

## TERMS & CONDITIONS

**EXHIBITION SPONSOR AND MANAGEMENT.** This exhibition is produced by and is the property of Hawaii Credit Union League, hereafter referred to as HCUL. HCUL will provide exhibition management and promotion.

**TREATMENT OF CONVENTION ATTENDEES.** Exhibitor agrees to treat all convention attendees with courtesy and not to discriminate against any person for reasons of race, color, creed, national origin, sex, sexual orientation, physical, impairment, social, political, or economic condition. HCUL reserves the right to remove any exhibitor whose personnel discriminates against any persons in any manner.

**CONTRACT FOR SPACE.** The application for booth and advertisement space, upon acceptance by HCUL and payment of the full fee, constitutes a contract for space assignment. Any exhibitor failing to occupy space by 5:00 pm on Thursday, May 2, 2019 shall be considered a cancellation and is not relieved of the obligation to pay the full rental price. This contract will not be binding upon HCUL in the event of strikes, acts of God, or other circumstances beyond HCUL's control. In addition, the exhibitor agrees that its display space is to be used solely for the company whose name appears on the contract and will not sublet or assign any portion of space nor allow individuals representing any other company to be present

**ASSIGNMENT OF SPACE.** The exhibition area will be located at the Hilton Waikoloa Village. Exhibitors will be assigned booth locations at the discretion of HCUL. The decision of HCUL with respect to allocation of booth space will be final and binding upon all Exhibitors.

**BOOTH STAFFING.** Your booth must be staffed during ALL exhibit hall hours (refer to Mandatory Schedule of Events on page 5). Organizations must register all staff in advance of the convention to receive a badge that is required for entrance into the exhibit hall at all times. Two companies cannot exhibit or advertise together. Staff must be at least 18 years old and is limited to a maximum of four persons per booth.

**VENDOR ORIENTATION MEETING.** Optional for returning exhibitors/vendors; mandatory for all new exhibitors/vendors scheduled on Thursday, May 2, 2019.

**BOOTH SET-UP AND DISMANTLING.** Exhibitor agrees to comply with the exhibit dates and schedule. Installing or dismantling an exhibit at any other time than scheduled is strictly prohibited. ICS Hawaii is the official show decorator and will send exhibitor kits detailing shipping, drayage, and order forms to all exhibitors approximately 60 days prior to the convention.

Hilton Waikoloa Village will not accept any shipments directly to the hotel. All shipments must be coordinated through ICS Hawaii.

**CANCELLATIONS.** All cancellations require WRITTEN NOTIFICATION to HCUL according to the following:

If cancellation is received on or before December 14, 2018, a \$250 processing fee is applicable.

No refunds will be made for cancellations after December 14, 2018.

**LIABILITY AND INSURANCE.** Exhibitor agrees to protect, save, and keep HCUL, the Hilton Waikoloa Village, and ICS Hawaii forever harmless from any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in all agreements between Hilton Waikoloa Village and HCUL regarding the exhibition premises. Further, Exhibitor shall at all times protect, indemnify, save, and keep harmless HCUL, Hilton Waikoloa Village, and ICS Hawaii against and from any and all loss, cost, damage, liability or expense arising from or out of or by reasons of any accident or other occurrence to anyone, including the Exhibitor, its agents, employees and business entities, which arise from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises or part thereof.

HCUL, Hilton Waikoloa Village, and ICS Hawaii will exercise reasonable care for the protection of Exhibitor's materials and displays. However, the Exhibitor, on signing this contract, expressly releases HCUL, Hilton Waikoloa Village, and ICS Hawaii, from, and agrees to indemnify the same against any and all claims or such loss, damage, or injury. The Exhibitor understands that neither HCUL nor Hilton Waikoloa Village maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitors desiring to carry insurance on their exhibits will place at their own expense.

**CONDUCT.** All attendees of HCUL Annual Convention shall conduct themselves in a professional and courteous manner showing respect to others at all times. During the entire convention both official and non-official times, attendees are expected to maintain a high standard of professional ethics, conduct, and behavior. Any misconduct or unprofessionalism reported to HCUL will be addressed and could possibly result in suspension from attending future conventions.