

# Eleventh SHRUG GIS Workshop – November 13-14, 2024

## Exhibitor Terms and Conditions

1. SHRUG, Inc., hereby grants the Exhibitor the privilege to use space, upon payment of the agreed upon fee, provided in the Exhibition Area, Florida State University Turnbull Conference Center (FSUCC), during the SHRUG GIS Workshop on November 13-14, 2024 subject to the conditions contained in this document.
2. A single exhibit booth space includes an 8' wall area, one table, two chairs, one identification sign, and one electrical outlet (0-1000 watts). A double exhibit booth space includes twice the amount of all listed items. Complimentary Workshop registrations based on sponsorship level: Platinum-4, Gold-3, and Silver-2. Additional personnel can register at the Early Workshop Registration Attendee fee (\$100.00 each).
3. The Exhibitor agrees to submit payment and completed registration form to SHRUG, Inc., by October 31, 2024 (to guarantee company information to be listed in the Workshop's program). After that date, SHRUG may still accept additional Exhibitors and Sponsors, however SHRUG cannot guarantee all advertising opportunities will be available. Payment must be received prior to including company in any of the printed sponsor/exhibitor advertisements.
4. Exhibitor Space Selection will begin in October 2024. All companies with payments received prior to that date will choose their space with their sponsorship level group **in the order that payment was received**. All companies with payments received after that date will choose exhibitor space based on a first-paid, first-served basis. Final allocation of space shall be at the discretion of the SHRUG Workshop Exhibitor Coordinator. If it is determined that relocation of an Exhibitor is necessary to provide a more balanced exhibition, the Exhibitor shall abide by the decision of the SHRUG Workshop Exhibitor Coordinator.
5. The Exhibitor shall have the full right to distribute public relations information; advertising and/or promotional materials within the confines of his/her assigned exhibit booth(s).
6. All tables, exhibits and displays are to be self-contained within the booth(s) assigned to the Exhibitor and the Exhibitor will confine his/her business activities to this leased area. The booth(s) leases under this contract cannot be subleased or assigned to other parties without the consent of the SHRUG Workshop Exhibitor Coordinator.
7. Exhibits which include the operation of musical instruments, radios, talking motion picture equipment, public address systems, or any noise-making equipment must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors and their patrons. If the operation of any equipment disturbs exhibitors, their patrons, SHRUG, the Conference Center or their guests, the Exhibitor will discontinue the source of the annoyance, if requested by SHRUG. Operators of noise-making exhibits must secure approval from the Workshop Exhibitor Coordinator before the exhibit opens.
8. Every reasonable precaution will be taken to protect the property during the installation, exhibit period and removal. Security will be provided by SHRUG and the Conference Center 24 hours a day. However, SHRUG will not be responsible for the safety of the property of the Exhibitor from theft, damage by fire, accident, vandalism or other causes. SHRUG will not be responsible for damage or injury to persons or property resulting from the negligence or actions of others. The Exhibitor accepts full responsibility for liabilities for damages to persons or property, public or private, arising out of its use of the exhibit space at the FSU Conference Center.
9. Shipping, erection, maintenance, dismantling, crating, uncrating and all other matters relating to the Exhibitor's exhibit is the sole responsibility of the Exhibitor. Exhibit materials may be shipped directly to the FSU Conference Center (555 W Pensacola St, Tallahassee, 32303) No earlier than **Friday, November 8, 2024**. Mark all packages Attn: **Julianna Harrell (SHRUG Workshop)**.
10. Exhibitors must also make arrangements to return-ship their materials. Materials must be shipped or picked up no later than 5:00 PM on **November 14, 2024**.
11. Exhibitors will conform to the following hours in the Exhibit space and/or any other hours as may subsequently be determined by SHRUG: **Tuesday, November 14, 2024**, exhibit setup at 7:00 am. **All exhibitors must be out of The Conference Center by 5:00 PM on Wednesday, November 14, 2024**. These days/times may be slightly modified where necessary. The sponsor/exhibitor coordinator will notify all exhibitors ASAP if any changes occur.
12. The Exhibitor can cancel this agreement at any time by written notice to SHRUG. In the event of such cancellation received up to 60 days prior to the Workshop, SHRUG shall refund 50% of payments made by your organization. No refunds will be made on cancellations received within 60 days of the Workshop.

**If you have any questions or require additional information, please contact Ned Cake (SHRUG Workshop Exhibitor Coordinator) by phone at (850) 606-5588 or via email [cakee@leoncountyfl.gov](mailto:cakee@leoncountyfl.gov).**