We cordially invite you to market your products and services with over 100 attendees at USOA’s annual conference. USOA is a tax-exempt organization under IRS Section 501(c)3.

**Staffed Exhibit Tables $350**
Exhibit tables will be placed near the high-traffic registration area, offering a prime opportunity to promote your products and services. The fee includes:
- One 6’ draped table and a chair.
- Meals for one exhibitor with conference attendees.

This exhibit fee also includes use of the hotel’s open Wi-Fi system. It does not include audio visual or electrical equipment and/or services, which the exhibitor may order separately through the hotel.

Exhibit hours are as follows:
- Wednesday, September 16: 8 a.m. to 5:00 p.m.
- Thursday, September 17: 8 a.m. to 5:00 p.m.
- Friday, September 18: 8:30 a.m. to 12:00 p.m.

Although exhibit hours are listed for the entire time the conference is in session, exhibitors may choose when to staff their exhibit. Suggested times are during breakfast, breaks, lunch, and at day’s end. Please note that during educational sessions, most attendees will be attending sessions and may not be visiting exhibits.

USOA reserves the right to limit the number of exhibitors; space is limited and placement is at the discretion of USOA and the hotel. USOA reserves the right to refuse any exhibitor for any reason. The exhibitor agrees to hold USOA harmless from any and all claims or suits. USOA assumes no liability, including but not limited to, compensatory or consequential damages, or any errors or omissions in any printed material.

**Exhibit Rules and Regulations**

1. **ACCEPTABILITY OF EXHIBITS:**
   All exhibits shall serve the interests of the members of USOA and shall be operated in a way that will not detract from the Conference or other exhibitors at the Conference. The USOA Conference Planning Committee determines the acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit that they deem to be injurious to the purpose of USOA. In the event of such restriction or eviction, USOA is not liable for any refund of exhibit fees, or any other exhibit-related expense.
2. APPLICATION FOR SPACE:
Application for space shall be made in writing to Kristie Hirschman at kristie.hirschman@legis.iowa.gov

3. ASSIGNMENT OF SPACE:
Assignment or exhibit space is at the discretion of USOA and the hotel.

4. PAYMENT:
Full payment is required prior to the conference start date, September 16.

5. CANCELLATION:
USOA must be notified in writing in the event of tabletop and/or support cancellation or space reduction. If cancellation of exhibit tabletop occurs prior to September 16, the exhibitor will be refunded 50% of the payment received. No refunds will be made after September 16.

6. CANCELLATION OF MEETING AND EXHIBITION:
If USOA should be prevented from holding the Conference by reason of any cause beyond its control (such as, but not limited to, damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then USOA has the right to cancel the Conference with no further liability to the exhibitor other than a refund of space rental less a proportionate share of Conference expenses.

7. RESTRICTIONS ON USE OF SPACE:
No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of USOA. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material.

8. CONSTRUCTION OF EXHIBITS:
Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit.

9. CARE OF EXHIBITS:
Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor’s expense.

10. FIRE REGULATIONS:
All fabrics and other materials used for decorative purposes must be flameproof. All electrical equipment must be U.L. approved. All empty cartons and/or crates must be removed from the exhibit area (storage is not provided). Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

11. SECURITY:
It is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display, even temporarily.

12. COMPLIANCE:
The exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that the Conference Planning Committee may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duty authorized by local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Conference is held.
14. INSURANCE:
The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor’s displays, equipment and other property while on the hotel/conference premises, and hereby waives any claim or demand it may have against the USOA, the hotel, or its affiliates arising from such loss, theft or damage. In addition, the exhibitor agrees to defend (if requested), indemnify and hold harmless USOA, the hotel, and their respective parent(s), subsidiary(ies), employee(s) and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorney’s fees and costs, arising from or in connection with the exhibitor’s occupancy and use the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

THIS DOCUMENT CONSTITUTES AN AGREEMENT BETWEEN THE PARTIES AND MAY NOT BE AMENDED OR CHANGED UNLESS DONE SO IN WRITING AND SIGNED BY BOTH PARTIES.

ACCEPTED AND AGREED TO:

Name: ______________________________________________________________

Signature: ___________________________________________________________

Organization: _________________________________________________________

Address: ____________________________________________________________

City: ______________________ State: ________________ Zip Code: _________

Phone: ___________________________ FAX: ____________________________

Return this form to:

Kristie Hirschman
USOA Director – Conferences and Training
kristie.hirschman@legis.iowa.gov