

## SUMA 2024 Tradeshow Terms and Conditions

### The Exhibitor Agrees:

1. To abide by the terms and conditions set forth in the Exhibitor Manual and this contract between our firm (the Exhibitor) and SUMA.
2. Based on a first-paid, first-choice basis, the exhibitor understands that SUMA may reassign location if the preferred space is not available. This application shall not be deemed to have been fully accepted by SUMA until the full payment has been received. At that time, this application shall become and be a binding agreement between SUMA and the Exhibitor in accordance with its terms. SUMA has the right to refuse or reject any application submitted. Booths are not guaranteed until payment has been received.
3. SUMA reserves the absolute right to change a confirmed booth location where circumstances warrant; such change, when necessary, will be subject to negotiation.
4. Accounts MUST be paid in full by **MARCH 6, 2024**. Failure to comply with this request will result in forfeiting your booth.
5. That if the Exhibitor, having submitted this application, desires to cancel the same, the Exhibitor may only do so by giving SUMA notice in writing by the dates specified to receive a refund.
  - On or before **March 13, 2024**: full refunds less \$100 administration fee
  - On or after **March 14, 2024**: No refund
  - No show on **April 14, 2024**: No refund, may be denied registration in future years
6. Exhibitors must have booths **completely set-up by Sunday, April 14, 2024, at 3:30 p.m.** (date and time subject to change). Failure to comply with this request could result in forfeiting your booth.
7. That date deadlines are absolute.
8. That in the event said Tradeshow is cancelled or is not held by reason of acts of God, pandemic, strikes, lockouts or other labour or industrial disturbances, civil disturbances, interruptions by government or court order, future valid orders of any regulatory body having jurisdiction, acts of the public enemy, wars, riots, failure or inability to secure materials or labour, fire, lightning, tempest, flood, explosion, and/or other causes beyond the control of SUMA, then SUMA shall be in no way whatsoever liable to the Exhibitor other than to return to the Exhibitor, without interest, such sums (if any) as have been paid to SUMA as a deposit advance in connection with said Tradeshow, less any legitimate expenses on a pro rata basis of costs involved in advance preparation of facilities, services and/or promotion and publicity directly related to the Exhibitor;
9. To arrange for insurance covering the exhibit and staff at own expense. SUMA will not be liable for any loss or damage to the property of the Exhibitor, or its employees, due to fire, robbery, accidents, or any cause whatsoever that may arise, for use and occupancy of the leased space or TCU Place. The Exhibitor agrees to indemnify and hold harmless SUMA and TCU Place and its employees against any and all claim of any person whomsoever, arising out of acts of omission of exhibitors and their employees (Exhibitors shall furnish their own public liability insurance). SUMA assumes no liability for damages or losses resulting from, or related to, the failure of the Exhibitor to comply with the provisions of this Agreement. If, due to unforeseen circumstances beyond the control of SUMA, the Exhibitor's materials do not arrive in time for display during the entire period of the Exhibition, or any portion thereof, SUMA assumes no liability for damages or losses to the Exhibitor and is under no obligation to refund the Exhibitor's fees.
10. To accept responsibility for maintaining adequate insurance coverage against injury to persons, damage to or loss of property, products, equipment or decoration and inability to meet obligations outlined in the Exhibitor Manual, and Terms and Conditions on this form.
11. To comply with all local, provincial, and federal laws, rules, regulations, and ordinances in the employment of booth staff.
12. That neither SUMA nor TCU Place will be responsible for injury, loss or damage to persons, goods, equipment, or decorations, caused by accident, loss, or any other cause, during the move-in and move-out operations, while on the exhibit premises, while transporting goods to and from the exhibit area, or while in the storage areas.
13. All custom-designed booths must meet construction standards of TCU Place. To abide by the regulations and restrictions set forth in the TCU Place Tradeshow Regulations and Exhibitor Manual.
14. That Exhibitor registration does not include access to Convention sessions and SUMA social activities. Exhibitors must register as a Convention delegate and/or purchase social activities tickets if they wish to attend. It is up to the Exhibitor to obtain delegate information at their booths; SUMA does not provide a list of delegates attending or their email address'. SUMA will provide a list of registered municipalities.