



## Virtual Exhibit Booth Terms and Conditions

The following terms and conditions are incorporated by reference into the “Exhibitor/Sponsor Contract” and become binding upon acceptance of that contract between the applicant and its employees, and the New Hampshire Municipal Association (NHMA).

### **1. Highest Standards of Professionalism**

Exhibitor/sponsor shall reflect their company’s highest standards of professionalism while maintaining and staffing their virtual booths. Virtual exhibit booths should be staffed during all times that the Exhibit Hall is officially open to attendees including breaks at 10:15 am, 11:30 am, 12:45 pm, and 2:00 pm on Wednesday and Thursday, November 18 and 19, and breaks at 9:15 am, 10:30 am and 11:30 am on Friday, November 20, 2020. No exhibitor shall assign, sublet or share booth space. An exhibitor who sublets or shares booth space in violation of these terms, agrees to pay the NHMA an amount equal to the exhibit booth cost for each of the additional exhibitors with whom the exhibitor shares space.

### **2. Character of Exhibit**

NHMA reserves the right to decline or prohibit any exhibit, part of an exhibit, or prohibit or restrict any activity or conduct within the virtual exhibit area which in the opinion of NHMA is not suitable or appropriate or is detrimental to NHMA, its members, or other exhibitors.

### **3. Use of Organization Name**

Exhibitor/sponsor agrees not to use the NHMA’s name or logo in correspondence, publications, announcements or other written, visual or audio materials without obtaining in advance the express written approval of the NHMA, except to identify its participation in the show. Exhibitor/sponsor also understands that with acceptance of the Exhibitor Contract the NHMA in no way implies endorsement of the vendor’s products, equipment and/or services.

### **4. Payments and Refunds**

All exhibitor booths MUST be paid for in advance of the show; access to your booth will be denied unless payment has been received. Refunds for booth space will be made only if cancellation is received in writing by October 9, 2020. No refunds will be granted after that deadline. Cancellations will be subject to a \$50 per booth cancellation fee.

### **5. Cancellation**

Sponsorship may not be cancelled, and sponsors remain liable for the agreed upon payment. Sponsorship payment is nonrefundable except in the event of cancellation of the virtual conference by NHMA as provided in paragraph 6.

### **6. Cancellation of Virtual Conference by NHMA**

In the event that NHMA is prevented from holding the virtual conference for whatever reason in NHMA’s sole and absolute discretion, NHMA may terminate this contract at any time prior to the virtual conference by giving written notice to exhibitor/sponsor.