



## EXHIBITOR & SPONSORSHIP TERMS & CONDITIONS

### 2019 Winter Simulation Conference

Gaylord National Resort & Conference Center | National Harbor, Maryland

December 8–11, 2019

## SPONSOR & EXHIBITOR TERMS & CONDITIONS

### 1. Contract

The Contract for Sponsorship (& Exhibit Space, if included in package) properly executed by the Sponsor and accepted in writing by INFORMS, shall be considered a binding agreement between the Sponsor & INFORMS and subject to the rules stated in this document.

### 2. Registration

Exhibit and Sponsor registration fee includes all deliverables as outlined on the Exhibit and Sponsorship pages on the 2019 WSC website: [meetings.informs.org/wsc2019](http://meetings.informs.org/wsc2019).

### 3. Payment Terms/Cancellations

The full exhibitor and/or sponsorship fees or details for invoicing must accompany the application and contract. Sponsors who cancel a contract in writing, postmarked by October 8, 2019, will receive a refund of fees paid less a \$250 cancellation fee. There will be no refunds for cancellations after October 8, 2019. If sponsorships are cancelled by INFORMS, all payments will be refunded in full. Sponsorship, Exhibit and Additional Workshop AV Fees must be paid prior to December 7, 2019.

## FOR EXHIBITORS ONLY

### 4. Booth Assignments

Booth assignments will be made on a first-come, first-served basis, upon receipt of the signed Contract for Sponsorship and payment. Assignments will not be made until payment is received. Exhibit service manuals will be available in August 2019.

### 5. Booth Information

Booth size is 8'x10' with 8' drapery back wall and 3' drapery side rails. A 7" x 44" two-line identification sign with company name and exhibit booth number is included. Table and chairs are not included. All exhibits must be arranged so as not to obstruct the view of adjacent booths. Exhibits are not to exceed 8' in height on the back wall or 3.5' in height along the side walls. Adequate overhead lighting is provided. Individual electrical outlets are not included.

### 6. Booth Relocation

If it becomes necessary to relocate an exhibitor after registration has been processed, INFORMS will contact the company. Every effort will be made to reassign the exhibitor to a similar space.

### 7. Show Hours & Dates

Hours and dates for installing, showing and dismantling the Exhibit Space shall be those specified by INFORMS and published in the Exhibit Service Manual. All exhibits must be open and staffed during exhibit hours, and no dismantling or packing may be started before the official close of the show. Neither INFORMS, Gaylord National Resort & Conference Center, or the contracted decorator shall be responsible or liable for any property not timely removed by exhibitor.

### 8. Union Labor

The Exhibitor must comply with all union regulations applicable to set-up, display, and dismantling of Exhibit Space, and all labor contracts and labor regulations in effect in the convention facility for the show.

### 9. Use of Space

All materials and activities must be confined to the limits of the exhibit booth and shall not interfere with traffic or other exhibits. Promotion is limited to products and services of exhibiting companies only. Reassignment, subletting or sharing of exhibit space is prohibited. Excessive noise, which would interfere with other exhibitors, is not allowed. INFORMS reserves the right to alter the location of exhibit booths in the best interest of the exhibits and the conference.

### 10. Fire Precautions

Exhibitors must use materials that will pass fire inspection. Drapes and curtains must be flame proofed. The storage or use of flammable or explosive materials, or any substance prohibited by local laws or insurance carriers is forbidden. Gaylord National Resort & Conference Center or the hired decorator must do all electrical work to insure compliance with local regulations.

### 11. Damage, Risk of Loss, Indemnity, & Insurance

The Exhibitor agrees to indemnify and hold harmless INFORMS, the contracted decorator, and Gaylord National Resort & Conference Center and their respective officers, employees, and agents against (1) liability for damages on account of personal injury or property damage suffered by any third party arising out of the installation, maintenance, use, operation, removal of the exhibit by Exhibitor and use of the exhibiting premises by Exhibitor, and (2) costs and expenses related to the foregoing (including reasonable attorney's fees), provided that the indemnified party: (a) promptly notifies Exhibitor of any such claim, (b) cooperates with Exhibitor in connection with the defense or settlement of any such claim, and (c) permits Exhibitor to control the defense and/or settlement of any such claim. The Exhibitor understands that INFORMS, the contracted decorator, and Gaylord National Resort & Conference Center do not maintain insurance covering the Exhibitor's property and agrees that they (and their respective officers, employees, and agents) will have no liability for damage thereto or loss thereof caused by any third party and it is the sole responsibility of the Exhibitor to obtain such property insurance. Each exhibiting company desiring to insure its exhibit and display materials against loss of any kind must do so at its own expense.

### 12. Hotel Rules & Regulations

Exhibitor agrees to adhere to the rules and regulations of the Gaylord National Resort & Conference Center (please refer to the following pages).

### 13. General Data Protection Regulation (GDPR)

The Exhibitor agrees to comply with the General Data Protection Regulation (GDPR), which governs the collection and processing of personal data, as specified in articles 28, 32, and 82 (EU 2016/679). For details, see: <https://www.eugdpr.org>.

**The undersigned agrees to abide by all requirements, restrictions, and obligations detailed in these terms and conditions.**

**Signature:** \_\_\_\_\_

**Print Your Full Name:** \_\_\_\_\_

## RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS



Fax or Mail to: Gaylord National Resort & Convention Center  
Attn: Exhibit Service Department  
201 Waterfront Street National Harbor Md. 20745  
Office: (301)-965-3710  
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove ALL tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

## **GUIDELINES FOR ALL CARPETED AREAS**

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.