

EXHIBITS AND EXHIBIT HALL POLICIES

Last update MAY 2021

ELIGIBLE EXHIBITORS

Eligibility to exhibit at VHMA meetings and conferences is limited to companies and organizations whose products or services address the professional business needs of today's veterinary practice. VHMA will review requests for exhibit space to determine whether prospective exhibitors and their products or services meet the needs of VHMA's membership and serve the mission of the association. VHMA retains the sole and exclusive right to determine which companies and organizations may exhibit at or in connection with VHMA meetings. During its meetings, VHMA will monitor exhibitor activities, displays, products, giveaways, and conduct for compliance with the association's policies. All exhibits and exhibited items must comply with all applicable local, state, and federal laws and regulations. VHMA does not vet products and services nor endorse any company including sponsors and make no guarantees on behalf of products and services.

INCLUSIONS

- 6' draped table, two chairs, and waste basket
- Exhibit Hall is carpeted
- Two (2) Exhibit personnel badges per 8'x8' booth (includes breakfast and lunch). Additional badges may be purchased for \$300 each.
- Company description and contact information posted on VHMA event app with link to company website
- Complimentary admittance into education sessions

EXHIBIT CONTENT AND BOOTH REGULATIONS

The Exhibit Hall atmosphere must always be aligned with VHMA's educational mission. All booth activities and content must be professional, and all exhibit personnel must conduct and present themselves in a professional matter. VHMA reserves the right to refuse or cancel registration for any company or organization if we believe it is in the best interest of the attendees, staff, and conference.

VHMA will assign exhibit space and reserves the right to change the location of said exhibit space at any time and for any reason. Exhibits that exceed the eight-foot booth layout are not guaranteed accommodation. Exhibit materials and advertising may not be displayed or distributed beyond the perimeters of the exhibitor's assigned booth. All booth activities must be contained in the individual exhibitor's booth space.

An exhibit schedule will be available on the VHMA website at least 90 days before the meeting. Set-up must be completed before the scheduled open Exhibit Hall hours. Exhibits must remain fully intact during the published Exhibit Hall hours. Dismantling and packing of exhibits is not permitted until the scheduled break-down time. At VHMA's sole discretion companies or organizations that do not follow the set-up and break-down schedule may be asked to leave the event or prohibited from future exhibit opportunities.

NOTIFICATIONS

VHMA will send out access to the event details and supplemental notifications via email as needed to all registered exhibitors. These materials will include order forms for services that may be needed and information on shipping, set-up and break-down procedures, notification of any special developments, etc.

EXHIBITOR FEEDBACK

VHMA takes exhibitor feedback seriously and uses this feedback to improve operations for future events. As part of our efforts to continuously improve the exhibitor experience, we ask that exhibitors complete our post-meeting survey.

CANCELLATIONS/REFUNDS

Listed below is the refund schedule. Notification of intent to cancel must be made in writing and received on or before the dates listed.

- PRIOR TO MARCH 1: \$100 ADMINISTRATION FEE RETAINED.
- MARCH 1 – JULY 14: 50% OF CONTRACTED FEE RETAINED.
- AFTER JULY 14: NO REFUND OF FEES.

If the event is canceled by VHMA OR if Exhibitor cannot attend due to Covid travel restrictions, registered sponsors and exhibitors will receive full refunds or may request that their registration and payment be applied to another event. VHMA will evaluate these requests and make a final determination on a case-by-case basis.