

# HI-TEC 2025

## EXHIBIT TERMS AND CONDITIONS

**1. Use of Exhibit Space:** All demonstrations and activities must be confined to the assigned exhibit booth. Exhibitor shall not assign, share, or sublet any of the space allotted without the prior written consent of HI-TEC. Only goods manufactured or sold by Exhibitor in the regular course of business may be displayed. Exhibitor shall not display or install any product, signage, partition, apparatus, shelving, or construction exceeding eight (8) feet in height from the floor. Further, Exhibitor shall not obstruct the view or light of other exhibitors.

**2. Sales and Solicitations:** Over-the-counter sales by Exhibitor are permissible, provided that goods sold are educational in nature or otherwise approved by HI-TEC. Exhibitor is solely responsible for obtaining all required licenses, paying sales tax, and adhering to any other legal business requirements. Purchasers must be issued a bill of sale or receipt. Exhibitor shall not authorize solicitations or business conferences by firms other than the Exhibitor.

**3. Giveaways, Promotions, and Drawings:** Exhibitors may distribute small, inexpensive promotional items and literature describing their products and services. Prize drawings, lotteries, raffles, or other games of chance must be approved in advance by HI-TEC. All activities must be confined to the Exhibitor's assigned booth space. Distribution of printed advertising material outside the contracted exhibit space is strictly prohibited.

**4. Selection of Exhibitors:** HI-TEC reserves the right to reject or restrict exhibits it deems inappropriate. This right includes, but is not limited to, the prohibition of persons, items, printed matter, products, or conduct that are not consistent with the standards of the exhibition.

**5. Restrictions in the Operation of Exhibits:** HI-TEC reserves the right to restrict exhibits that, due to noise, method of operation, or for any other reason, become objectionable or detract from the general character of the exhibit as a whole. This restriction extends to persons, items, printed matter, or conduct that management deems objectionable. In the event of a restriction, HI-TEC shall not be obligated to refund any rental fees to the Exhibitor.

**6. Liability:** Exhibitor assumes full responsibility and liability for damages to persons or property caused by the Exhibitor's display or activities. Exhibitor agrees to indemnify, defend, and hold harmless HI-TEC, the Minneapolis Marriott City Center, and their respective employees and agents against any claims or expenses arising out of Exhibitor's use of the exhibition space.

**7. Exhibit Staffing:** Exhibitor's booth must be staffed during all exhibit hours: Wednesday, July 23, and Thursday, July 24. Dismantling of exhibits is not permitted before the exhibit hall's scheduled closing time on Thursday, July 24, at noon. Failure to comply may jeopardize the Exhibitor's right to participate in future HI-TEC conferences. Freight left in the exhibit area after this time will be removed at the Exhibitor's expense.

**8. Refund and Cancellation Policy:** A refund of the Exhibitor's booth payment will be issued if HI-TEC does not accept the Exhibitor's Application and Contract. Cancellations must be made in writing and received by HI-TEC no later than thirty (30) days prior to the exhibit opening date. Cancellations made more than thirty (30) days in advance will result in a retention of 25% of the exhibit fee. Cancellations made between thirty (30) and fifteen (15) days prior will result in a retention of 50% of the exhibit fee. No refunds will be issued for cancellations made less than fifteen (15) days prior to the event.

**9. Exhibitor Assistance and Shipping Information:** All exhibitor-related communications will be directed to the designated exhibit staff contact. Exhibitor is solely responsible for arranging shipments of exhibit materials to and from the show, properly labeling shipments, and returning a completed Bill of Lading (BOL) to the decorator service center before departure. HI-TEC is not responsible for the return shipment of any exhibitor materials.

**10. Insurance:** If the Exhibitor desires to insure its exhibit materials, goods, or wares against theft, damage, or loss of any kind, it must do so at its own expense. Where insurance carried by either HI-TEC or the Exhibitor includes a waiver of rights of subrogation against HI-TEC or the Exhibitor, each party waives its right of recovery against the other for any loss covered by such insurance to the extent permitted by the policy.

**11. Security:** Security services will be provided Tuesday and Wednesday nights, July 22 and 23; however, this provision should not be interpreted as a guarantee against loss or theft of any kind. HI-TEC shall not be held responsible for the loss or destruction of Exhibitor's property.

**12. Fire Protection:** All materials used in the exhibit area must be flameproof and fire-resistant, as required by local ordinances and the National Association of Fire Underwriters' regulations. Crepe paper, corrugated paper, and other non-fireproof materials are strictly prohibited. All displays including but not limited to racks, signs, spotlights, and special equipment must be approved before use. All displays are subject to inspection by the Fire Prevention Bureau. Fire stations and fire extinguisher equipment are not to be covered or obstructed. Non-compliance may result in removal of the exhibit at the Exhibitor's expense. All aisles and exhibits must be kept clear at all times.

**13. Freight Handling/Load-In:** Exhibitors may unload their own materials from their privately owned vehicle (POV) with the use of non-mechanical carts or dollies (provided by the exhibitor). They can unload via the front drive outside of the hotel main entrance or the loading dock if space is available. If the loading dock is occupied, the dock master will not allow vehicles to enter. There is no parking in the dock or front drive and exhibitors must remove vehicles immediately once unloaded. Everyone entering the loading dock must check in with the dock master at the entrance. Once parked, exhibitors must also obtain a hotel guest pass before entering any back of house areas. There is a courtesy phone located in the loading bay that will connect to our loss prevention department, who will provide the pass.

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Sign and return to Linda Locke, llocke@cord.org

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Exhibitor Signature

Date: \_\_\_\_\_

**Decorator:** Chrom Expo

**Contact:** Brad.Allred@chromexpo.com

**Website:** chromexpo.com