



Exhibitor Agreement

I understand the following:

Event type:

- ACOT 2021 will be a hybrid event. That means we will have an in-person conference with the option for guests to view content remotely. All guests will have access to session recordings after the event is over.
- ACOT is committed to hosting an in-person event and will keep an open line of communication about any changes to the event.

COVID Procedures:

- ACOT will be bound by any State and Government rules regarding COVID procedures and will make necessary modifications to comply. (Mask, social distancing, etc.)
- ACOT will provide information closer to the event concerning COVID compliance.

Exhibitor Space:

- Booth spaces are approximate to 6x8ft with carpeted flooring and no greater than 10ft of ceiling space.
- Power and hardwired internet will be available. Each booth will have 1 CAT6 drop and 1 120v power drop.
- ACOT reserves the right to change location assignments if deemed necessary.
- ACOT nor the hosting facility will carry insurance for property therein. Exhibitors will be responsible for any damages to equipment within their respective booth. ACOT will lock and patrol the exhibitor space to prevent theft.

Cancellation, Postponement or Relocation of the Conference:

- If ACOT determines that due to any occurrence, force of majeure, acts of God, war, COVID, or any other cause beyond their control renders fulfillment of this agreement inadvisable, commercially impractical, illegal or impossible, ACOT shall notify all parties and may amend or terminate this agreement.
- In such case ACOT may cancel, postpone, relocate, or change format of the event. (Hybrid to Fully Digital)
- If ACOT changes the event format, exhibitors will be given a period of time to accept changes or cancel participation.



ACOT 21 **November 2nd-5th 2021**

Exhibitor Cancellation Policy:

- Any cancellation must be done so in writing.
- Cancellations will be subject to the following refund schedule:
 1. Before May 28th Full refund of all purchases.
 2. Between May 29th - August 31st 90% refund of all purchases.
 3. Between September 1st - September 30th 75% refund of all purchases.
 4. After October 1st no refunds allowed.

Important Dates:

- 7/23/21 Soft deadline for session titles or reservations.
- 7/30/21 Guests registration opens, and ad campaign begins.
- 10/8/21 Hard deadline for all session information.
- 10/15/21 Exhibitor Portal Opens and App launch.
- 10/29/21 All Exhibitor fees are due.