

EXHIBITOR RULES & REGULATIONS

LOCATION, SCHEDULE, ETC.

Boot Hill Casino & Resort Conference Center
4100 W. Comanche
Dodge City, KS 67801

Exhibit hours:

5-7 p.m. on Friday, Sept. 24, 2021

Exhibit space:

Each booth is 10'X10' and includes a table and two chairs.

DISPLAY SET UP & DISMANTLING

Exhibitors may check-in at the registration desk and begin setting up at noon on Friday, Sept. 24 (exhibitors playing in the golf tournament may set up from 4-7 p.m. on Thursday, Sept. 23). Exhibits must be completely set up by 4:30 p.m. and staffed through the exhibit hours. Packing or dismantling of equipment or materials will not be permitted until after the official closing time of 7 p.m. All booths must be dismantled by 9 p.m.

ELECTRICAL & SPECIAL NEEDS

Power to the exhibit space costs \$30 per booth. Please mark the registration page if you will need electricity. The usage amounts are:

- Up to 30 Amps/110 Volts

For additional display equipment or other special needs, contact Jen Clark at 785.228.2327 or email jen@ksrx.org.

PAYMENT OF EXHIBITOR FEE

To reserve exhibit space, a deposit of one-half (50%) of the grand total exhibitor/sponsorship fee is due with completed contract. Remaining balance of exhibitor fee plus any additional expenses incurred is due by Sept. 1, 2021.

LATE FEES, REFUNDS AND CANCELLATION POLICY

April 30 is the deadline for exhibitors to be guaranteed inclusion in the conference mailer. June 30 is the deadline to be included in the conference program and app. Absolute deadline for exhibit registration is Aug. 25. Contracts received after Aug. 25, will be charged a late fee of \$100. Cancellations made before Aug. 25, will receive a 50% refund if a written request is received by KPhA prior to Aug. 25. Cancellations made after this date will not be eligible for a refund. Any refunds due will be processed within 30 days of receipt of written cancellation.

PROMOTIONAL MATERIALS

Please email jen@ksrx.org to describe any items that you'll be providing.

CONFERENCE REGISTRATION

The number of complimentary registrations provided to sponsors/exhibitors is included in the fee. Please list and provide all contact details of individuals attending the conference.

SHIPMENT OF MATERIALS

Exhibitors wanting to ship display materials to the conference center must mark their packages as follows:

Boot Hill Casino & Resort Conference Center
c/o KPhA Trade Show {Vendor Name}
Attn: Lisa Killion
4100 W. Comanche
Dodge City, KS 67801

If sending multiple boxes, please list as "Box 1 of 4, Box 2 of 4, etc."

The conference center will hold items free of charge. Exhibitors are responsible for all unpacking and setup of exhibit items. After the event, Exhibitor will be responsible for dismantling, repacking and sealing of outbound shipments. Exhibitor is responsible for its own shipping pickup arrangements and associated fees. FedEx and UPS come daily to the conference center. A shipping label for pickup will need to be made prior to the meeting so shipping companies are aware that an item needs to be picked up from the conference center.

Any special shipping and receiving requirements may be directed specifically to Lisa Killion, director of sales, at 620.371.7804.

HOTEL RESERVATIONS

Exhibitors are responsible for their own hotel accommodations. KPhA Annual Meeting participants are entitled to receive the special rate of \$118 plus tax, per night, single/double occupancy. To ensure a room at this rate, make hotel reservations before Sept. 10 by calling the Hampton Inn & Suites Dodge City at 620.225.0000. Mention "Kansas Pharmacists Association" to get the group rate.

LIABILITY

Except to the degree of negligence and/or willful misconduct of the Kansas Pharmacists Association, their members and/or representatives, the individual/exhibitor on signing this contract of agreement, expressly releases the Kansas Pharmacists Association, their members and representatives, from any and all claims of injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or the exhibitor's property from any cause whatsoever.

Exhibitor assumes complete responsibility and liability to pay for any and all damages to property owned by the Boot Hill Casino & Resort Conference Center, its owners or managers, which results from any act of omission of Exhibitor.

Except to the degree of negligence and/or willful misconduct of the Boot Hill Casino & Resort Conference Center, KPhA members and representatives, owners, managers, officers or directors, agents, employees, subsidiaries and/or affiliates, exhibitor agrees to defend, indemnify, and hold harmless the Boot Hill Casino & Resort Conference Center, KPhA members and representatives, owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from exhibitor's use of the property.

Exhibitor's liability shall include all losses, costs, damages or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the Boot Hill Casino & Resort Conference Center, or any part thereof.

The Boot Hill Casino & Resort Conference Center takes no responsibility for damage to or loss of any items left in the exhibit hall prior to, during and/or following any function and all such responsibility and liability is specifically disclaimed. The Boot Hill Casino & Resort Conference Center makes no and specifically disclaims any and all warranties or representations to the client or guest(s) other than those printed herein.