

## **Exhibitor Information**

### **Exhibit Location**

Exhibits will be in the University of South Florida St. Petersburg University Student Center Ballroom 3 at 200 6<sup>th</sup> Ave. S, St. Petersburg, FL 33701.

### **Exhibitor Terms and Conditions**

All Exhibitors must sign and return the following Terms and Conditions when submitting their registration and emailed to [Kristina.norman@mtsociety.org](mailto:Kristina.norman@mtsociety.org).

### **Terms and Conditions**

**Contract:** *This application, properly executed by the applicant [Exhibitor] shall, upon written acceptance and notification of space assigned by Workshop Organizers, identified as Organizers throughout this text, constitute a valid and binding contract.*

1. Assignment of Tables will be processed in the order of which they are received, and the convenience of the Organizers. If, after the initial space allocations, an Exhibitor desires a change of location, the Organizers will do all possible to accommodate changes within limits. However, decisions of the space allocations will be final. **Booth space is limited to 25 (10 with access to electricity).**
2. **Nature of Display** will be limited to literature and products that can be placed on the 5' table. Any placement of exhibit materials must be confined to your assigned space. Two chairs and a 5' table will be provided. Internet will be available throughout the venue. Password will be available upon check in.
3. **Shipping of Materials:** Boxes are to arrive no more than three (3) days prior to the first event date. If the Exhibitor chooses to ship instead to their Hotel, contact that Hotel for any charges incurred. Please be sure that all information appears on your shipping and return labels before mailing your material. Ensure your boxes note **Buoy Workshop 2026**. Boxes are to be shipped to:

University of South Florida St. Petersburg  
ATTN: Sarah Petrylka  
University Student Center  
200 6th Ave. S,  
St. Petersburg, FL 33701  
PHONE: 727-873-4715

**IMPORTANT:** Your shipping label must include **Sarah Petrylka's** name, or your shipment will not be accepted and will be returned to sender.

**It will be the responsibility of the Exhibitor to make arrangements for return shipment** from the Student Center & Events Office through their carrier, or their Hotel. The Exhibitor must have properly packaged and addressed all packages accordingly. It is also the Exhibitor's responsibility to fill out all commercial invoices required for shipments outside of the US. All boxes/packages will be brought to the Student Center & Events Office by the University's Facilities Team. The University of South Florida St. Petersburg does not assume responsibility for damage to, or loss of, any merchandise or article brought into the University of South Florida St. Petersburg facility.

C.O.D. Deliveries must be paid in cash by the recipient at the time of delivery otherwise will be refused.

If you need further Shipping instructions, please contact [skpetrylka@usf.edu](mailto:skpetrylka@usf.edu) or 727-873-4715 in the Student Center & Events Office.

4. **Staffing of Exhibits:** Only those representatives who are paid registrants of both the Exhibit Booth and Workshop will be permitted to staff the Exhibit Booth.
5. **Exhibit Setup and Breakdown:** Exhibitors will be allowed to set up their display between 7:00 am and 8:00 am on **Tuesday, March 24<sup>th</sup>**. Exhibitors will be notified if Exhibitor Hall is available earlier.
6. Teardown will be from 12 noon to 5 pm on **Thursday, March 26<sup>th</sup>**. Please be respectful to limit noise during move in and move out times. The Organizers retain the right to maintain standards of appearance and Exhibitor conduct in the best interest of the Workshop and the Exhibitors.
7. **Compliance:** Installation, maintenance, and operation of exhibits will be the sole responsibility of the Exhibitor, and Exhibitors shall comply with all State, Federal and local laws concerning safety, fires, and health, as well as rules and regulations of the University of South Florida St. Petersburg and its Management.
8. **Loss or Damage:** Neither MTS nor the University of South Florida St. Petersburg assumes liability to either Exhibitors or their employees for any injuries, damages, or loss of property owned, controlled by, or in the custody of said Exhibitor or employees, from any causes whatsoever. Exhibitor agrees to indemnify and hold harmless the University of South Florida St. Petersburg or its Management, the Organizers, or MTS against any such claims for injury, damage, or loss.
9. **Management:** Exhibitor agrees that the conditions, rules, and regulations herein stated are made part of this contract, and that said Exhibitor agrees to be bound by each and all of the rules and regulations, and that the University of South Florida St. Petersburg shall have the full power to interpret, amend, and enforce all rules and regulations in the best interest of the Organizers, provided that any amendments shall not substantially diminish rights or increase the liability of an Exhibitor and written notice is given to Exhibitors.

I have read and agree to abide by the Terms and Conditions stated above:

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Name and Title

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Signature

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Date