EXHIBITOR AGREEMENT, RULES, AND REGULATIONS

Reserving a booth denotes agreement with and adherence to the exhibitor agreement, exhibit rules and regulations, from National Women’s Studies Association (“NWSA”) and the Huntington Place Convention Center (“Convention Center”). Print this agreement, rules, and regulations for your records.

EXHIBITOR AGREEMENT
We will abide by the rules and regulations cited before, during, and after the exhibit, and by other reasonable rules considered necessary by the National Women’s Studies Association, Convention Center, and the City of Detroit provided that these rules do not materially alter the exhibitor’s contractual rights. All matters and questions not covered by these regulations are at the decision of Conference Management. These regulations may be amended at any time by Conference Management, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them, as are the original regulations. The application to exhibit at this NWSA Annual Conference and any agreement incorporated in it shall be governed by the laws of the City of Detroit. The NWSA Conference is hereby authorized to reserve space for our use in the exhibit area of the Convention Center. With completing this order, we are including full payment for the booth space requested. In keeping with the educational purposes of the conference, we agree that sales and order-taking (entering into a contract of a sale) are limited to the exhibit floor and are not allowed in other conference areas.

Note that exhibitors are responsible for internet, phone, and electricity services. These are not included with the fee for reserving booth space. Items shipped directly to the Convention Center by the exhibitor will incur a separate cost that the exhibitor is required to pay to the exhibiting management company.

We agree to abide by the booth cancellation terms and all requirements, restrictions, and obligations mentioned in this exhibitor agreement, rules and regulations and any further rules.
Exhibition Rules and Regulations

SPACE ASSIGNMENT:
Assignment of space for NWSA exhibits is made by the NWSA staff in the order in which exhibitors purchase their booths with complete payment. Exhibitor booths will be assigned based on the date complete payment is received. In the case of multiple orders with payments received on the same date, priority will be given to the number of booths requested, exhibitors who have previously exhibited with NWSA, and those who are also advertisers. Exhibitors wishing to have 2 or more adjacent booths should order and complete payment for all booths at the same time. Contact the NWSA office directly at nwsa@nwsa.org to order more than one booth. Conference Management reserves the right to rearrange the floor plan or to relocate booths.

TERMS OF PAYMENT:
Each exhibit space order must be accompanied by full payment. All payments must be made using company check/money order or an approved credit card.

REGISTRATION:
Exhibitors are entitled to two free registrations to the NWSA Annual Conference. To receive these registrations exhibitors must send the name, title, email, and pronouns of their two registrants to the NWSA operations manager at operations@nwsa.org by August 30th, 2024. Exhibitors who need additional registrations will need to purchase them via the NWSA website.

CANCELLATION:
Organizations canceling before September 1, 2024 will receive a 50% refund of booth reservation fees. After September 1, exhibitors will be obligated for the full cost of the booth space. Organizations must notify the conference organizers in writing of any booth cancellation. The conference organizers reserve the right to cancel this contract in any event on written notice to the applicant.

INSURANCE:
All exhibitors, their contractors, and suppliers working in the exhibit hall are required to carry full liability insurance. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. All exhibitors are strongly urged to obtain full coverage temporary insurance for merchandise and displays while in transit and at the exhibition. Exhibitors are responsible for their own property and items at the exhibit table.

OTHER EXHIBITOR RULES AND REGULATIONS:
Exhibitors agree to abide by all other reasonable rules and regulations in writing by the conference organizers. Applications from organizations with past due invoices will not be processed until all prior payments are received.

Signature: ___________________________________________ Date:_________________________