EXHIBITION RULES AND REGULATIONS

1. All references to “the Agreement” and “the ISPE Event” shall mean in each case an individual Agreement between Exhibitor and ISPE and the Event which is the subject of that Agreement.

2. Eligible Exhibits: ISPE reserves the right to decline any application which ISPE determines, in its sole discretion, is not aligned with the ISPE mission or objectives for ISPE Event.

3. Space Assignments: Space will be assigned in the order in which contracts are received. ISPE reserves the right to alter locations of exhibits as shown on the official floor plan, if deemed, in the sole discretion of ISPE, to be advisable or in the best interests of the ISPE Event.

4. Payment Terms: The payment schedule is also outlined on the front of this application. A minimum of 50% of contracted exhibit space and enhancements will accompany this Application and Contract if submitted prior to 18 November 2019. Full payment must accompany this Application and Contract if submitted after 18 November 2019. Exhibit spaces will not be guaranteed until full payment is received. No Exhibitor will be allowed to participate in the conference & Expo unless payment in full is received no later than five (5) business days prior to the start of the ISPE Event.

5. Cancellations: The date of receipt of cancellation notification by ISPE will be the official cancellation/reduction date. Exhibiting companies that cancel/reduce exhibit space will be subject to fees based on the date of receipt as follows:
   • If the exhibitor cancels or reduces exhibit space prior to 18 November 2019, the exhibitor will pay as liquidated damages, and not as a penalty, 50% of the total contracted space fee for the space being released.
   • If the exhibitor cancels or reduces exhibit space on or after 18 November 2019, the exhibitor will pay as liquidated damages, and not as a penalty, 100% of the total contracted space fee for the space being released.
   • If the exhibitor fails to pay 100% of the total contracted space fee by 18 November 2019, ISPE may cancel the exhibitor’s participation and is free to assign the released space to other companies. Cancellation of participation does not release the exhibiting company from its obligation to pay 100% of the total contracted space fee and/or all other fees and expenses incurred by the exhibiting company as a result of said cancellation.

6. Use of Space: No exhibitor may assign, sublet, share, apportion, or exchange all or any part of its exhibit space with or to another organization or business. Only those companies and organizations that are the official floor plan, if deemed, in the sole discretion of ISPE, to be advisable or in the best interests of the ISPE Event. ISPE reserves the right to restrict exhibits which are objectionable because of size, noise, glaring or flashing lights, method of operation, or any other reason, and therefore, to prohibit or evict from the ISPE Event any Exhibitor who, in the opinion of ISPE, may detract from the overall good of the ISPE Event. This reservation includes persons, conduct, printed matter, or anything ISPE, in its sole discretion, judges to be objectionable. In the event of an eviction, the exhibitor may forfeit all monies or deposits paid to ISPE for participation in events, at the sole discretion of ISPE.

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