid the possibility of the activities being stopped by Management.

FOOD & BEVERAGE. There is no outside food and beverage allowed at the Gaylord National. Any Exhibitors wishing to serve food and beverage in their booth will need to order from the convention center. Exhibitors must obtain written permission from the convention center for food and beverage service and any fees or other service charges are the direct responsibility of the Exhibitor.

SALES PROHIBITION. DBIA prohibits the sale of goods and/or services at the site of the convention. DBIA must approve any exceptions to this prohibition in writing.

HANDLING AND STORAGE. DBIA and the owners or managers of the facility where the Exhibit will be held shall not except or store display materials or empty crates. Such arrangements may be made through the Official Drayage facility, if desired, and any such arrangements in any event provide the Official Drayage with copies of all bills of lading. All shipments and deliveries to the Exhibit shall be prepaid. Exhibitor shall not impose any obligation to the Official Drayage merely by providing copies of bills of lading.

MUSIC AND COPYRIGHTED MATERIALS. The exhibitor shall be responsible for securing any and all necessary licenses or consents for any performances, displays or use of copyrighted works, patented inventions, or other intellectual property in connection with this Exhibit or any hospitality function that may be held in conjunction with this Exhibit. Further, an exhibitor may not use or present live, recorded or broadcast music at the DBIA 2020 Design-Build Conference & Expo, unless the exhibitor notifies the Show Management of its intent to do so, and the exhibitor has secured all necessary licenses or consents for musical presentation and provide the Show Management with copies of all licenses and consents.

FUTURE TO OBSERVE RULES. Any failure to comply with these rules shall, at the sole discretion of Management, cause for the closing of the Offending exhibitor’s display, as a result of which exhibitor expressly agrees to hold Management harmless against and reimbursement for the exhibit damage by fire, accidents, vandalism or other causes.

SPONSORSHIP. Exhibitor shall be expected to sponsor an event or item associated with DBIA’s Annual Design-Build Conference & Expo. Sponsorship packages, details, and terms may be found online or in a separate sponsor agreement document. Sponsorship Payment: All balances must be paid in full prior to 180 days before the event date (or upon receipt of invoice if closer than 180 days before the event). At least 50% must be paid within 30 days of submission of this contract, otherwise sponsor risks release of their sponsorship assignment, without refund. Sponsorship refunds shall be made at the sole discretion of Management and absolutely no refunds related to paid sponsorships will be made after 180 days prior to the event. DBIA reserves the right to change the specific sponsor agreement if exhibits change, no refunds for items or events. Some items or events may have multiple sponsors. Show Management may in its sole discretion determine different sponsorship companies provided that sponsorship contracts are finalized early in the sales cycle.

COMMUNICATION CONSENT. By applying to exhibit in the 2020 Design-Build Conference & Expo, exhibiting organizations agree to receive communications sent by or on behalf of DBIA, its related entities, and all partners and contractors related to the 2020 Design-Build Conference & Expo. Exhibiting organizations consent to receive communications of all types and via all methods, including facsimile (at any and all phone numbers), regular mail (at any and all addresses), express delivery services (at any and all addresses), telephone (any and all phone numbers), fax, and email (at any and all email addresses). Regarding above described communications, exhibiting organizations waive any right or claim made under the Federal Communications Commission (FCC) Federal Telephone Consumer Protection Act, or any other statute. This consent covers a period of twenty-four (24) months from date of application contract submission.