

MASFAA Conference Exhibitor Terms and Conditions

1. MASFAA reserves the right to exercise its sole discretion in the acceptance or refusal of exhibitor applications.
2. The MASFAA Conference is designed to provide a showcase for products and services either specifically designed for or customarily used in higher education administration. The exhibit hall is provided strictly as a means of information exchange. Exhibitors may not make sales or take orders in the exhibit area or within other MASFAA meeting facilities provided.
3. No part of an exhibit shall be dismantled nor materials removed until the exhibit area closes on the final day of the conference without specific permission from MASFAA Donor Development. All spaces must be vacated by 7:00 PM the same day. If spaces are not vacated by that time, MASFAA reserves the right to remove materials. MASFAA will not be liable for any damage or loss as a result of such removal.
4. Booth space is assigned by the Donor Development Chair based first by those who have specifically purchased a package that provides priority booth location, and second, in the order that exhibit booth spaces are reserved. Placement decisions made by the Donor Development Chair are final.
5. Request for cancellation of space must be directed in writing to the MASFAA Donor Development Chair via e-mail, fax or mail. All requests for cancellation must be received at least 30 days prior to the start of the conference. Exhibitors cancelling less than 30 days prior to the first day of the conference are financially liable for the full fee.
6. MASFAA and the MASFAA conference facility or any of their officers or staff will not be responsible for the safety or the property of the exhibitor from theft, damage by fire, accident or other causes. Exhibitors are advised to consult their insurance broker for proper coverage on display material from the time it leaves their premises until its return. MASFAA nor the MASFAA conference facility nor any of their officers, agents, employees or representatives shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any property of the Exhibitor or any of its officers, agents, employees, or other representatives, resulting from theft, fire or other causes. Neither MASFAA nor the MASFAA conference facility will obtain insurance against any such damage, loss, harm or injury.
7. Exhibitor hereby agrees to indemnify and hold harmless MASFAA and the MASFAA conference facility from any and all claims, demands, suits and liability for any damage, loss, harm or injury to any person or any property of the Exhibitor or any of its officers, agents, employees or other representatives. Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless MASFAA and the MASFAA conference facility and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises, including, but not limited to, any cost incurred as a result of alleged violations of copyright arising out of the use of mechanically or electronically reproduced music.
8. Exhibitors or their agents may not allow any article to be brought into the MASFAA conference facility or any act on the premises that will invalidate the insurance or increase the premiums on the policies held by the MASFAA conference facility nor permit anything to be done by their employees through which act the premises, property or equipment of other exhibitors will be damaged. No sign or articles can be affixed, nailed, or otherwise attached to walls, doors, etc., in such manner as to damage them. All space is rented subject to these restrictions. Exhibitor will be held liable for any damage resulting from such violations.

9. Extremely loud noises such as bell, sirens, buzzers, etc. will not be permitted in order to maintain a professional atmosphere.
10. Promotional activity is limited to the confines of space assigned by MASFAA. Exhibitors may not work the aisles, general areas or spaces assigned to others.
11. Exhibitors may not schedule other events such as breakfasts, luncheons, dinners, receptions, or sessions during official MASFAA program hours or while the exhibit hall is open, unless specific permission is granted by the Donor Development Chair.
12. In the event that the MASFAA Conference is cancelled due to fire, strikes, government regulations, acts of God or other causes beyond their control, MASFAA shall not be held liable for failure to hold the meeting as scheduled. In such events, MASFAA, at its sole discretion, may refund part or all of the amount paid by the Exhibitor to MASFAA. In no event will MASFAA or the MASFAA conference facility be liable for any direct, indirect, actual, special or consequential damages of any nature whatsoever, including, but not limited to, lost profits, business interruptions or other economic loss to the applicant due to cancellation of the MASFAA conference as scheduled.
13. Exhibitors may not offer conference participants the opportunity to sign up for or enroll in any contests to receive gifts or giveaways at a later time in excess of the stated nominal value.
14. Exhibitors shall not provide any gift or give-away items of more than nominal value (less than \$10 fair market value).
15. Any support provided by an Exhibitor or Donor must be channeled through the Donor Development Chair.
16. The exhibitor agrees that MASFAA shall have the right to make such rules and regulations or changes in arrangements as it deems necessary and to amend them from time to time. MASFAA shall have the final determination and enforcement of all rules, regulations and conditions.