

**CONTRACT FOR EXHIBIT SPACE  
2024 SBWC ANNUAL EDUCATIONAL CONFERENCE**

**RULES AND REGULATIONS**

SCHEDULE – Installation of exhibits must begin on Sunday, August 25, 2024, at 1:00 p.m. (TENTATIVE) and must be completed by 6:00 p.m. on Sunday, August 25, 2024. Take down must be completed by 11:30 a.m. on Wednesday, August 28, 2024. **ALL EXHIBIT BOOTHS SHOULD REMAIN OPEN UNTIL 11:00 A.M. ON WEDNESDAY, AUGUST 28, 2024. PLEASE DO NOT PLAN TO BREAK DOWN BEFORE THIS TIME AS THERE IS A FINAL BREAK FOR THE ATTENDEES AT 10:30 A.M.**

CONTRACT FOR SPACE – Space offered on a first-come, first-serve basis. The application for space and formal notice of acceptance constitutes a contract for the right to use the space assigned. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding. In the event, for any reason, the conference is not held as proposed, the exhibitor shall receive a refund of any amounts paid for exhibit space, less reasonable deductions for overhead expenses incurred. The State Board of Workers' Compensation reserves the right to cancel any contract with any exhibitor at any time prior to or during the conference, and refund any amounts paid less the amount the space was occupied by such exhibitor.

RESTRICTIONS ON USE OF SPACE – All demonstrations, interviews, or other activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted. The aisles must be kept clear. No noise-making devices or public address system shall be allowed. Only one company name per sign is allowed. **Your display cannot block the view of connecting exhibit booths or the aisles of the exhibit areas.** Booths must always be staffed during exhibit hours.

CARE OF SPACE – Exhibitors shall care for and keep in good order the space occupied by them and surrender such space at the close of the conference in the same condition as it was in when taken over. If the space occupied shall be damaged by the exhibitor or its patrons, the exhibitor shall pay such claims as are necessary to restore the space to its original condition.

INSURANCE – Exhibitors shall furnish their own public liability insurance. Exhibitors wishing to insure their goods must do so at their own expense.

CANCELLATION – Written notice of cancellation must be received at least 30 business days (July 15, 2024) before the first conference date (August 26, 2024) for a 50% refund of the exhibit fee. No refunds will be issued after July 15, 2024.

LIABILITY – The State Board of Workers' Compensation reserves the right to restrict exhibits, which, because of noise, method of operation, or for any other reason become objectionable. This reservation includes persons, things, conduct, printed matter, or anything of a character that may be objectionable to the exhibit as a whole. In the event of such restrictions or eviction, the State Board of Workers' Compensation is not liable for any refunds or rentals or other exhibition expenses.

BUILDING RULES AND CITY ORDINANCES – The exhibitor agrees to obey all rules of The Hotel at Avalon and Conference Center which may be in existence or which hereafter may be made, and to abide by the rules and regulations of the City of Atlanta Fire Marshall and such other departments whose duties embrace regulations of exhibits, etc. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from all such losses, damages, and claims.

FOOD/BEVERAGE ITEMS – The Hotel at Avalon and Conference Center does not allow food/beverage items from outside vendors although they will be more than happy to assist you in providing any items you may need. Please contact the Hotel at Avalon and Conference Center at 678-722-3600 for any questions.

MISCELLANEOUS – The State Board of Workers' Compensation reserves the right for final placement of tables / booths. Circulars or advertising matter of any description may be distributed only within the booth assigned to the exhibitor presenting such material, and not placed in the conference seats or tables. The decision of the State Board of Workers' Compensation must be accepted as final in any dispute between exhibitors, or any situation not covered by these rules and regulations.

EXHIBIT HOURS:

Monday, August 26, 2024 – 7:30 a.m. – 6:00 p.m. (5:00 p.m. – 6:00 p.m. – Meet the Exhibitors Reception)

Tuesday, August 27, 2024 – 7:30 a.m. – 6:00 p.m. (5:00 p.m. – 6:30 p.m. – Chairman's Reception & Kid's Chance Silent Auction)

Wednesday, August 28, 2024 – 7:30 a.m. – 11:00 a.m. **(please do not break down before this time)**

It is agreed that all rules and regulations are a part of this contract, and no agreement other than those contained herein shall be binding upon the parties unless, in writing, signed by a representative of the State Board of Workers' Compensation.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Please sign and return to:**

SBWC – Hilary Williams, 270 Peachtree Street, N.W., Atlanta, GA 30303-1299 – williamsh@sbwc.ga.gov / (404) 463-0310 (f)