

## **Exhibitor Information**

### **Exhibit Location**

Exhibits will be in the Blyn Bay Meeting Room at the 7 Cedars Resort, located at 270756 Highway 101, Sequim, Washington, 98382.

### **Exhibitor Terms and Conditions**

All Exhibitors must sign and return the following Terms and Conditions when submitting their registration and emailed to [judyrizoli@gmail.com](mailto:judyrizoli@gmail.com).

### **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 22.**
2. **Nature of Display** will be limited to literature and products that can be placed on the 30" x 6' table. Any placement of exhibit materials must be confined to your assigned space. Two chairs and a 6' table will be provided. Internet will be available throughout the Resort. Password will be available upon check in.
3. **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.
4. **Exhibit Setup and Breakdown:** Exhibitors will be allowed to set up their display between 6:00 am and 8:00 am on **Tuesday, May 21<sup>st</sup>**. Exhibitors will be notified if Exhibitor Hall is available earlier.
5. Teardown will be from 12 noon to 5 pm on **Thursday, May 23<sup>rd</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.
6. **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 7 Cedars Resort and its Management.
7. **Loss or Damage:** Neither MTS nor 7 Cedars Resort 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 7 Cedars Resort or its Management, the Organizers, or MTS against any such claims for injury, damage, or loss.
8. **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 7 Cedars Resort 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

***Shipping Information***

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. Equipment is to be shipped to:

**7 Cedars Resort**

**ATTN:** Ron Sather/Dennise Kettel

**ADDRESS:** 270756 Highway 101  
Sequim, WA 98382

**PHONE:** 360-681-6762

It will be the responsibility of the Exhibitor to make arrangements for return shipment from our Event Services 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 Event Services Office by the Hotel's Facilities Team. The 7 Cedars Resort does not assume responsibility for damage to, or loss of, any merchandise or article brought into the 7 Cedars Resort 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 [dkettel@7cedars.com](mailto:dkettel@7cedars.com) or 360-681-6762 in the Events Services Office.