

## GENERAL TERMS AND CONDITIONS FOR NPOEXPO ATTENDEES

### General Conditions

In this agreement, the following words shall have the following meanings:

- Nonprofit Management Solutions, LLC (d/b/a *NPO EXPO*) – The show organizer, as well as authorized representatives with whom the trade show is jointly organized.
- Attendee – Any person who has submitted an Attendee Registration form and payment to Nonprofit Management Solutions, LLC.
- Attendance conditions – The conditions that apply as described in the trade show registration form and terms and conditions documents.
- Attendee Registration – The document an attendee submits providing organizational, contact, representative, meal, and session preference information.
- Event – The educational trade show which is the subject of the attendee registration.
- Show Participants – The exhibitors, sponsors, organizers, and attendees at **NPOEXPO** events.

### Registration / Payment / Cancellation

1. Attendees must submit a registration form to indicate their desire to attend a trade show event.
2. The registration process will be considered complete as soon as the show organizer receives the registration form and payment. Payment may be made by check or credit card any time up to close of business (5:00pm ET) on the registration deadline date specified in the registration form.
3. The show organizers reserve the right to decline an attendee's registration for an event.
4. If an attendee has not paid the amount due by close of business on the specified date (usually 10 days prior to the event), the organizers will remove his/her registration from the attendee list.
5. Cancellations submitted in writing to the show organizers and received by close of business on the specified date (usually 10 days prior to the event), will receive a full cash or credit refund. Cancellation requests received after the specified date will receive no refund.

### Attendee Promotional Materials

1. Attendees are allowed to bring one promotional item for their organization (business card, brochure, newsletter, etc.) - up to a size of 8.5"x11" – to be placed on tables reserved for this purpose.
2. The show organizers reserve the right to remove any promotional items from the attendee tables they deem inappropriate.

### Show Participant Lists

1. Contact information for event organizers, sponsors, exhibitors, and attendees will be published in written documentation and on the **NPOEXPO** website.
2. Any attendee who does not want his/her information listed for general publication should select the appropriate check box on the attendee registration form.

### Various Provisions

1. Exhibitors are not allowed to sell or deliver previously purchased goods or accept money in any way for goods or services rendered during the trade show event.
2. In the event of some unforeseen situation arising at the event, attendees must follow all instructions given to them by the show organizers, trade show complex management or the fire department, without delay.
3. *Exhibitor Spotlight* educational sessions are intended to be informative, not sales oriented. If an attendee feels the exhibitor's message is not appropriate, s/he should notify the show organizer or make her/his concerns known on an event evaluation form.

These General Terms and Conditions for **NPOEXPO** Educational Trade Show Attendees were last reviewed and updated June 30, 2007.