





### AGREEMENT

I have read and understand the Terms and Conditions (see below) and agree to abide by them.

\_\_\_\_\_  
Authorized Representative's Signature:

\_\_\_\_\_  
Date:

### PAYMENT

AMOUNT ENCLOSED: \$ \_\_\_\_\_

(100% of payment is required to secure booth space)

There is a 3% credit card processing fee.

Payment Method:     Amex     Discover     MasterCard     Visa

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Cardholder's Signature: x \_\_\_\_\_

Please return this form to IAPD at the following:

Email: [jbokath@iapd.org](mailto:jbokath@iapd.org) • Fax: 913.345.1006 • 6734 W. 121st Street, Overland Park, KS USA, 66209

## Terms and Conditions

**CANCELLATION POLICY** – There will be no refunds for contracted booth spaces or private meeting rooms. Booths are to be paid 100 percent in full when booth contract is signed.

**ADDITIONAL RULES AND REGULATIONS** – Exhibitor agrees to comply with all rules and regulations of the The Starling Atlanta Midtown and all additional rules and regulations of IAPD.

**OFFICIAL GENERAL SERVICES CONTRACTOR, BOOTH FURNISHINGS, LABOR, SHIPPING AND STORAGE** – IAPD will contract with a decorator to provide all decorating, shipping, freight storage, drayage and labor services for the 2026 IAPD Annual Convention. Exhibitors may order additional booth furnishings, services, furniture, booth cleaning and labor from the decorator. These additional items are not included in the price of the booth space. Carpeting is included for the 2026 trade show. Forms are provided in the Exhibitor Services Kit.

**INSTALLATION OF EXHIBITS** – Exact dates and times are to be determined and will be communicated to the exhibitor at the earliest possible date. All exhibitors will be provided a contract addendum once specific move-in and move-out times are set. Additionally, move-in and move-out information will be provided in the exhibitor services kit. Any exhibiting company attempting to install their exhibit at a time other than the official installation times will be required to pay a \$250 fee to IAPD.

**INSPECTION OF EXHIBITS** – All exhibits must be ready for inspection by the IAPD staff prior to the grand opening of the trade show hall. Exhibitors who set up their display after this time must gain approval from IAPD exhibition management and will be subject to a \$250 penalty payable to IAPD.

**DISMANTLING OF EXHIBITS** – Packing or dismantling of exhibits will be prohibited until after the official closing of exhibits. If an exhibitor starts breaking down prior to the closing of exhibits, they will lose a point in the Point Priority System and will be subjected to a \$250 penalty, payable to IAPD. At the closing of exhibits, the official service contractor will begin collecting table drapes and other items. If an exhibitor fails to remove the exhibit, removal will be arranged by IAPD at the expense of the exhibitor. Exhibitors are responsible for packing their own materials at the end of the exhibition and arranging for shipping. All exhibitors must be prepared to staff their booth until the closing of the trade show.

**FAILURE TO OCCUPY SPACE** – Any space not occupied prior to grand opening of trade show hall shall be deemed forfeited by exhibitor and no refund shall be paid. IAPD may reassign such space, at its discretion, without any obligation to the exhibitor.

**LIABILITY/FORCE MAJEURE** – Exhibitor agrees to indemnify and hold IAPD and The Starling Atlanta Midtown, its officers, directors, members and employees, and all individuals and organizations performing services for them in connection with the IAPD Annual Convention harmless for all claims, losses or damages, injuries, liabilities, judgments or settlements, including reasonable attorney fees, costs and other expenses, any or all of them incurred on account of actions, negligent or otherwise of the exhibitor or its employees or agents. Exhibitor agrees to indemnify and reimburse IAPD and the The Starling Atlanta Midtown for the costs of all services and expenses incurred in connection with the collection effort should it be necessary for IAPD or the The Starling Atlanta Midtown, to engage legal counsel or a collection agency to collect monies due IAPD or the The Starling Atlanta Midtown, as a result of exhibitor's failure to pay any funds due IAPD or the The Starling Atlanta Midtown, or to comply with the terms of this contract. Exhibitor also releases IAPD and the The Starling Atlanta Midtown, from liability for any expenses incurred or other damage suffered by exhibitor if the IAPD Annual Convention is cancelled because of a strike, riot, act of God, or any other cause beyond the control of IAPD and the The Starling Atlanta Midtown.

**RESPONSIBILITY CLAUSE FOR EXHIBITS** – The group assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the hotel, its owners, its operator, The Starling

Atlanta Midtown, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the group's or any exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, irrespective of the fact that such exhibitors are providing the indemnity hereinafter set out, excluding any such liability caused by the sole gross negligence of the hotel and its employees and agents. The group shall cause all exhibitors to execute an exhibit contract containing the following provision: The individual exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the hotel, its owners, its operator, and their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the hotel and its employees and agents. The individual exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of comprehensive general liability insurance and contractual liability insurance, insuring and specifically referring to the contractual liability set forth in this exhibit contract, in an amount not less than \$1,000,000 combined single limit for personal injury and property damage. The group agrees to provide a certificate of insurance evidencing the coverage described above.

**INSURANCE FOR EXHIBITS** — The group shall cause each exhibitor to provide all of the following insurance coverages listed below prior to pre-exhibit set-up, the exhibit and/or meeting dates and post-exhibit break-down periods.

a) Commercial general liability with minimum limits of \$1,000,000 per occurrence (combined single limits for Bodily Injury and Property Damage). Coverage shall include broad form contractual liability and products and completed operations.

b) Worker's compensation with statutory limits for the jurisdiction within which work is performed. Employer liability with minimum limits of \$1,000,000.

All above policies shall be issued by insurance company or companies which are authorized to do business in the state in which the Hotel is located and have a minimum A.M. Best & Co. rating of "A ; X". All such insurance shall be issued on a primary and non-contributory basis, contain a waiver of subrogation in favor of the additional insureds and not be cancelable, terminable or subject to material change without thirty (30) days' prior written notice to the hotel and IAPD. All such insurance, with the exception of worker's compensation, shall name IAPD, the hotel, hotel owner, hotel operator, employer company (if applicable) as additional insureds. A certificate of insurance, in form and substance satisfactory to the hotel and evidencing the required coverage, shall be provided prior to the commencement of work. A combination of primary liability and umbrella liability insurance may apply to meet the minimum limits of insurance required under this contract.

The certificate shall name IAPD as an additional insured, shall provide that the policies may not be cancelled or materially altered unless at least 30 days prior written notice has been given to IAPD and shall cover occurrences on any part of the convention property. Failure to provide said insurance certificate does not relieve exhibitor of the responsibility to obtain this coverage. Exhibitor's obligations under this section are material and if exhibitor fails to comply with them, Exhibitor shall be liable to IAPD for all damages, consequential or otherwise. IAPD suffers as a result.

**ADMISSION/BADGE POLICIES** — IAPD shall have the sole discretion over all admission policies at all times. Entrance and exit doors will be clearly marked and must be utilized by all people on the trade show floor. Badges must be worn at all times. Badge swapping is strictly prohibited. Personnel working a booth must wear an IAPD provided exhibitor ribbon and be registered as a full convention attendee. Anyone who is working a booth and is not registered will be notified and invoiced promptly after the Con-vention.

**POSITIONING EXHIBIT MATERIALS** — An 8-foot drape will be provided with all booths. Company or trade names displayed above the 8-foot drape will be penalized and the name showing is required to be removed. Any exhibit materials over the 8-foot height requirement will be subject to a \$500 penalty fee, payable to IAPD.

**SOUND** — Sound-producing or amplifying devices which project sound beyond the exhibitor's space or excessive operating noise that distracts neighboring exhibits are expressly prohibited by IAPD. IAPD reserves the right to restrict exhibits which, because of noise or any other reason, may detract from the general character of the exhibition. Tolerable decibel levels will be determined by standing in a neighboring booth and conducting a normal conversation. If a normal conversation cannot be achieved due to an exhibitor's emanating noise, the offending exhibitor will be asked to turn down the decibel levels.

**FOOD, BEVERAGES AND CONDUCT** — No food or beverages (alcoholic or nonalcoholic) are to be served by exhibitors aside from enticement candy unless reserved through the hotel. Exhibitors hiring talent or model personnel for assistance in their exhibit must be approved by IAPD and are liable for maintaining decorum by these personnel. Lewd attire and behavior will not be tolerated.

**SALE OF MERCHANDISE** — Order taking by exhibitors and accepting checks or credit cards is permitted, provided that all transactions are conducted in a manner consistent with the scholarly and professional nature of the meeting and in accordance with the state and local regulations applicable in the host city of the exhibit site. Cash transactions are discouraged. Exhibitors desiring to sell merchandise on the trade show floor must apply for a BT1 certificate. Please refer to the The Starling Atlanta Midtown Rules & Regulations, available upon request, for more details.

**SHIPPING** — Advance shipments of materials must be sent to the decorator. The The Starling Atlanta Midtown will not accept or deliver any exhibitor drayage packages shipped to the hotel or store empty crates. Shipping information and forms will be in the Exhibitor Services Kit.

**SECURITY** — The hotel will provide 24-hour security for the exhibit area perimeter during the entire exhibit period, including move in and move out. The furnishing of such service is in no cause to be understood or interpreted by exhibitors as a guarantee to them against loss of theft of any kind. Decorator, the The Starling Atlanta Midtown and IAPD are neither liable nor insured for loss or damage of exhibitor property or fixtures. For this reason, exhibitors are encouraged to order in-booth security if needed AND to carry insurance on their exhibits at their own expense.

**UNION REGULATIONS** — Exhibitors agree to abide by all local jurisdiction union requirements, if applicable, for work involving installation and dismantling of exhibit space.

**FIRE AND SAFETY REGULATIONS** — Literature, handouts, and supplies are permissible in reasonable quantities. Reserve quantities should be kept in closed containers and stored in a neat, compact manner within the booth. Storage of any kind is prohibited behind back drapes or display walls. All display materials must be fire retardant in accordance with the host city fire code, including cloth draping, banners, table coverings, decorative fabrics, post pearl forma core board and all other decorative materials. Combustible oils or gases and helium tanks are prohibited. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. All decorations must be fireproofed, and electrical wiring must conform to the safety rules of the host city electrical code. Fire hose cabinets must not be obscured and must be entirely accessible in a full view at all time. All fabric, cellulose, and cardboard display material must be flame proofed and is subject to inspection by the host city fire department. No flammable fluids or similar substance may be used or shown in booth. Smoking in the Exhibit hall is prohibited at all times.

**LIABILITY** — It is agreed that exhibitors shall assume all responsibilities for damage to the exhibit are, and they shall indemnify and hold harmless IAPD, the The Starling Atlanta Midtown and any service contractors acting as agents of IAPD from all liability that may ensue from any cause. Security services for the exhibit hall will be provided 24 hours a day, but IAPD and the The Starling Atlanta Midtown will not be responsible for any loss or damage of any kind.