



2015 National Conference Exhibiting Guidelines

A 50% deposit is due with the Space Application & Contract. The balance is due before the conference start date of April 27, 2015. Space will be assigned on a first-come, first-served basis beginning December 1, 2014. Please make checks payable to the Child Welfare League of America, Inc. To exhibit, CWLA member agencies and partners pay \$1,095; for-profits and nonprofits pay \$1,295; and premium vendors pay \$1550. Each exhibitor will receive (1) table, (1) trash can, and (2) side chairs. Premium vendors will receive exclusive space and a complimentary registration for one exhibit staffer with access to the workshops and the Tuesday evening Gala.

Installation and Dismantling

Exhibitors may install exhibits as of 6:00 pm, Sunday, April 26, 2015; all exhibits must be in place by 8:00 pm, Sunday, April 26, 2015. All exhibits must remain intact until the final closing hour at 11:00 am, Wednesday, April 29, 2015. Dismantling may begin at 11:00 am, Wednesday, April 29, 2015; all materials must be removed from the Exhibit Hall by 2:00 pm, Wednesday, April 29, 2015. Material not removed by this time will be removed and put in storage or force-shipped at the exhibitor's expense. All exhibits must be staffed during open exhibit hours.

Liability and Insurance

Exhibitors shall be fully responsible to pay for any and all damages to property owned by the Marriott, its owners or managers, resulting from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless the Marriott, its owners, managers, officers, directors, agents, employees, subsidiaries, and affiliates, from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees, which result from or out of the exhibitor's occupancy and use of the exhibition premises, the hotel, or any part thereof.

The exhibitor waives all claims of any kind against the Child Welfare League of America and its respective employees and agents arising from the conduct of the exhibition, and agrees that none of the parties referred to above shall be liable for any loss, damage, or destruction of property belonging to the exhibitor, its agents, or its employees, nor for any personal injury that may occur to the exhibitor, its agents, or its employees, nor for any other loss or damage whatsoever, including, without limiting the foregoing, any loss or damage to the exhibitor's business by reason of failure to hold the conference and/or the exhibition, or failure to provide space for an exhibit or the removal of an exhibit, or for any action of the parties referred to above in relation to the exhibit or exhibitor. The exhibitor further agrees to defend, indemnify, and hold harmless CWLA and its respective employees and agents from any and all damages, claims, or other liabilities resulting from any act or omission connected with exhibitor's participation in the conference and/or exhibition, whether negligent or not.

Cancellation Policy

In the event that the Exhibit Hall, or any other portion thereof, must be canceled, CWLA will refund to the exhibitor any booth fees paid. Cancellations by exhibitors must be in writing and are subject to a service charge. If cancellation is postmarked more than 60 days before exhibit opening, a refund will be issued, minus a service charge of \$125. No refunds will be issued if the cancellation is postmarked 60 days or less before exhibit opening unless all booth spaces are sold, in which case, a refund will be issued minus a service charge of \$125.