



## Sponsor & Exhibitor Terms & Conditions

*As of January 12, 2023*

### Health & Safety Rules

Guests must comply with Vita-Learn, Champlain College, local, state, and federal health and safety rules regarding Covid-19 during the Event. Health and safety rules are subject to change at any time; changes will be promptly communicated to Event registrants. Vita-Learn and Champlain College reserve the right to enforce such health and safety rules including requiring individual attendees to leave the Event for failure to comply with such rules.

At the time of this agreement, the current Covid-19 health and safety rules include, but are not limited to, the following:

- Guests are invited to wear face masks while in public indoor spaces, including all classrooms, the gymnasium, the exhibit hall, if that makes them feel more comfortable participating in the event. Event participants will be respectful of each other's choices when it comes to mask-wearing.
- Guests who have symptoms of Covid-19, who have tested positive for Covid-19 within 10-days of the Event, or who are sick with another transmissible illness must not attend the Event.

### Cancelation Policy

If the Event cancels due to COVID, we will refund all sponsor/exhibitor fees. Depending on the timing of the cancellation, we will then determine if we are going to postpone, move to an online venue, or cancel altogether. With that determination made, we will re-issue the details to all sponsors/exhibitors to restart the process. We realize that if we postpone, the new dates may not work for some, etc. so we'll let you look at the updated details and make a new determination. Guests are responsible for covering their own associated costs incurred regardless of whether or not the event cancels (shipments of materials, air fare, etc.).

Sponsors and exhibitors needing to cancel their participation in the event will receive a refund less a \$50 administrative fee if Vita-Learn receives the cancelation request in writing in advance of the event and is able to resell the display space that was being held for the sponsor or exhibitor.

### Event Registration

All booth staff must be registered to attend the Conference.

### Display Space

- Guests may not hang banners or decorations from the walls at Champlain College. The use of nails, tacks, tape, or glue to hang items is prohibited.
- The removal of fixtures or alterations to the exhibit area is not permitted.
- The use of lit candles is not permitted.
- Food and beverage may not be distributed to other guests from your display space without written consent in advance of the Event from Vita-Learn and Champlain College.

## Smoking Policy

Indoor smoking is banned in all college buildings. Outdoor smoking is banned on central campus and within 25 feet of all building entries (including residence halls), outdoor air intakes, and operable windows.

## Parking on Campus

Parking on Champlain's main campus is by permit only. Permit-free parking is available at Champlain College's Lakeside Campus; a short shuttle ride from main campus. Cars parked on Champlain's main campus without a valid permit properly displayed on the dashboard will be fined by Champlain College; Vita-Learn cannot waive these tickets and will not refund the expense incurred by vendors.