



2021 Exhibitor Policies and Procedures

- Exhibitors may not alter the locations of booths or tables without the written consent of ECCN. The assignment, subletting, selling, or sharing of space already assigned is prohibited without the prior consent of ECCN. We reserve the right to alter the locations of exhibits if deemed advisable and in the best interest of the conference generally.
- **Required Booth Etiquette**
Fire codes and common courtesy require that you contain your display to your booth space. No soliciting or promoting of a business is allowed in the aisles outside your assigned booth space. Please be courteous to your fellow vendors. In addition, aisles, passageways, and lobby exit areas giving access to fire-extinguishing apparatus must be kept clear at all times.
- As an exhibitor, you will receive one 6 foot table, one chair, and a name badge. Booth sizes will vary due to location. (An additional 6 foot table is available for an additional fee. See registration information.) Exhibitors may not alter the locations of booths or tables. ECCN reserves the right to alter the locations of exhibits if deemed advisable and in the best interest of the conference.
- The exhibit must be designed and displayed to conform to the size of the space assigned. Nothing shall be displayed in such a manner to obstruct the view of or interfere with the exhibits of other vendors. Shelving, banners, clothing and other display items must fit within the booth space or approved by ECCN staff. **ALL MATERIALS USED MUST BE FLAME PROOF.**
- ECCN reserves the right to prohibit or remove any exhibit that, in the opinion of ECCN, may detract from the general character of the conference as a whole. This reservation includes persons, objects, printed matter, or anything of a character that ECCN determines objectionable to the conference. In the event of such restriction or eviction, ECCN is not liable for damages nor will it refund rentals or other exhibit expenses. Order taking and direct sales of educationally related products or services by exhibitors are permitted only in the exhibit area.
- Exhibitors that choose to sell merchandise at ECCN Conferences assume full responsibility in securing vendor license and collecting applicable taxes.
- In no event shall ECCN be liable for special, indirect, or consequential damages, or losses of profits, arising from exhibitor's activities during the conference or under this agreement.
- While exhibitors are moving in and out through the loading area they will not leave their vehicle unattended for an extended period of time. Please be aware that other exhibitors may be waiting to load or unload.
- **Exhibitors are expected to donate at least one door prize of \$25.00 value.**
- Exhibitors wishing to present a breakout session(s) may make a request to the Executive Director (monica@earlychildhoodchristiannetwork.com) by submitting the title and description of the session.
- Exhibitor fees are non-refundable and payment must be received in full before the event date in order to participate. Unpaid registrations will be excluded from setup at an event.