



EXHIBITOR RULES AND REGULATIONS

1. In order to be considered as an exhibitor at a seminar, WAJ must receive a completed Exhibitor Reservation Form with the appropriate fee. No telephone reservations can be accepted. WAJ has the right to refuse any application. Applications are accepted on a space-available basis, in the order they are received.
2. One 6-8 foot skirted table with two chairs will be provided as the Exhibitor space at seminars. Tables will be arranged and assigned by WAJ.
3. Exhibitors are not permitted to suspend signs, lights, loud speakers, microphones, or mechanical exhibits without the consent of WAJ.
4. WAJ reserves the right to re-locate any exhibit and make adjustment of space allotments, as it deems necessary for the best interest of the seminar.
5. Only companies/firms who have rented space can be present to take orders or distribute advertising materials at the seminars, all of which must be conducted in a dignified manner from the assigned exhibit space. Exhibition space cannot be reassigned or donated. Only one Exhibitor per table will be permitted.
6. Exhibitors are responsible for storing their products and/or equipment. WAJ and/or the hotel will not be liable for any lost, stolen, or damaged property of the Exhibitor or its employees or guests. WAJ will not be liable for injury to exhibitors, their employees or guests nor for damages or injuries arising from or in any way connected with the use or occupancy of space at the Seminar.
7. Exhibitors will not be permitted to attend any of the Seminar social events unless they are also registered as a reception sponsor.
8. It is WAJ policy to not release lists of seminar attendees or Association members to Exhibitors. However, you may use a raffle to collect business cards from attendees.
9. Those who sign up to Sponsor a refreshment break are welcome to supply their own sign, which should be no larger than 8½" x 11". If you do not wish to, WAJ will produce and provide the sign.
10. In order to receive a refund, cancellations must be made at least one week prior to the seminar date reserved for exhibiting.
11. Only paid Exhibitor positions are allowed to attend the seminar.