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<u>Disclaimer</u>: Please note that the IRS does not endorse any special company or product. All sponsored items and events as well as any published advertisements are solely arranged between the show management and the individual exhibitor and should not be construed as an endorsement from the IRS.





The Largest IRS-Sponsored Training Event.

The IRS Nationwide Tax Forums offer three days of informative education sessions, training and networking, featuring a full agenda of the latest tax law information, hands-on workshops, networking opportunities and exhibits of the latest products and services.

The business expos at the IRS Nationwide Tax Forums offer an unparalleled opportunity to showcase your products and services to <u>over ten thousand</u> tax professionals from all over the country. Sponsorship opportunities are available to all approved exhibitors.

We encourage you to take advantage of this unique opportunity to participate as a sponsor. From placing your logo on a variety of materials and venues to renting demo rooms and hospitality suites, choose a sponsorship that fits your budget and your marketing objectives.

Schedule at-a-Glance

Monday

1:00 PM - 7:00 PM Registration Opens

Tuesday

Registration Opens 7:00 AM

Seminars 8:00 AM - 11:00 AM

11:00 AM

Nationwide Tax Forum (NTF)

Expo Hall Opening

Lunch & Learn at the NTF Expo Hall 11:00 AM - 1:30 PM

1:30 PM - 2:20 PM Keynote Address

Seminars 2:45 PM - 4:40 PM

Welcome Reception at the 4:45 PM - 6:00 PM

NTF Expo Hall

Wednesday

Registration Opens 7:00 AM

Seminars 8:00 AM - 11:00 AM

NTF Expo Hall Opens 10:00 AM

Lunch & Learn at the NTF Expo Hall 11:00 AM - 1:00 PM

Plenary Session 1:00 PM - 1:50 PM

NTF Expo Hall Closes 2:30 PM

Seminars 2:45 PM - 4:40 PM

NTF Networking Reception 4:45 PM - 6:00 PM

Thursday

7:00 AM

8:00 AM - 12:05 PM Lunch 12:05 PM - 1:30 PM Seminars City/Hotel

2020 Dates

Dallas, TX

July 14-16

Gaylord Texan Resort & Convention

Center

New Orleans, LA

July 28 - 30

Hyatt Regency New Orleans

Atlanta, GA

Atlanta Marriott Marquis

Aug 4 - 6

National Harbor, MD

Aug 18 - 20

(Washington, DC Area) Gaylord National Resort &

Convention Center

San Diego, CA

Aug 25 - 27

Town and Country Resort &

Convention Center

Orlando, FL

Sept 15 - 17

Hyatt Regency Orlando

Registration Opens

Seminars 1:30 PM - 3:25 PM

"Keynote speaker was awesome!"



Exhibitor Fees

City	Cost Per Booth	Late Registration	Registration Closes at 6pm on
Dallas, TX	\$2,500.00	6/23 to 6/30 \$3,000.00	6/30 6:00pm EST
New Orleans, LA	\$2,500.00	7/7 to 7/14 \$3,000.00	7/14 6:00pm EST
Atlanta, GA	\$2,500.00	7/14 to 7/21 \$3,000.00	7/21 6:00pm EST
National Harbor, MD (Washington DC Area)	\$2,500.00	7/28 to 8/4 \$3,000.00	8/4 6:00pm EST
San Diego, CA	\$2,500.00	8/4 to 8/11 \$3,000.00	8/11 6:00pm EST
Orlando, FL	\$2,500.00	8/25 to 9/1 \$3,000.00	9/1 6:00pm EST

"Excellent Forum-lots of good info shared. Thanks for offering this educational opportunity. All are very informative."

Exhibitor Information

Set-Up Monday 1:00 PM - 6:00 PM

Show Hours Tuesday 11:00 AM - 6:00 PM

Wednesday 10:00 AM - 2:30 PM

Dismantle Wednesday 2:30 PM - 4:30 PM

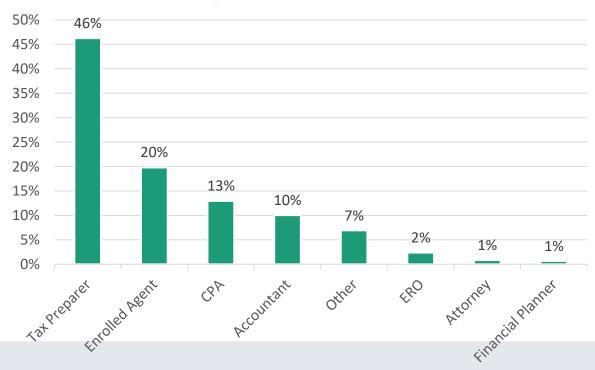
What's included in the booth price?

Booth package cost includes:

- √ (1) 8x10 or 10x10 booth space draped in blue and white
- √ (1) identification sign, which includes your company name and booth number
- ✓ (1) 6-foot table
- √ (2) Chairs
- ✓ (3) Booth staff registrations
- ✓ Carpeting (Standard Show Carpet Only)



Attendance by Principal Profession





Sponsorship Opportunities

Becoming a sponsor will significantly increase your overall show success. For more information please contact us at expo@irstaxforum.com.

Ancillary Meetings @ the Forums \$1,250 per day, per room

Is your entire sales team attending the tax forums? Will a large number of your clients be present at the forums? You can hold a special meeting or deliver an extended presentation before a tax forum. With the forums taking place in Dallas, New Orleans, Atlanta, the Washington DC area, San Diego, and Orlando, you have many options to accommodate your needs.

Benefits include:

- Coordinate your special meeting to take place before a Tax Forum.
- Meeting room accommodates up to 50 people theatre style.
- Acknowledgement on the sponsor page included in all attendees' bags

Become a Sponsor!

Hospitality Suite

\$2,400 per City Available at all 6 Forums

Benefits include:

- Exclusive room for 3 days
- With this option, you can extend the benefits of the demo rooms over a three-day period and have the flexibility to hold private meetings, marketing and sales presentations, tutorials and demonstrations as well as networking and catered functions.
- Acknowledgement on the sponsor page included in all attendees' bags.

Exhibitor Demo Room

\$400 per City, per Timeslot Available at all 6 Forums

Benefits include:

- 2-hour timeslots
- With this option, you can gather a room full of prospective customers without any outside distraction. You will be able to conduct one-on-one discussions as well as small group presentations to demonstrate more effectively your products and services and showcase all that your company has to offer.
- Acknowledgement on the sponsor page included in all attendees' bags.

"So good! Thank you all!"

Get-in-the-Bag (GITB)

Subject to Approval
Cost Based per Item
Available at all 6 Forums

Fee	GITB Size
\$1,250	1 page (up to 8.5"x11" double- sided page, including cover)
\$2,500	2 - 5 pages (up to 8.5"x11" double-sided pages, including cover)
\$4,000	6 - 10 pages (up to 8.5"x11" double-sided pages, including cover)

Benefits include:

Get in the bag! Exhibitors have a chance to insert a small advertisement, information piece or promotional item in the attendee's conference bag.
 Send us the material and we'll take care of the rest (please note that materials are subject to review and approval)

Increase your brand recognition and maximize your visibility.

Forum Guide Advertising

(space is limited) \$1,500 per page Subject to Approval Available at all 6 Forums

Benefits include:

• Advertise your company in the Forum Guide given to all attendees at registration. The program book contains the schedule, restaurant listing, floor plans and exhibitor directory. The Forum Guide is a resource used by attendees during and after the Forum.

Add Logo to Your Company Listing

\$200 for 1 Forum

\$300 for 2 Forums

\$450 for 3 Forums

\$500 for 4 Forums

\$600 for 5 Forums

\$700 for 6 Forums

Benefits include:

 Add your company logo to your company description in the Exhibitor Directory to help highlight your company. (please note the directory is printed in black and white)

"This conference was well balanced.

Keep the forums."

Lanyards

Cost Based per Forum \$7,000 - \$10,000 Exclusive Sponsorship per Forum Available at all 6 Forums

Benefits include:

- Company logo featured on attendee's lanyards/badge holders.
- Acknowledgement on the sponsor page included in all attendees' bags.

Pen/Highlighter

Cost Based per Forum \$4,000 - \$5,630 Exclusive Sponsorship per Forum Available at all 6 Forums

Benefits include:

- Company logo featured on attendee's pens/highlighter.
- Acknowledgement on the sponsor page included in all attendees' bags.

The IRS Nationwide Tax Forums sponsorships offer you a broad range of opportunities to differentiate your company from your competitors.

Charging Station

\$9,000 per Forum
Exclusive Sponsorship per Forum
Available at all 6 Forums

Benefits include:

- Custom branded charging station will be located in a centrally-located area and will be available for the three days of the Forum.
- Company logo will be displayed on banner and tabletop signage.
- Exhibitor's promotional materials may be displayed at the Charging Station.
- Exhibitor staff will be able to outreach to Charging Station visitors and scan their badges.
- Acknowledgement on the sponsor page included in all attendees' bags.

Impact your audience: Become a sponsor today!

Internet Café

\$18,000 per Forum Exclusive Sponsorship per Forum Available at all 6 Forums

Benefits include:

- Additional 10 x 20 space with 5 internet-connected laptops and 1 printer set up in the Exhibit Hall (Tuesday and Wednesday) or located in a designated room (Tuesday, Wednesday, and Thursday).
- Exhibitor's promotional materials may be displayed at the Internet Café.
- Exhibitor staff will be able to outreach to Internet Café visitors and scan their badges.
- Acknowledgement on the sponsor page included in all attendees' bags.

Hotel Room Key Card

Cost Based per Forum \$9,300 - \$10,700 Exclusive Sponsorship per Forum Available at all 6 Forums

Benefits include:

- Company logo will be printed on the hotel room key cards.
- Acknowledgement on the sponsor page included in all attendees' bags.

"Overall great experience."

Branded Water Bottles

Cost Based per Forum \$14,800 - \$16,500 Exclusive Sponsorship per Forum Available at all 6 Forums

Benefits include:

- Company logo printed on water bottle labels (optional).
- Refillable or recyclable water bottles.
- Water stations or room drop.
- Exhibitor's promotional materials will be delivered with 2 water bottles to each sleeping room in the IRS Tax Forums room block and/or a water station will be set in a central location on the Forum first day.
- Acknowledgement on the sponsor page included in all attendees' bags.

Networking Reception

Cost Based per Forum \$40,000 - \$50,000 Exclusive Sponsorship per Forum Available at all 6 Forums

Benefits include:

- Company logo featured on tabletop signage and serving stations.
- Exclusive right to distribute literature and information to attendees during reception.
- Exclusive identification as the sponsor of Wednesday night's Networking Reception.

"Such a great learning opportunity. Made lots of great networking contacts, too."

Refreshment Breaks

Cost Based per Forum \$24,500 - \$34,000 per break Three (3) Sponsorships Available per Forum Available at all 6 Forums

Benefits include:

- Sponsorship includes tea and coffee break for Forum attendees.
- Refreshment break will be located at multiple locations throughout the meeting space.
- Refreshment break will be provided Tuesday (12:30 pm 1:20 pm or 2:20 pm 2:40 pm), Wednesday (12:00 pm 12:50 pm or 1:50 pm 2:10 pm) or Thursday (12:30 pm 1:20 pm). The specific break time will be approved by the IRS staff.

- Company's name and logo will be featured in the area where the beverages are served.
- Exhibitor's promotional materials may be displayed in the area where the beverages are served.
- Exhibitor staff will be able to scan the refreshment break visitors' badges.
- Acknowledgement on the sponsor page included in all attendees' bags.



Ice Cream Break

Cost Based per Forum \$19,500 - \$25,000 Exclusive Sponsorship per Forum Available at all 6 Forums

Benefits include:

- Ice cream break will be located at multiple locations throughout the meeting space or in the exhibit hall.
- Company logo will be displayed on banner and tabletop signage.
- Exhibitor's promotional materials displayed at the ice cream station.
- Exhibitor staff will be able to scan the ice cream station visitors' badges.

 Acknowledgement on the sponsor page included in all attendees' bags.

For additional information including Exhibitor Services Kits, Exhibitor Registration Form, Floor Plans, Vendor Policies, Lead Retrieval Forms, and Hotel Reservations, please visit the Exhibitor Home at www.irstaxforum.com.

Ready to Buy a Sponsorship?

Contact us at expo@irstaxforum.com.

Exhibitor Cancellation Policy

a. All requests for cancellations and refunds must be submitted in writing electronically to expo@irstaxforum.com. Any exhibitor canceling on or before May 31, 2020 will receive a full refund less a \$250.00 processing fee for each item canceled (booth, hospitality suite, demo room, GITB). Expo passes are nonrefundable. Absolutely no refunds will be issued after May31, 2020. There is a \$75 fee applied to all returned checks. The individual sponsorship item cancellation terms prior to May 31 are as follows:

i. Add Logo to Your Company Listing – Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.

ii. Charging Station – Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.

iii. Exclusive Reception – Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.

iv. Forum Guide Advertising – Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.

v. Highlighter/Pen – Cancellation policy: no refunds once item is approved and order is placed or after May 31. Please note that selection may be limited the later an order is placed.

vi. Hotel Room Key Card – Cancellation policy: no refunds once item is approved and order is placed or after May 31. Please note that selection may be limited the later an order is placed.

vii. Ice Cream Break – Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.

viii. Internet Café – Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.

ix. Lanyard/Badge Holder – Cancellation policy: no refunds once item is approved and order is placed or after May 31. Please note that selection may be limited the later an order is placed.

x. Refreshment Breaks – Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31. xi. Water Bottles – Cancellation policy: no refunds once item is approved and order is placed or after May 31. Please note that selection may be limited the later an order is placed.

b. Any refunds will be paid no later than 30 days after approval. If the Forum is cancelled, vendor will be entitled to a refund of the booth rental on a prorated basis after expenses incurred to that date have been met.

Important notes:

- All sponsorship opportunities must be approved and arranged through show management.
- Sponsorship opportunities are only available to approved and current vendors, exhibiting at the specific forum where they wish to add the sponsorship.
- Sponsorship opportunities are available on a first-come, first-served basis. If multiple companies are interested in the same sponsorship, exclusive opportunities will be limited to one location per company.
- The sponsor is responsible for providing an electronic copy of the company logo and a company description. You cannot receive proper recognition on the website, signage, or in other acknowledgements until the logo and description are received.

Exhibitor Policies

Eligibility

Show management (SIDEM) and the IRS shall determine the eligibility of exhibits, including, but not limited to: companies, products, systems, services, booth graphics, printed materials distributed at the conference, souvenirs/giveaways, costumes/booth personnel attire, and all other exposition features and activities.

Forum Promotion

Vendor hereby irrevocably grants SIDEM and the IRS the right to use its name, logo, and descriptions of Vendor's products and services in any media used to promote the IRS Nationwide Tax Forums.

Arrangement of Exhibits

a. The space provided will be as shown on the floor plan, but SIDEM reserves the right to change the floor plan, including - but not limited to - aisle space and booth allocation, without notice in order to comply with fire, safety and accessibility regulations, or to provide, at SIDEM's sole discretion, a safer, more satisfactory, more balanced, attractive and successful exhibition.

b. No refunds or reductions in fees will be granted as a result of any reassignment of space.

Children Policy

- a. Children regardless of age will not be permitted in seminar rooms or on the Exhibit Hall floor, for any reason, without registering as a participant and wearing the appropriate forum badge.
- b. Children are specifically prohibited from being on the Exhibit Hall floor during move-in and move-out hours.
- c. Children in the conference area must be accompanied by an adult at all times. No exceptions shall be granted.
- d. Vendors shall not invite anyone to the exhibit hall, hospitality suites, or demo rooms without them being a paid attendee, person entering or visiting without a valid forum badge/registration will be asked to leave.

Badges

- a. All vendor personnel must wear a 2020 vendor badge and/or appropriate forum registration badge at all times.
- b. A Government-issued photo ID is required to pick-up each badge.
- c. Group badge pick-up is not permitted.
- d. Badges are non-refundable and non-transferable.
- e. Badge swapping or badge sharing is not permitted.
- f. A reprint fee of \$50.00 per badge shall apply to all lost/misplaced badges.
- g. Badges must be visible at all times while at the Forum.

- h. Any person visiting the exhibits is required to register and wear an appropriate badge while in attendance.
- i. Each vendor will be allowed three (3) exhibitor badges per booth with registration.
- j. Each vendor will be able to purchase up to three (3) expo-only badges per booth at the rate of \$50.00 each.
- k. Additional expo-only badges may be purchased at the rate of \$150.00 per badge.

Admissions

- a. SIDEM shall have sole control over exhibit admissions policies at all times.
- b. Vendor acknowledges that no individual will be allowed to work at the vendor's booth(s), hospitality suites, or demo rooms without a 2020 vendor badge.
- c. Vendor acknowledges that access to the Exhibit Hall outside of business hours is prohibited. All needed items must be taken out with the vendor before the Exhibit Hall closes.
- d. Vendor will be granted periods of time prior to, and after, the public operating hours of the Exhibit Hall for general booth maintenance during conference business hours.

Vendor Participation

- a. All vendor registration must be received no less than 14 days prior to conference start date. Vendor recognizes that ultimate approval of any and all displays is subject to SIDEM/IRS discretion, and any decisions so rendered are binding and final.
- b. Vendor must register and display under the same name. All materials must bear the registered vendor's name. No exception shall be granted.
- c. SIDEM/IRS reserves the right to refuse to rent booths to vendors at will.
- d. Vendor understands that registration is complete and space assignment will be given (subject to reassignment as explained herein) when full payment and signed (digital/electronic initials) contract is received by SIDEM.
- e. SIDEM/IRS reserves the right to have vendor at any time, remove items from public display and cease distribution of said material if they are deemed unsuitable to the standards set by SIDEM/IRS.
- f. Vendor will have displays completely assembled and Exhibit Hall staffed at all times when the hall is open to the public.
- g. Vendor will display lead retrieval disclosure when using lead retrieval in expo hall and vendor demo room/hospitality suites.
- h. Vendors making a sale during the show must provide the customer with a written refund policy and point of contact (either on the receipt or as an insert provided with the transaction).

- i. Vendor will work with attendees in the event of a dispute within the guidelines of the company return/refund policy; neither show management nor IRS will get involved in disputes.
- j. In the event vendor does not workout disputes, SIDEM/IRS reserves the right to deny vendor from participation at future forums.

Installation & Dismantling

- a. Children are prohibited from being on the Exhibit Hall floor during move-in and move-out hours. No exceptions can be made due to liability issues.
- b. Vendor booth setup is Monday (1:00 pm 6:00 pm). There will be no booth assembly on Tuesday morning. A fine of \$500 will be assessed for late setup.
- c. All boxes and trash must be removed from booth space by Tuesday at 8:30 am.
- d. Exhibit hours are Tuesday (11:00 am 6:00 pm) and Wednesday (10:00 am 2:30 pm).
- e. Vendor booth dismantling is Wednesday (2:30 pm 4:30 pm).
- f. Vendors recognize that there will be NO BOOTH DISMANTLING during exhibit hours. A fine of \$500 shall be assessed for early breakdown.
- g. All exhibit materials must be removed from the Exhibit Hall promptly at the close of the exhibit.

h. Any exhibit materials left by the vendor will be trashed by show management without notification to vendor. SIDEM will charge the vendor for the expenses of dismantling and disposing of materials left by vendor.

Protection of Property

- a. Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the building or furniture.
- b. If the premises are defaced or damaged by an act of negligence by any, its agents, employees, vendors or guests, the vendor will pay for any and all expenses incurred by such damage.

Sub-leasing

- a. Vendor space is non-transferrable.
- b. Vendor shall not sublet or assign any portion of their rented space in the Exhibit Hall without the prior written consent of SIDEM/IRS and shall incur an additional charge of 25% of the total cost for exhibit space for each additional approved vendor.
- c. Requests for additional vendors in the booth must be submitted at least 14 days in advance of the show start date for approval by SIDEM/IRS.
- d. Vendor shall not allow any other corporation or entity (or its representatives) to use the space allotted to the vendor, nor shall the vendor display articles (or services) not manufactured or normally sold by the vendor and approved in advance by SIDEM/IRS.

- e. Vendor understands that it is required to clearly and openly state, in writing, the identity and purpose of any organization assigning or subletting any portion of the rented space.
- f. SIDEM/IRS reserves the right to disallow or demand the ejection of any subleasing or assigning organization from the Exhibit Hall without notice or refund to contracted vendor or subtenant.

Conduct & Restrictions

- a. SIDEM/IRS reserves the right to restrict exhibits which because of noise, odors, methods of operation or any other reason - become objectionable or otherwise detract from or are out of keeping with the character of the exposition as a whole. This reservation includes persons, things, actions, and printed materials.
- SIDEM/IRS reserves the right to alter or close any exhibit which does not conform to the provisions of this contract. No refund shall be due under such circumstances.
- c. SIDEM/IRS also reserves the right to exclude any nonconforming party from exhibiting at any future Forums.
- d. SIDEM/IRS reserves the right to close vendor's exhibit whenever it is deemed necessary by SIDEM/IRS for the safety or comfort of those attending the IRS Nationwide Tax Forums. This includes, but is not limited to, instances when SIDEM/IRS deem that the vendor's conduct is inappropriate or aggressive or that the exhibit is objectionable or offensive.

Photography and Videotaping

- a. No photographing, audiotaping or videotaping of any kind is allowed in the Exhibit Hall.
- b. Exhibitors may photograph, videotape, and/or audiotape attendees in their own Hospitality Suite or Demo Room only, permission must be granted by the subject. A sign must be visible by all entering the Hospitality Suite or Demo Room giving notification of photographing or video-taping.

Vendor Activities and Promotional Materials

- a. Vendors will register and display under the same name. All materials distributed will bear the name of the registered vendor. If vendor fails to adhere to this policy, SIDEM/IRS reserves the right to prohibit the distribution of such material.
- b. Vendor agrees that all demonstrations, displays, and all other vendor-sponsored activities will be confined to the limits of Vendor's booth.
- c. Aisles may not be obstructed at any time by vendor's activities.
- d. Promotional articles, premiums, novelties, publications, souvenirs, and printed educational and promotional materials may be distributed from the confines of the vendor's booth only. All such materials must be made available to all exhibition attendees as long as the materials are offered.
- e. Prizes, contests or drawings must be approved in advance by SIDEM/IRS.

- f. All drawings must take place during Exhibit Hall hours in the Exhibit Hall and no later than 1:30 pm Wednesday.
- g. Drawing participants need not be present to win.
- h. Promotional hand-out materials other than literature pertaining to vendor's products and services must be approved in advance. SIDEM/IRS may deny the distribution of any material it considers objectionable.
- i. Any food or beverage distribution must be approved by show management and the host facility at least 14 days in advance.
- j. SIDEM/IRS or its designees shall retain the absolute right, without limitation, to enter the leased area occupied at any time by vendor and to inspect any material distributed or made available in the leased area.

Sponsorship Opportunities, Demo Rooms and Hospitality Suites

- a. All Hospitality Suites and Demo Rooms must be approved and arranged through SIDEM. No exceptions shall be granted.
- b. All sponsorship opportunities, including but not limited to Add Logo to Your Company Listing, Charging Station, Forum Guide Advertising, Highlighter/Pen, Hotel Room Key Card, Ice Cream Break, Internet Café, Lanyard/Badge Holder, Networking Reception, Refreshment Breaks, Room Drop, Water Bottles, Demo Rooms, Hospitality Suites,

- Get-in-the-Bag, etc. are only available to approved and current vendors, exhibiting at the specific forum where they wish to add the sponsorship. No exceptions shall be granted.
- c. All promotional items in the Hospitality Suite or Demo Room must bear the name of, and be products of, the approved vendor.
- d. Partner organizations must be listed as partners on the vendor's account and vetted through the approval process to be considered for promotional items.
- e. Requests for Demo Rooms and/or Hospitality Suites must be submitted to SIDEM/IRS at least 14 days prior to each Forum. (no exceptions)
- f. No additional parties will be allowed in Demo Rooms and/or Hospitality Suites without prior approval.
- g. All individuals working in Demo Rooms and/or Hospitality Suites must have appropriate forum badges bearing the exhibiting company name. No exceptions shall be granted.
- h. Any staff working in Demo Rooms/Hospitality Suites may only wear promotional attire from the vendor/company that rented the space and approved by SIDEM/IRS.
- i. Food and beverage must be arranged through the facility catering department.
 - i. Alcoholic beverages may only be served after sessions end for the day.
 - ii. Alcoholic beverages should not be served to guests who are under the age of 21 or appear intoxicated.

Conflicting Events

In the interest of the success of the entire forum and exhibition, the vendor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees from the forum's activities or the Exhibit Hall during the official program hours, except as approved by SIDEM/IRS. Booths must be manned and open during exhibit hours.

No Show Policy

In the event vendor fails to occupy rented space as outlined in this agreement, SIDEM has the right, without notice to vendor, to use or reclaim the unoccupied space, including renting said space to another vendor with no refund or allowance to the defaulting vendor

Cancellation Policy

a. All requests for cancellations and refunds must be submitted in writing electronically to expo@irstaxforum.com. Any exhibitor canceling on or before May 31, 2020 will receive a full refund less a \$250.00 processing fee for each item canceled (booth, hospitality suite, demo room, GITB). Expo passes are nonrefundable. Absolutely no refunds will be issued after May 31, 2020. There is a \$75 fee applied to all returned checks.

The individual sponsorship item cancellation terms prior to May 31 are as follows:

- i. Add Logo to Your Company Listing Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.
- ii. Charging Station Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.
- iii. Exclusive Reception Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.
- iv. Forum Guide Advertising Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.
- v. Highlighter/Pen Cancellation policy: no refunds once item is approved and order is placed or after May 31. Please note that selection may be limited the later an order is placed.
- vi. Hotel Room Key Card Cancellation policy: no refunds once item is approved and order is placed or after May 31. Please note that selection may be limited the later an order is placed.
- vii. Ice Cream Break Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.
- viii. Internet Café Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.

- ix. Lanyard/Badge Holder Cancellation policy: no refunds once item is approved and order is placed or after May 31. Please note that selection may be limited the later an order is placed.
- x. Refreshment Breaks Cancellation policy: Before May 31: full refund less \$250 processing fee; no refunds after May 31.
- xi. Water Bottles Cancellation policy: no refunds once item is approved and order is placed or after May 31. Please note that selection may be limited the later an order is placed.
- b. Any refunds will be paid no later than 30 days after approval. If the Forum is cancelled, vendor will be entitled to a refund of the booth rental on a pro-rated basis after expenses incurred to that date have been met.

Liability

a. Vendor agrees to be responsible for, indemnify, and hold SIDEM/IRS and their officers, employees, agents, affiliates and representatives, harmless from, any and all claims of any nature, losses, damages, costs, expenses (including attorney's fees), personal injury, death, and/or any other claims arising from or related to any act or omission by the vendor or its officers, agents, guests, representatives or employees.

- b. Vendor agrees to be responsible for, indemnify, and hold SIDEM/IRS its officers, employees, agents, affiliates and representatives, harmless in case of theft of the vendor's property both during business hours and after hours.
- c. Vendor understands that in the event that SIDEM/IRS shall be held liable for any reason that might result from vendor's action or failure to act, said vendor agrees to reimburse SIDEM/IRS for all resulting costs and liability, including reasonable attorney's fees.
- d. Vendor agrees to protect, save and hold SIDEM/IRS and the exhibit facility forever harmless for any damages or charges imposed for violation of any law or ordinance whether occasioned by the negligence of vendor or those acting on behalf of the Vendor. Vendor agrees to strictly comply with the applicable terms contained in the agreement between SIDEM and the exhibit facility regarding the exhibition premises; and further, the vendor shall at all times protect, indemnify, save and hold harmless SIDEM/IRS and the exhibit facility against and from any and all loss, cost, damage, liability, injury or expense (including attorney's fees) arising from, out of, or by reason of any accident or other occurrence to anyone - including the Vendor, its agents, employees and business invitees - which arise from or by reason of said Vendor's occupancy and use of the exhibition premises or part thereof.

e. The Vendor understands that neither SIDEM/IRS nor the exhibit facility maintains insurance covering the vendor's property and it is the sole responsibility of the vendor to obtain coverage at their expense against personal injury, property loss or damage, fire and theft in such an amount as the Exhibit Facility requires. Vendor bears full and complete responsibility for the safety of its property from theft, damage, accident, or other causes. Vendor is advised to consult its insurance carriers for proper coverage.

f. It is the vendor's responsibility to comply with any additional requirement, policy or procedure imposed by the individual property/hotel. These requirements can be requested from the property/hotel directly or may also be requested from the show management.

Interpretation

These terms become a part of the contract between vendor (or their representatives) and SIDEM. Anyone who fails to observe the conditions of the contract or who, in the opinion of SIDEM/IRS, conducts itself unethically may be dismissed from the exhibition without refund. Vendor shall comply with all rules and regulations of the host site. Refer to Exhibit Services Kits for detailed information.

General

The parties agree that any dispute in any way arising out of or relating to this contract will be resolved by arbitration before JAMS or the American Arbitration Association in the District of Columbia. All hearings, testimony, and proceedings will take place in the District of Columbia unless SIDEM agrees to a different location. The parties further agree that they may conduct reasonable discovery pursuant to the arbitration rules and that any arbitration decision and award will be binding.

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Address was
outstanding! Great
hearing from the
commissioner."