



EXHIBIT SPACE TERMS and CONDITIONS

Direct questions to
generalassembly@uaa.org or (617) 948-4209.

1. Either a valid GA name badge or an Exhibit Hall Security Pass will be required for admittance to the Exhibit Hall (except on Sunday, June 27, when the hall will be open to the public).
2. The exhibitor agrees to provide a MasterCard, Visa or UUA Budget Code on the Exhibitor's Request Form to secure Exhibit Hall space, as well as for any incidental charges or damages that may occur during GA.
3. The exhibitor agrees to have their exhibit booth open by 12:30 p.m. on the first day of GA, Wednesday, June 23.
4. The exhibitor agrees to have their exhibit booth open until 2:00 p.m. on the last day of GA, Sunday, June 27. Failure to remain fully open through Sunday may jeopardize the exhibitor's privilege of participating in future General Assemblies.
5. There will be break-down time provided on Sunday, June 27. All exhibits must be packed by 10:00 a.m. on Monday, June 28.
6. Exhibit space may be cancelled up until March 15 with a \$50 cancellation fee. Exhibitors canceling between March 15 and June 1 will forfeit 50% of their payment. No refunds will be granted after June 1, 2010.
7. Set-up time for exhibitors will be Tuesday, June 22 and the morning of Wednesday, June 23. The Exhibit Hall will be open to exhibitors holding Exhibit Hall Security Passes for one hour before opening and one hour after closing each day. Admittance to the Exhibit Hall during these hours will be STRICTLY LIMITED to those holding Exhibit Hall Security Passes.
8. Each exhibitor will receive two Exhibit Hall Security Passes with their materials when they check-in at GA. Exhibit Hall Security Passes are booth-specific, but are transferable among those working at a particular booth. Additional Security Passes and replacements for lost passes will be \$10 each, without exception. Only one person per booth may purchase additional passes, and it will be the same person for the duration of the event. It may end up being the first person to arrive, so plan accordingly.
9. As of Wednesday, June 23, **NO ONE will be allowed in the Exhibit Hall earlier than one hour before opening or later than one hour after closing. This measure is enforced to maintain security within the hall and is not negotiable. Each exhibitor must plan ahead and take all items that might be needed before the Exhibit Hall reopens.**
10. The exhibitor is responsible for all damages to property caused by the exhibitor or its representatives.
11. The exhibitor may not erect materials that will offset the view and/or operation of any other exhibitor. The exhibitor will maintain an acceptable noise level.
12. The exhibitor may not use open flame or flammable substances in the exhibit space. The prohibition includes, but is not limited to, candles and incense.
13. All materials must be kept within the confines of the exhibit space. The aisles cannot be used in any way for display or storage of materials.
14. The UUA assumes no responsibility for destruction of, loss of, theft of, or damage to the exhibitor's property from any cause. Each exhibitor assumes all risks related to such property. Exhibitors are expected to take basic precautions as to the security of their property, such as removing or covering valuable items overnight.
15. Each exhibitor agrees to indemnify and hold harmless the UUA from and against any and all liability and expenses for personal injury and property damage or loss arising from or out of the use by the exhibitor of the exhibit space, or the exhibitor's activities in connection therewith.
16. In the event that the use of the exhibit space is prevented by an act of God, fire, strike, lockout, civil disturbance, government regulations or any other cause beyond the control of the UUA, the UUA shall not be held liable and shall determine the amount of exhibit fees, if any, to be refunded.
17. The exhibitor is responsible for contacting the contracted decorating service to make arrangements for receipt and storage of exhibit materials.
18. The UUA shall have sole discretion in the interpretation and enforcement of all terms and conditions contained herein, and the power to make such amendment or further terms and conditions as deemed necessary for the proper conduct of the meeting. The UUA further reserves the right, in its sole discretion, to dismiss, prohibit, or evict any exhibit or exhibitor that does not conform to the dignity and general business character of the General Assembly or to the stated principles of the Unitarian Universalist Association.
19. The convention center has strict regulations concerning the sale and/or distribution of food and beverage by exhibitors. Exhibitors agree to not sell or distribute any food and beverage without reaching a separate written agreement between the exhibitor, the convention center, and the General Assembly Planning Committee prior to GA. Contact GA Director Jan Sneegas at jsneegas@uaa.org or (617) 948-4207 for details.
20. The UUA encourages vendors to sell only fairly made and fairly traded merchandise. The UUA requests that the exhibitor, to the best of her or his ability, ascertain where and under what conditions the goods-for-sale were manufactured.
21. The UUA encourages vendors to join in its commitment to Environmental Sustainability. We ask you to reduce the number of handouts and giveaways you have at your booth, bring reusable water bottles, make use of recycling stations and walk or ride share to the event venue as possible.

Contact Person

Signature

Organization

Date

You may submit your agreement to the Terms and Conditions electronically with your online space reservation request or sign above and mail to General Assembly Office, 25 Beacon Street, Boston, MA 02108 or fax to (617) 948-4651