2020 SIOP Annual Conference Partnership Agreement

General Agreement for all Partners

1. Partnership Order Placement
   SIOP conference partnerships are competitive. Partnerships are considered secured once they have been ordered via the SIOP web site and the SIOP Administrative Office has acknowledged receipt. Orders made via email, phone, fax, or postal mail will not be considered in advance of orders made through the website. Once an organization places an order for a conference partnership, the organization has agreed to support the SIOP Annual Conference through participation in the partnership opportunities selected.

2. Guarantee of Benefits
   To ensure receipt of all benefits of the opportunities chosen and the partner level reached through cumulative purchases, orders must be placed by and artwork/ads submitted to Susan Rogers by Wednesday, January 31, 2020. Orders may be placed after that date, however, possibly not all benefits outlined in the prospectus will be honored.

3. Payment Policy
   All partnership orders must be paid in full by Friday, April 17, 2020, although payment within 30 days of original order placement is preferred and appreciated.

4. Cancellations
   Benefits of a partner’s participation begin immediately; therefore, partnership fees are nonrefundable. In the unlikely event that an organization needs to cancel, the partner must contact the Executive Director, 419-353-0032.

5. Advertising, Graphics & Logo Deadlines
   Partners selecting opportunities that include production of branded graphics (elevator & column wraps, mirror and tabletop clings, etc.) must provide artwork files by Friday, January 31, 2020. Partners not providing graphics by deadline will be responsible for the late fees charged to SIOP by the graphics vendor.

6. Warning of Unsolicited Vendors
   SIOP does not contract with housing or mailing list companies. Partnering organizations contacted by such firms are encouraged not to conduct business with them and are asked to forward all such inquiries to srogers@siop.org.

7. Changes in Partnership Opportunities
   All SIOP partnerships are subject to change due to unexpected variations in venue requirements or availability. SIOP reserves the right to reject any partnership order for any reason.

Additional Agreement for Exhibitors

8. Booth Configuration
   All booths are 8’ x 10’ and can be combined to make double, triple, and quadruple booths. End caps are not permitted. Island booths are available. No booths exceeding the space limitations can be set.

9. Exhibit Hall Features
   Locations indicated on the exhibit hall floorplan for features such as the main entrances, food and beverage breaks, and posters are subject to change due to show management decisions, venue requirements, and fire and safety restrictions.

10. Booth Location Assignment
    When placing an order, exhibitors indicate preferred locations, but no booths are immediately assigned. SIOP reviews booth preferences and considers the date the order was placed, level of partnership for the calendar year, and prior partnership history when making assignment decisions. SIOP reserves the right to alter booth locations at any time if deemed in the best interest of the event.

11. Exhibit Hall Schedule
    Subject to change, the exhibitor schedule is available online. Set-up is on Wednesday, April 22, and move out is on Friday, April 24.
12. Exhibit Staffing
Exhibit displays must remain fully intact and staffed during all exhibit hall hours. Each 8’ x 10’ booth is permitted:

- One (1) complimentary, full-access conference registration, which provides access to the exhibit hall, educational sessions, and receptions.
  - Additional full-access conference registrations may be purchased through the regular conference registration process. Every individual requires an account in the system and must register themselves.
- Up to ten limited-access booth staff registrations, which provides access only to the exhibit hall and NOT the educational sessions and receptions.
  - Booth staff must display their SIOP-issued name badge at all times.

GES is the official SIOP 2020 show contractor with labor and equipment to be provided per the rates and terms that GES will outline in an online exhibitor manual.

- SIOP assumes no liability or responsibility whatsoever related to the performance or nonperformance of GES.
- The exhibitor manual will be posted online in early March 2020.

14. Displays
Exhibitors are asked to be considerate of neighboring booths and remain within the defined booth space, not flowing into common areas. SIOP reserves the right to have exhibitors move, rearrange, or dismantle all or part of a booth should SIOP or the fire marshal deem it necessary.

- Exhibitors will not block the line of site of other booths near or next to them.

15. Audiovisual
Sound must be kept at a volume not to exceed that of a normal conversation. Amplification is not permissible.

16. Food and Beverage
Exhibitors may not bring in outside food and beverage, except for personal consumption by booth staff. Any in-booth food and beverage activity must be arranged with the catering department of the host hotel.

17. Booth Receptions/Activities
Exhibitors intending to offer receptions or similar activities in their booth must notify srogers@siop.org by April 1, 2020. Such activities may be conducted during regular exhibit hall hours and must remain within the footprint of the exhibitor’s booth space and not obstruct the aisles.

18. Exhibit Hall Wi-Fi
Complimentary Wi-Fi will be available in the exhibit hall on Thursday and Friday. The Wi-Fi will be shared bandwidth among exhibitors and attendees throughout the hall.

- If you need high reliability and speed for product demonstrations or other purposes, we recommend that you purchase a dedicated internet line for your booth rather than relying on the shared Wi-Fi access.