

# Exhibitor Policy for BCA MNJIS Criminal Justice Information Users Conference

## Exhibit Booth Regulations

Tabletop displays will receive an 8' table to display their exhibit. Displays must not exceed 7' high. Backdrop displays must not exceed 7' high and 8' wide.

## Sharing Booth Space

**Sharing booth space by more than one company/organization is strictly prohibited. One company name will be listed per exhibit.**

## Staffing of Exhibit Booth

Two booth staff registrations are included in the price of a booth. This registration gains access to all events in the plenary hall (when located in the same room as exhibitors), and includes lunches served in the plenary hall. Additional staff must pay an additional \$50 fee which will in part cover the cost of the additional meals.

Minnesota criminal justice agency personnel who purchase booth space and wish to attend conference sessions must also register separately as conference attendees.

## Exhibit Space Reservation

Exhibit space will not be held for any registration submitted without payment in full. Confirmations will be emailed.

## Give-Aways and Raffles

Raffles at the exhibitor's display are strictly prohibited. Give-aways with a perceived value exceeding \$5.00 may not be handed out at the exhibitor's table. Exhibiting companies may donate items to be held in the BCA raffle drawings which will be held during the conference. Items must be provided to BCA no later than 10 a.m. on second day of conference.

## Refusal of Booth Space

All exhibit bookings are subject to the approval of exhibit management. Exhibit management reserves the right to refuse space rental for any reason.

## Cancellation and Violation of Terms, Conditions, and Details

All cancellations are subject to a \$100.00 administrative fee. NO REFUNDS will be given for cancellations made less than 30 days prior to the start of the conference. Upon cancellation of booth space, the booth will be available for reservation to all interested parties on a first-come, first-served basis.

## Exhibit Management Reserves the Right To:

- Make any necessary adjustments to booth locations, booth assignments, and exhibitor floor plan.
- Make any necessary changes or exceptions to terms, conditions, and details.
- Refuse any display, or portions thereof, that does not meet the local fire, safety, building, etc. codes.

## All Exhibitors are Responsible For:

- Abiding by these terms and conditions.
- **Providing required materials by the identified deadlines. Failure to do so will result in exhibitor not appearing in conference materials provided to attendees.**
- **Educating booth staff on these terms, conditions, and details.**
- Any additional arrangements for their booth (i.e. insurance or shipping arrangements), including signing for receipt of shipped materials. Charges associated with these items are the responsibility of the exhibiting company.
- Creating a display that meets local fire, safety, building codes.
- Staffing exhibit booth during exhibit open hours as published in the final program.
- Registering all exhibit booth staff with exhibit management.
- Any damage done to the facility caused by the exhibiting company's booth staff or its agents.
- The safety and security of any and all valuables in the booth.

## Exhibitor Agrees:

- To keep their display within their designated exhibit space. Displaying items in the aisles is not permitted.
- To set up/tear down display during designated times only unless prior arrangements are made with, and approved by, exhibit management.
- Not to display or distribute promotional materials outside of their booth space.
- That the exhibit management, its volunteers, and its agents are in no way responsible for theft or damage to exhibit booth and/or exhibitor's property during the exhibition (including move in and move out).