



## **Exhibitor Terms & Conditions**

**last updated 28 June 2023**

### **1. ACKNOWLEDGEMENT OF APPLICABLE TERMS AND REGULATIONS**

We, the participating entity/company (hereafter referred to as the EXHIBITOR), our employees, agents, contractors, representative or guests (together participants) and any person or entity occupying or sharing the contracted space (even if in violation of our agreement with TESOL International Association, hereafter referred to as TESOL Show Management) for in-person exhibit space, agree, by our contract and presence at the

**TESOL 2023 International Convention & English Language Expo held in Portland, OR** (hereafter referred to as TESOL Convention), to abide by the following Rules and Regulations, having knowledge of them or not, which govern the TESOL Convention, and any additions and amendments thereto that may be established or put into effect by TESOL Show Management in the interest of the TESOL Convention.

### **2. ADHERENCE TO TESOL CONVENTION RULES**

On acceptance of this contract by [COMPANY NAME], the EXHIBITOR agrees to abide by the terms herein, and any revisions or amendments thereto made by TESOL Show Management. EXHIBITORS not complying with these rules shall be subject to the actions taken by TESOL Show Management or their agents.

### **3. CANCELLATION**

ALL EXHIBIT FEES FOR the TESOL Convention are NON-REFUNDABLE. The only exceptions are death in the family, an emergency medical issue, or circumstances beyond the Exhibitor's control including epidemic and infectious diseases (see bullet 6 below for a full outline). You are expected to set up your booth at date/time specified in the TESOL Show Management contract and if you are presenting virtually due to the special hybrid format of this convention, you must have reliable wi-fi.

### **4. EXHIBIT BUILD AND SET-UP**

Exhibitor is responsible for bringing in any materials, signage, banners associated with their booth and it must comply with the Oregon Convention Center (OCC) rules and regulations. Private wi-fi (separate from the TESOL wi-fi buyout), electrical, cleaning services, food and beverage, steel plates for loading in and out equipment all must be handled directly with the OCC by emailing [OCCExhibitorServices@edlen.com](mailto:OCCExhibitorServices@edlen.com) or calling 503-731-7918. Furniture, décor, shipping, freight handling must be ordered through TESOL Convention's showroom decorator Shepard (hereafter referred to as the GSC). An exhibitor kit from Shepard will be available in December showcasing in detail everything that relates to shipping and booth set up along with a listing of all other service providers (Projection - Audio visual, Airways Freight – shipping, and Showcare – housing, exhibitor registration, and mobile app lead retrieval) made available to you prior to and throughout the convention.

### **5. EXHIBIT OPERATION AND ACTIVITIES**

EXHIBITORS are held liable for compliance with the terms as set forth herein and are therefore responsible for informing their representatives of the rules.

ALL EXHIBIT PERSONNEL MUST BE REGISTERED FOR THE TESOL Convention. The exhibit space must be maintained by at least one company representative during the dedicated expo hall time.

Distribution of electronic matter, souvenirs, or any other forms of advertising is forbidden outside the expo hall unless approved in advance in writing by TESOL Show Management. NO activities will be permitted in any exhibit space that are contrary to law or rules of the OCC.

All displays (logos, banners, videos, materials, collateral related to your company, product demonstrations, marketing/promotional activities as a part of gamification including surveys of any nature conducted by the exhibitor or a contracted survey firm), must be congruent with TESOL’s Code of Conduct and the OCC and if participating in a virtual presence for sessions, it must be congruent with TESOL’s selected virtual platform.

Canvassing or distribution of marketing/promotional matter by exhibitors is prohibited unless approved in advance in writing by TESOL Show Management. Solicitation of business by firms that are not official exhibitors is prohibited. All gamification prizes or general booth prizes must be awarded during (21 March – 24 March 2023) and must be sent/shipped/offered within 7-10 business days of the conclusion of the event. Prizes must be mailed and or sent electronically. The exhibit hall demonstrations must be germane to the exhibitor’s product or services.

**EXHIBIT OPERATION AND ACTIVITIES**

TESOL Show Management reserves the right to remove from the TESOL Convention materials, advertising or literature that it feels is not in keeping with the standards of TESOL Conventions. The conduct of all exhibitors is subject to the approval of TESOL Show Management.

**6. LIABILITY/FORCE MAJEURE**

Exhibitor, its agents or employees, will not be liable for failure to hold the TESOL Convention as scheduled. Payment for the exhibit space *will be returned* in that event, less any actual expenses incurred in connection with the TESOL Convention, which will be deducted if any TESOL Convention is delayed or canceled prior to the opening date because of fire, acts of God, the public enemy, strikes, epidemics, any law or regulation, or public authority, or any reason which makes it illegal, impossible or commercially impracticable to hold the TESOL Convention.

**7. ADMISSION**

TESOL Show Management shall have sole control over all admissions of persons to TESOL Convention. All attendees (be it in-person or virtual) will be admitted according to the rules and regulations of TESOL Show Management, Showcare, and the OCC.

**8. AMENDMENTS TO REGULATIONS**

Any and all matters and questions not specifically covered by the articles in these Rules and Regulations shall be subject to the decision of TESOL Show Management.

<p><b>Thank you for choosing to exhibit at TESOL 2023! We wish you great success and connections at the largest ELT event in the world!</b></p> <p>I agree. _____ (Please initial) _____ (Date)</p> <p>_____</p> <p>Representative Full Name, Company/Institution Name</p>
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