
THE ASSOCIATION OF BACCALAUREATE SOCIAL
WORK PROGRAM DIRECTORS, INC.

2018 BPD Annual Conference
THE GRAND CHALLENGES OF POLITICAL CHANGE
March 14-18, 2018 ★ Sheraton Atlanta ★ Atlanta, GA

Marketing Rules and Regulations

The rules and regulations contained below are intended by BPD to serve the best interest of the Annual Conference speakers, attendees, exhibitors, and advertisers. All applicants and exhibitors are bound by the terms of these rules and regulations.

The exhibitor understands and agrees that the information contained in this Prospectus and the rules and regulations are subject to change. Signing the exhibit space, vendor, and/or advertisement application/contract indicates understanding and agreement to comply with all policies, rules, regulations, terms and conditions in the Prospectus and any other materials issued by BPD regarding the Annual Conference. Any matters not specifically covered in these articles are subject to final decision by BPD.

Space Rental: Any exhibitor whose proposed exhibit is consistent with the educational intent of the BPD Annual Conference may apply for space. BPD reserves the right to reject any application which in its judgment does not meet with this criterion. Exhibit spaces are assigned based on the date the application and payment are received, stated preferred location, and design of the exhibit hall. Full payment is required to reserve space, advertising or sponsorship and should be sent with the marketing application. No space will be considered assigned unless accompanied by payment. Acceptable forms of payment are check, Visa, MasterCard, Discover or American Express. *Purchase order numbers are not acceptable forms of payment.*

Floor Plan: BPD reserves the right to make such modifications as may be needed to the floor plan to meet the needs of BPD, the exhibitor, and the program.

Cancellation/Withdrawal: Requests for cancellation must be received in writing by **February 2, 2018**. Refunds will be made minus appropriate cancellation fees of 30% paid by the exhibitor. Exhibitors who cancel after **February 2nd** will forfeit all monies paid.



1701 Duke Street
Suite 200
Alexandria, VA 22314

PHONE (703) 683-8080
FAX (703) 683-8493
WEB SITE www.bpdonline.org

Decorating/Drayage Service: The official decorator/drayage firm for the 2018 Annual Conference is Freeman. Information on furnishings, labor costs, graphics, freight, and other services available will be forwarded by Freeman to exhibitors **four to six weeks** prior to the conference.

Installation & Dismantling of Exhibits: Installation and dismantlement of exhibits must occur during the date and time periods specified. No exhibit may be installed after the exhibition begins or dismantled before the exhibition closes. All empty crates must be properly labeled with company name and booth/table number and removed by the official contractor from the exhibit floor. BPD is not responsible for setting up or dismantling exhibits. *Any exhibit removed early or not removed by the specified time will be charged a \$200 violation fee in addition to any overtime rates charged by the contractor.*

Use of Space: Exhibitors are not permitted to sublet or share space. All activities must be confined to the limits of the rented space. BPD may evict exhibitors that detract from the educational nature of the exhibit through conduct, method of operation, or other reason. Should eviction occur, the exhibitor forfeits all monies paid and is not entitled to a refund.

Labor: Exhibitors must employ only accredited labor for all work other than that properly handled by their own personnel in accordance with local labor regulations. If a contractor is being used, BPD must be notified four weeks prior to the official set-up date and must be provided with a general insurance certificate, or the contractor will not be permitted to service the exhibit (hotel rule).

Fire and Safety Regulation: Each exhibitor agrees to be knowledgeable of and in compliance with all ordinances and regulations pertaining to health, fire prevention, and public safety codes. No combustible material may be stored in or around the exhibit hall. In addition, fire regulations require that all decoration materials be flame proof.

Security Liability/Insurance: Every effort will be made to protect exhibit or to protect exhibit property during the closed hours of the exhibit. However, full responsibility for the protection of exhibit equipment, signs, and all other materials associated with the booth/table remains with the exhibitor. After exhibit hours, only properly identified exhibit personnel with permission from BPD may enter the exhibit areas.

Insurance: Exhibitors acknowledge that BPD and the Sheraton Atlanta do not maintain insurance covering exhibitor property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Protection of Exhibit Facility: Exhibitors shall not deface any part of the exhibit facility. Nothing may be posted, nailed, affixed to, or otherwise attached to any part of the walls, floors, ceiling, furniture, or other property of the facility. Any costs arising out of negligence on the part of the exhibitor, its agents, or employees will be the sole responsibility of the exhibitor.

Cancellation of the Exhibition: In the event that the exhibition is cancelled due to circumstance not within the control of BPD, such as fire, acts of God, labor strikes, picketing, civil disturbances, terrorism, shortage of materials, curtailment of transportation facilities, or governmental regulation which materially affects the ability of either BPD or the facility to hold the exhibit show, then a refund of fees paid to BPD will be made to exhibitors. This is reduced by a 30% processing fee and any actual expenses incurred if the cancellation is made 60 days or fewer prior to the installation date specified in the prospectus.

Giveaways: Exhibiting companies are permitted to distribute giveaways during the exhibition. The following are examples of items permitted to be distributed: pens, pencils, note pads, small desk clocks, gift baskets, bookmarks, paperweights, Tablets, laptops, MP3 players, etc. During the Annual Conference, BPD may sponsor drawings in the exhibit hall which exhibitors are encouraged to donate products or services to.

Interpretation of Rules: BPD shall have full authority to interpret or amend these rules, and its decision is final. Exhibitors agree to abide by any rules or regulations that may hereafter be adopted, which shall be as much a part of the original rules as though originally incorporated. All issues not addressed herein are subject to the decision of BPD. The rules and regulations have been formulated in the best interest of all exhibitors.

Americans with Disabilities Act: Exhibitors shall be fully responsible for compliance with all applicable provisions of the American Disabilities Act (ADA) with regard to their booth space. BPD will not be liable for exhibitors not complying with the provisions of the ADA.

Children: Children are not allowed in the exhibit halls during move-in or move-out. In addition, due to the limited seating capacity and highly technical nature of the program, children are not allowed to attend presentations.

Meeting Rooms: Meeting rooms needed for functions during the Annual Conference must be arranged through the Association. A meeting request form will be available on the BPD website. Meeting space is only available to organizations attending the conference and must be approved by BPD.

All questions about these general rules and regulations, advertising, or exhibiting at the

BPD annual conference should be addressed to conferences@bpdonline.org.

Please send signed forms and agreements to:

The Association of Baccalaureate Social Work Program Directors

1701 Duke Street, Suite 200

Alexandria, VA 22314

Attn: BPD Association Director

Fax: (703) 683-8493