

ACCEPTANCE OF EXHIBIT: A confirmation packet will be emailed to the exhibiting company upon receipt of the order form and acceptance of the exhibit. PTWA reserves the right to reject any application for exhibit space. Order forms may not be accepted within two and a half weeks of the event, or when the available spaces are filled. On-site registrations may not be accepted.

ADMITTANCE TO EDUCATION COURSES: Admittance to conference educational sessions for CEU requires payment of applicable course fees, unless indicated as a sponsorship benefit. Contact the PTWA office or visit www.ptwa.org/conference for conference information and registration. Exhibitors may be permitted to attend courses for no credit, space permitting.

BADGES FOR EXHIBIT PERSONNEL: We recommend no more than two representatives at a time per single display. Badges for exhibit personnel will be made from the names provided to PTWA and will be placed on the table of your designated exhibit space. Two badge holders will be provided to be used as meal tickets throughout the weekend.

CANCELLATION OF EXHIBIT: Exhibitor space cancellations must be made in writing. Cancellations received on or before four weeks prior to the event (March 30, 2012 for Spring, September 30, 2011 for Fall) will be refunded the fee less \$50. Exhibitor cancellations made March 31–April 13, 2012 (Spring) or October 1–October 14, 2011 (Fall) will receive a 50-percent refund. Sponsorship cancellations received after December 15 (Spring) or June 15 (Fall) will receive a 50-percent refund. No exhibit or sponsor cancellations, refunds or credits after April 13 (Spring) or October 14 (Fall).

CANCELLATION OF SHOW: Cancellation of the PTWA Conference and/or sponsorships at any time will not subject the Physical Therapy Association of Washington, Inc. to any damages or other liability of any kind whatsoever, other than a refund of the original cost of the exhibit reservation.

DRAWINGS AND RAFFLES: Exhibitors are welcome to hold their own giveaways, but are asked to notify PTWA if they intend to do so. PTWA may use the information provided in publicity articles. Facility restrictions may apply.

ELECTRICAL CONNECTIONS: All electrical wiring must be approved and installed in accordance with local regulations. **If you have electrical needs, contact PTWA at least six weeks before the event.** All electrical orders will be provided on a first-come, first-served basis. **Exhibitors must provide extension cords/power strips (25-ft. cords recommended).**

EXHIBIT TABLE SPACE: PTWA will provide one 6' x 30" draped table and two chairs. A sign with the exhibitor's company name will be furnished to identify space assignment. **For maximum impact, exhibitors are encouraged to provide their own portable tradeshow display system, including their unique company identification signage.** Exhibits must be contained within the space rented. All demonstrations, interviews, or other activities must be conducted from your exhibit space. No sponsor shall assign, sublet, or apportion the whole or any part of the space allotted to them without the knowledge or consent of the PTWA Marketing Coordinator. Exhibit space is assigned in order of sponsorship level, date of payment and date of space request.

FEES AND PAYMENT: Payment of exhibit fees must accompany a PTWA Conference Exhibit and Sponsorship Contract. Full payment must be received before sponsorships or exhibit space can be reserved.

HOTEL RESERVATIONS: Exhibitors must make all room reservations for exhibit personnel directly with the hotel facility of their choice. We encourage you to reserve early and take advantage of our group rates.

INSTALLATION AND REMOVAL OF EXHIBITS:

Please refer to the confirmation packet for installation, removal and exhibit days and times. Exhibitors shall be responsible for the delivery, setup, and removal of equipment and display material to and from the exhibit area. All freight must be removed from the exhibit floor by the end of the show move-out period. We ask you to refrain from packing equipment, literature, etc., or dismantling exhibits until after the afternoon break.

LIABILITY AND INSURANCE: PTWA, the PTWA staff, the conference facility, the employees or representatives thereof, and other organizations and persons connected with this conference shall not be held responsible for any injury, loss, or damage that may occur to the exhibitor or employees of the exhibitor or their property from any cause whatsoever, prior to, during, or subsequent to the period covered by the sponsorship contract. Exhibitors should place their own insurance to cover all contingencies. The exhibitor agrees to indemnify those listed above against any claims for such loss, damage, or injury. Upon signing the order form, the exhibitor expressly releases the foregoing institutions, individuals, and committees from any and all claims of loss, damage, or injury. This also includes the period of storage prior to and following the conference. Small articles of value should be properly secured or removed for safekeeping prior to leaving the exhibit unattended. Sponsor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save PTWA, the conference facilities, and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

NATURE OF EXHIBIT: All construction shall be substantial and fixed in position for the duration of the exposition. No exhibit that violates any municipal or state law, rules, or regulations, including safety codes, will be permitted. All packing containers, excelsior, and wrapping paper must be removed from the floor. All decorations, drapes, acoustical materials, table coverings, and other decorative materials shall be flame-resistant to the satisfaction of local fire regulations. All fire-extinguishing equipment shall be maintained in plain sight, unobstructed, and accessible for use at all times. The use of any heater or heat-producing device as part of an exhibit is forbidden unless a special permit is first obtained from conference center management, and a copy of the permit placed in the files of PTWA. Approval must be obtained from the local fire department for the display of any electrical, mechanical, or chemical device, the use, operation, or presence of which, in the opinion of the local fire department or official exhibit contractor, might be hazardous in a public place. This includes the use of any product utilizing water, such as a whirlpool or spa, because of special electrical circuit requirements. If approval is obtained, all costs of this process and the cost for installation of special electrical circuits is the sole responsibility of the exhibitor.

NOISY OR OBNOXIOUS EQUIPMENT: The operation of any equipment or apparatus which produces odor or noise of sufficient volume to be annoying to neighboring exhibitors or guests will not be allowed.

PROMOTIONAL MATERIAL DISTRIBUTION: Advertising and promotion materials may be distributed from exhibit booth only. No materials may be placed on seats, attached to walls, ceilings, or woodwork in the conference facility, or left in public places or breakout rooms for distribution, unless indicated on confirmation letter. Small candy and chocolate can be distributed from booth, however, beverages and other food items are not allowed. Balloons are not allowed on facility property. Check conference facility guidelines for rules.

PROTECTION OF FACILITY PROPERTY: Exhibitors will be held responsible for any damage done to the building by them or their employees. The use of tape, tacks, nails, screws, staples, or mastic on any wall surface, woodwork, floor, or window inside or outside the facility is prohibited. No gasoline, kerosene, acetylene, candles, or other flammable or explosive substance will be permitted in the building.

RESTRICTIONS: PTWA reserves the right to require any exhibitor to remove any part of an exhibit thereof which, in the sole judgment of PTWA, is not in keeping with the general character of the exhibition or is not in the best interest of PTWA, and may remove or relocate any display as may be needed for the good of the conference and its exhibits. This restriction includes persons, things, conduct, printed materials, or anything of a character which may be objectionable to the exhibit as a whole. In the event of such restriction or eviction, PTWA is not liable for any refunds of rental or other exhibition expenses.

SECURITY: On-site staffing of exhibits is optional. Exhibit space is open to the public and will not be secured or monitored by PTWA. It is the exhibitor's responsibility to pack and remove all items of value prior to leaving their exhibit unattended.

SHIPPING EXHIBIT MATERIALS: For drayage service, you may either use the service provider of your choice or bring your materials with you at the designated set-up time. The cost of shipping, delivery, and handling will be borne by the exhibitor, and it is the sole responsibility of the exhibitor to order and pay for these arrangements directly through their service provider. If you do not use an outside service provider, you will be responsible for storage of the empty containers and arranging for outbound freight service. The conference facility personnel may not accept exhibit material shipped or mailed directly to their facility. Refer to conference facility guidelines. Neither the conference facility nor PTWA will assume any responsibility for damaged or lost merchandise sent directly to the conference facility for storage.

SPONSORSHIPS AND EXHIBITS: All sponsorship and exhibit orders and payments must be submitted to PTWA, 208 Rogers St. NW, Olympia, WA 98502-4940 **at least four weeks before the event** to be included in registrant materials and on-site signage. Email (EPS preferred) your company logo for your company recognition.

For company advertising material inserted into registrants' welcome bags: Sponsor/Exhibitor shall be responsible for the delivery of advertising materials to PTWA and all costs incurred as a result of delivery or return. PTWA shall be responsible for inserting materials into the registrants' welcome portfolios. Materials shall consist of items such as pens, note pads, folders, bags, mugs, post-its, chocolate and/or literature (e.g., fliers, pamphlets, brochures). Materials must conform with the ethical standards and policies of APTA/PTWA. PTWA's prior approval is required for insertion of multiple materials, which must be stapled or bound together. **All materials must be received by the PTWA office no later than three weeks before the conference begins.**

The APTA opposes participation in services linked to the financial gain of the referral source. Because of this policy, PTWA does not accept marketing revenue from a practice if any referring practitioner has a financial interest in the PT practice and refers patients to an employed physical therapist or to a physical therapist who supervises an employed physical therapist assistant.

VIOLATIONS: It is expected that sponsors who violate these regulations will respond to request for correction. Eviction from the conference exhibit may result from violation of these rules and regulations as determined solely by the PTWA. In the event of such eviction, PTWA is not liable for any refunds of rentals or other exhibition expenses.

ADDITIONAL TERMS AND CONDITIONS required by the conference facility may apply and will be provided with your confirmation materials.