



Boys & Girls Clubs of America

Exhibitor Policy

As a not-for-profit organization, Boys & Girls Clubs of America (BGCA) has established policies and procedures to ensure a positive and respectful environment at its events. BGCA has the sole right and absolute discretion to approve the inclusion of any company, product, or materials in BGCA's conferences and events and may prohibit the display of any exhibit or materials that, in BGCA's determination, are not in keeping with the nature, purpose, character, and/or values of BGCA or the conference/event. By applying to attend a BGCA-affiliated event as an exhibitor, each exhibitor agrees to adhere to the Code of Ethics below. BGCA reserves the right to prohibit or remove any exhibitor(s) who fail to adhere to the Code of Ethics. If the exhibitor is ejected from the conference for violation of these provisions, no return of the space rental fee shall be owed by BGCA.

Code of Ethics for Exhibitors

By serving as an exhibitor at BGCA-affiliated conferences and events, you are expected to adhere to the following code of ethics to ensure a positive and respectful environment for all attendees and fellow exhibitors:

- **Integrity and Honesty:** Conduct business with the highest standards of integrity, honesty, and transparency. Disclose any and all potential conflicts of interest for appropriate review. Examples include, without limitation, a BGCA employee having an ownership interest in your business, your business being owned by a relative of a BGCA employee, your business employing or about to employ a BGCA employee, or your business providing any influence, referrals, indirect benefits, gratuities, or favors in value greater than \$100 to a BGCA employee.
- **Respect:** Treat all conference participants, attendees, organizers, fellow exhibitors, BGCA staff, and Hotel/Event Facility staff with respect and courtesy.
- **Compliance:** Comply with all relevant laws, regulations, and policies related to the conference, your industry, and local, state, and federal laws.
- **Fair Play:** Refrain from unethical practices that could harm other exhibitors or the reputation of BGCA, Boys & Girls Clubs, or the event.
- **Non-Discrimination:** Do not discriminate against any individual or group based on race, ethnicity, gender, religion, nationality, disability, or any other protected characteristic.
- **Privacy and Data Protection:** Respect the privacy of conference attendees and handle any personal data obtained during the event responsibly and securely.
- **Compliance with event rules:** Abide by all rules and guidelines set forth by the conference organizers regarding booth setup, display, and conduct.

Criteria for Evaluating an Exhibitor:

BGCA reserves the right to review potential exhibitors upon application or on an ongoing basis and may use various criteria to evaluate exhibitors in order to grant or deny an exhibitor's application for space at a BGCA-affiliated event. This includes, but is not limited to:

- **Relevance and Alignment:** The exhibitor's products or services should align with the theme and focus of the conference or event as well as Boys & Girls Club Movement's mission and values.
- **Ethical and Behavior Concerns:** Exhibitors demonstrating any unethical or unprofessional behavior (including violations of the Exhibitor Code of Ethics) or any activities that could harm the reputation of the conference, create a distraction for BGCA staff and/or event attendees may be rejected.
- **Booth and Exhibition Space:** If the conference has limited exhibition space, priority may be given to exhibitors with relevance to the event's focus, historic partnership, and consistent alignment to BGCA's mission and values.
- **Any other consideration deemed relevant by BGCA.**

TERMS & CONDITIONS

LOCATION OF EXHIBITS

All measurements and booth layouts shown on the floor plan are as accurate as possible, but Boys & Girls Clubs of America (BGCA) reserves the right to make modifications and changes, such as booth assignments, to adjust floor plans to meet its needs. Booth assignments are based on exhibitor level, then on a first-come, first-served basis.

ELIGIBLE EXHIBITORS. BGCA has the sole right and absolute discretion to approve the inclusion of any company, product, or materials in BGCA's conference. BGCA further reserves the right to prohibit the display of any exhibit or materials that, in its opinion, are not in keeping with the nature, purpose, and/or character of BGCA or the conference. BGCA reserves the right to prohibit or eject any exhibit, in whole or in part, which because of noise, safety concerns, or any other reason becomes objectionable to BGCA. If exhibitor is ejected from the conference for violation of these provisions, no return of the space rental fee shall be owed by BGCA.

CONTRACT FOR SPACE. Acceptance of this application and assignment of space shall constitute a contract with BGCA. In the event of fire, strikes, or other uncontrolled circumstances rendering the exhibit area unfit or unavailable or causing exhibits to cancel, the contract will not be binding, and payment will be refunded. If cancellation by the exhibiting company, 50% of exhibiting fees will be refunded.

CANCELLATIONS. In the event the exhibitor cancels all or part of the exhibit space contracted here under, the following provisions shall apply:

- If written notice of the cancellation is received at BGCA eight (8) weeks prior to the event, the exhibitor will be refunded in full if space is resold.
- If written notice of the cancellation is received at BGCA less than eight (8) weeks prior to the event, the exhibitor shall pay a cancellation fee equal to the full (100%) cancelled exhibit space rental fee.
- If the exhibitor does not make full payment when due under this contract, BGCA reserves the right to terminate such contract.
- Payment in full due three (3) weeks prior to the event.

SETUP/SHOW/DISMANTLE

Hours and dates for setup, show, and dismantle shall be those specified by BGCA. Exhibitor shall be liable for storage and handling charges resulting from failure to remove exhibit material from the exposition at the conclusion of dismantling as specified by BGCA.

EXHIBIT CONSTRUCTION

Height regulation of a booth is ten (10) feet. Special requests for overheads and unusual sign configurations must be cleared with BGCA well in advance of setup. The height may be maintained at the sides of the exhibit for a distance not in excess of four feet from the back wall. From this point, the maximum height is 40 inches. These dimensions do not include the actual equipment displayed.

LIMITATION OF LIABILITY

Exhibitor agrees to make no claim for any reason whatsoever against BGCA for loss, theft, damage, or destruction of goods; nor for any injury to the exhibitor while in the exposition quarters; nor for the damage of any nature including damage to the exhibitor's business by reason of failure to provide space for the exhibit; nor for any action of service suppliers of BGCA; nor for the failure to hold the exposition as scheduled.

DAMAGE OF PROPERTY

Exhibitor is liable for any property damage caused to building floors, walls, or columns, standing booth equipment, or other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard booth equipment.

SAFETY DEVICES

Exhibitor agrees to accept full responsibility for compliance with national, state, and city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment.

FLOOR LOAD

Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the load of exhibit material to conformity with the maximum floor load specifications. Floor weight maximums may vary by booth locations; please contact exhibit manager if you have any questions.

SUBLEASING

Exhibitor may not sublet its space, nor any part thereof, not offer for sale the allocated space without the knowledge and written consent of BGCA. Exhibitor must show only display goods produced by its regular course of business. No firm or organization not assigned to the exhibit space will be permitted to solicit business within the exhibit area or public areas or lobbies of the exhibit facility.

Exhibitors will receive:

- One booth with draped side rails and an 8' backdrop
- One draped 2' by 6' table with two chairs
- One 7" by 44" company identification sign
- Wastebasket
- Daily cleaning of Exhibit Hall

Boys & Girls Clubs of America will not provide:

- Audio/visual equipment
- Telephone service
- Individual booth lighting
- Individual booth cleaning
- Storage and drayage
- Electrical equipment
- Additional chairs, tables, furnishings

DEFAULT OF OCCUPANCY

Any exhibitor failing to occupy contracted space is not relieved of the obligation of paying the full rental of such space. If not occupied by the time set for completion of installation of displays, such space may be possessed by BGCA for such purposes as it may see fit. If booth space is not occupied by 5:00 p.m. on opening day of the show, BGCA will have the right to use such space.

INDEMNIFICATION

The exhibitor shall hold harmless and indemnify BGCA from and against all actions, proceedings, losses, claims, demands, and liabilities suffered or incurred by BGCA arising out of or in connection with any act or omission of the exhibitor or its officers, servants, contractors, agents or visitors in connection with the performance of this agreement or the conference.

RIGHT TO PHOTOGRAPH/VIDEOTAPE

Exhibitor gives consent to BGCA to photograph and/or video record its booth and representatives at the conference. Photographs and video recordings will be owned exclusively by BGCA and may be reproduced and distributed in whole or in part by BGCA in any and all forms.

INSURANCE

Exhibitor shall carry adequate insurance to protect itself against bodily injury, loss, and property damage or destruction of property claims arising from exhibitor's participation in the conference.

EXHIBITOR BENEFITS

All benefits associated with exhibitor level are contingent upon full payment of registration by established deadlines.

OTHER TERMS AND CONDITIONS

This application and contract for exhibit space are subject to acceptance by BGCA and may be amended in writing.

For more information about exhibiting at the BGCA National Conference, please contact:
Alan Brostoff, abrostoff@bgca.org, [c] 847-312-6053 or Jim Straight, jstraight@bgca.org, [c] 919-308-5105