

Vendor Rules and Regulations

Exhibition Location, Dates and Times: WV Statewide Technology Conference 2020 (herein referred to as WVSTC 2020) will be at the Charleston Coliseum and Convention Center located at 200 Civic Center Drive, Charleston WV. The dates of the Vendor Expo are July 14-15, 2020. Setup times are Tuesday 7:30-11:00am. The vendor area will be open on July 14 from 11:30am to 5:00pm. Hours on Wednesday, July 15 are 8:00am-3:30pm, with a vendor reception from 2:00-3:15pm. Vendors are required to man their booth areas at this time to participate in the event. We ask that vendors respect our closing time of 3:30pm and not begin tear down before 3:30pm.

While the conference committee will use reasonable efforts to maintain the location, dates, times and floor plans of WVSTC 2020, the committee reserves the right to change any of these at any time and for any reason whatsoever without liability.

Payment Terms: Payment of the vendor space rental fee may be by credit card or check payable to WVNET. We accept the following credit cards – Visa, MasterCard, Discover and American Express.

Exhibitor Fees:

****Commercial company or organization:**

\$850/booth – **Early Bird 1** on or before April 30

\$950/booth – **Early Bird 2** May – June

\$1050/booth – **Regular Registration** – July

**** Non-profit or Government or Non-exhibiting vendor:**

\$425/booth – **Early Bird 1** on or before April 30

\$475/booth – **Early Bird 2** May – June

\$525/booth – **Regular Registration** – July

****All vendors must be registered as one of the above options.**

Additional Vendor Representative conference registration may be purchased for \$75/Rep.

If payment is not received by July 10, 2020, your space will be forfeited.

Cancellations/Refunds: A 50% refund of fees will be made if registration is cancelled on or before June, 30, 2020.

Assignment of Vendor Space: Booth spaces are assigned on a first-come, first-served basis. Priority will be given to major conference sponsors.

Wait List: Orders received after all booths are sold will be placed on a wait list. Vendor Space made available due to booth cancellations will be filled in the order (date & time) that the "Wait List" applicants were received.

Staffing of Vendor Booth: Vendor booths must be staffed at all times during show hours. No Vendor will be permitted to pack, remove or otherwise dismantle their booth prior to the close of the show. Any Vendor breaching this provision may be denied vendor space in future conferences.

Use of Space: Vendors may not sublet, assign or apportion any part of the space contracted for herein, nor represent, advertise, distribute literature for, or otherwise promote the products or services of any other firm or individual except as approved in writing by the WVSTC 2020 committee.

Conduct of Vendor: Vendor shall conduct their vendor booth in a decorous manner in order not to be objectionable to WVSTC 2020, other vendors, the Charleston Coliseum and Convention Center or the public. WVSTC 2020 reserves the right to restrict or prohibit vendor booths which, because of noise, method of operation, content or any other reason, are objectionable or otherwise detract from or are out of keeping with the character of WVSTC 2020 as a whole.

WVSTC 2020 and the Charleston Coliseum & Convention Center reserve the right to close, remove or require changes in any vendor booth or to remove any Vendor's personnel, agents or representatives, who are deemed detrimental to the conference, other vendors, the Charleston Coliseum & Convention Center or the public. If Vendor or their representative fails to observe these rules and regulations, or, in the opinion of WVSTC 2020, conduct themselves unethically or detrimentally to WVSTC 2020, Vendor may be dismissed from WVSTC 2020 without refund or other appeal.

Drayage and Shipping: The Vendor understands and agrees that all expenses for shipping and handling of equipment and materials into and out of the show area, and for all other costs incidental to operation, are not part of the exposition fee and are to be paid by the Vendor.

If shipping items to the conference, ship to:

COMPANY NAME

For: WVSTC 2020 - July 14 & 15

**c/o Charleston Coliseum & Convention Center
200 Civic Center Drive
Charleston WV 25301**

Security and Insurance: Vendors are ultimately responsible for their display and materials. WVSTC 2020 and the Charleston Coliseum & Convention Center assume no responsibility for losses and damages. Consequently, vendors should take reasonable precautions, including insurance, to protect their property.

Responsibility: It is the responsibility of the Vendor to be fully familiar with these rules and regulation and to see that each member of the company attending WVSTC 2020, either as a vendor personnel or registrant or both, is familiar with these rules and regulations.