



2024 Bridge Conference Exhibitor Space Terms and Conditions November 4-5, 2024 | Greater Tacoma Convention Center

1. CONTRACT FOR SPACE

Applicants for exhibit space are required to submit the Online Application form and agree to abide by this Contract and the Greater Tacoma Conference Center's Exhibitor Guidelines. To be valid, each application must include full payment to reserve space. The application for space and formal notice of acceptance and assignment by the Conference Exhibitor Coordinator and full payment of rental charges constitute a contract for the right to use this space. School's Out Washington (SOWA) will assign exhibitor space in the order that a complete application, registration, and payment is received. If you have chosen to reserve a Tier 2 or Tier 4 space, our Bridge 2024 Exhibitor Lead will contact you after your application is approved to ensure you can select your location prior to registration and payment. SOWA reserves the right to adjust the exhibitor layout at any time and for any reason seen fit by the Bridge Planning Team, Conference Exhibitor Coordinator, and/or School's Out Washington senior leadership.

2. APPLICATION, REGISTRATION, & PAYMENT

An exhibitor Application, registration, and payment must be received in full in order to reserve space or to have your organization recognized as a Bridge Conference Exhibitor on SOWA's Bridge website, social media channels, Bridge-related emails, and the 2024 Bridge Conference Sched platform. Prospective exhibitors must fill out the Bridge 2024 Exhibitor Application Form to be considered as a Bridge 2024 Exhibitor. Upon approved application, School's Out Washington will send you the registration link and exhibitor code that unlocks the Exhibitor section of our registration page. **We encourage all approved exhibitors to pay fees in full at the time of registration via credit card.** School's Out Washington will hold your space for up to two weeks, starting on the date the registration was submitted, if you prefer to pay by check. If payment has not been received within the two-week holding period, we will consider the application and registration abandoned and no exhibitor benefits will be given.

3. DEADLINES & CANCELLATIONS

Exhibit spaces are limited and available on a first-come, first-served basis. Exhibitor applications are open until 11:59 PM on October 26, 2024. Registration and full payment is required within **two weeks** of the completed and approved application. **No exhibitor benefits will be offered until registration and payment has been received.** SOWA reserves the right to decline an exhibitor's application if we determine the company/organization and its services or products is not a match for our audience and Conference goals. If your organization needs to cancel your attendance at Bridge due to unforeseen circumstances, please let us know in advance.



4. CONFERENCE FEES & ATTENDANCE

Early Bird – Register before Monday, September 2, 2024				
Exhibitor Space	Business Exhibitor	Non-Profit / Government	BIPOC-Led Organization	Optional Scholarship Star Contribution**
Tier 1	\$850	\$750	\$650	\$500
Tier 2	\$900	\$800	\$700	\$500
Tier 3	\$1,600	\$1,400	\$1,200	\$500
Tier 4	\$1,700	\$1,500	\$1,300	\$500
Standard				
Exhibitor Space	Business Exhibitor	Non-Profit / Government	BIPOC-Led Organization	Optional Scholarship Star Contribution**
Tier 1	\$900	\$800	\$700	\$500
Tier 2	\$950	\$850	\$750	\$500
Tier 3	\$1,650	\$1,450	\$1,250	\$500
Tier 4	\$1,800	\$1,600	\$1,400	\$500

Exhibitor fees include:

- Tier 1 and Early Bird Tier 1:
 - Assigned placement in exhibition hall
 - One (1) 6’ table with linens
 - One (1) chair
 - Access to electricity
 - Optional access to high speed internet
 - One (1) complimentary conference registration including all meals provided during the Conference and opportunity to attend some sessions, as long as a member of your team is staffing the table at all times.
 - Placement of org/business logo, website link, and contact information in the exhibitor section of the 2024 Bridge SCHED platform.



- Tier 2 and Early Bird Tier 2:
 - Ability to select placement in Exhibitor hall (first come first served, subject to availability)
 - One (1) 6' table with linens
 - One (1) chair
 - Access to electricity
 - Optional access to high speed internet
 - One (1) complimentary conference registration including all meals provided during the Conference and opportunity to attend some sessions, as long as a member of your team is staffing the table at all times.
 - Prominent placement of org/business logo, website link, and contact information in the exhibitor section of the 2024 Bridge SCHED platform.

- Tier 3 and Early Bird Tier 3:
 - Assigned placement in exhibition hall
 - Two (2) 6' table with linens placed end to end (12' in total length)
 - Two (2) chairs
 - Access to electricity
 - Optional access to high speed internet
 - Two (2) complimentary conference registrations including all meals provided during the Conference and opportunity to attend some sessions, as long as a member of your team is staffing the table at all times.
 - Placement of org/business logo, website link, and contact information in the exhibitor section of the 2024 Bridge SCHED platform.

- Tier 4 and Early Bird Tier 4:
 - Ability to select placement in Exhibitor hall (first come first served, subject to availability)
 - Two (2) 6' table with linens placed end to end (12' in total length)
 - Two (2) chairs
 - Access to electricity
 - Optional access to high speed internet
 - Two (2) complimentary conference registrations including all meals provided during the Conference and opportunity to attend some sessions, as long as a member of your team is staffing the table at all times.
 - Prominent placement of org/business logo, website link, and contact information in the exhibitor section of the 2024 Bridge SCHED platform.

**Any additional individuals from your exhibitor team partaking in the conference workshops must register and pay as an attendee.*

***Scholarship Star Contribution is an optional contribution in addition to the exhibitor rates. Adding a Scholarship Star Contribution when you register as an Exhibitor will provide one scholarship for a youth development professional to attend Bridge. (example: if a Business Exhibitor chooses to contribute, their total fee would be \$900+\$500 for a total fee of \$1,350)*



5. TABLE CONFIGURATION

Each approved Exhibitor will be provided one or two tables according to which tier level in which they registered under. For Tier 2 and 3, tables will be placed end to end for a total linear length of 12'. **All tables come with standard black linens. You may request that linens are removed from your table(s) at the time of registration.** Tables and chairs may not be moved from their assigned location and are placed in accordance with local fire codes. Tables, chairs, and/or exhibit materials may not extend into the fire egress path. Space around, behind, and in front of tables for display equipment is extremely limited and not available for all tables. Dividers, walls, canopies, and large marquee displays are not permitted.

6. EXHIBITION TIMELINE & DATES

- During exhibition hours, exhibits must be staffed by those renting the booths.
- **Conference staff will not be available to staff booths. School's Out Washington is not responsible for any lost, damaged, or stolen materials.**

The Exhibition Space Hours are as follows:

Exhibitor Space Timeline	Date(s)	Hour(s)
Set-Up:	Sunday, November 3, 2024	4:00 - 6:00 PM
	OR Monday, November 4, 2024	7:00 AM - 7:30 AM
Exhibition Hours:	Monday November 4, 2024	7:45 AM - 6:00 PM
	Tuesday, November 5, 2024	7:45 AM - 4:00 PM
Tear Down:	Tuesday, November 5, 2024	4:00 - 5:30 PM

All preparations must be complete on exhibit booths before the exhibition space opens at 7:45 AM on the first day of the conference. If the booth is not occupied by the date and time stated above and advance arrangements have not been made with the Conference Exhibitor Coordinator, the conference coordinators have the right to use the space as they see fit. All booth displays and contents must be removed by 5:30 PM on Tuesday, November 5, 2024 but no earlier than 4 PM on the same date.

7. EXHIBITOR SHIPPING

Due to limited on-site storage, advance written notice is required for all shipments. Please contact the convention center if shipping items directly to the facility. The Convention Center reserves the right to refuse any shipments if advance notice fails to occur. School's Out Washington will accept limited shipments to our office and transport to the conference space upon approved request written. Exhibitors agree to indemnify and hold harmless the Greater Tacoma Convention Center and/or School's Out Washington from all claims, lawsuits, litigation, judgments, damages and costs arising out of loss of or damage to, including, but not limited to, destruction or theft of property.



Incoming exhibitor shipments will only be accepted one day prior to the scheduled event move-in day. Outgoing shipments must be completed by one business day after the event move-out. Incoming and outgoing shipping guidelines, as well as example shipping labels, are available. [Shipping labels are available at this link.](#)

8. USE OF SPACE

All demonstrations, signs, promotional materials or other sales/networking activities must be confined to the limits of the table and the immediate space in front and behind. Please do not impede the traffic flow through the exhibit space or block a neighboring booth's access.

9. EXHIBITOR UTILITIES

Wifi internet will be available. Additional utilities must be ordered online at least thirty (30) days prior to the event, e.g. electrical, telephone, internet, etc. Orders may be placed via this link: <https://exhibitors.venueops.com/order/account-1751-A/exhibition-577-A> If you have any other out-of-the-ordinary requests, we can connect you with the Convention Center's Event Manager to see if your request is feasible within the Pre-Function space.

10. EXHIBITOR FIRE SAFETY

All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Tanks of compressed air or gas are prohibited. **The use of easy-up or pop-up canopies is prohibited.**

11. EXHIBITOR SIGNS, DECORATIONS & BANNERS

Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored or punched into the building or equipment. All equipment used must be stable without bolting or anchoring to floors or walls. **Decorations may not include balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc.** The use of single-sided or double-stick foam tape, single-sided or double-stick cellophane tape, or masking tape is **prohibited on any surface.** Failure to comply will result in cleaning or replacement fees including labor at the Exhibitors cost. Painter's tape or UHU tac are acceptable for use on wall surfaces. Gaffer's tape may be used for placement on flooring.

12. EXHIBITOR GIVEAWAYS

Samples may not include self-adhesive decals of any sort, balloons, yardsticks or any item that could be considered a weapon of any type.

13. CHILDREN & ANIMALS

Children under the age of sixteen and animals are not permitted on the event floor during move-in and move-out times. Exceptions are made for service animals.

14. SMOKING POLICY

The Convention Center is a smoke-free environment. Washington State law prohibits smoking in all indoor areas as well as 25 feet from entrances, exits, windows that open, and ventilation intakes that served an enclosed area where smoking is prohibited.

**15. CATASTROPHE**

In the event that war, fire, strike, government regulation, public catastrophe, act of God, the public enemy, etc., prevents the conference or any part thereof from being held, the conference coordinators shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received that remains after deducting all show related fees, costs and expenses, but in no case that the amount of the refund to the applicant exceed the amount of the table rental fee paid.

School's Out Washington will be responsible for the safety of the property of the Exhibitors from theft, damage by fire, accident or other causes. The Exhibitor understands that neither School's Out Washington nor its affiliates maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain said insurance. Neither School's Out Washington nor the management, officers, or staff members of either Greater Tacoma Convention Center or School's Out Washington shall be held accountable or liable for, and the same are hereby released from accountability or liability for, any damage, loss, harm or injury to the person or any property of the applicant resulting from theft, fire, water, accident, or any other cause. Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

16. INDEMNIFICATION

Exhibitor agrees to protect, save and hold School's Out Washington, Greater Tacoma Convention Center, and all agents, employees, servants and officials thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitors or those holding under the Exhibitor. Further, the Exhibitor shall, at all times, protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by any reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof. Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members or participants when acting within the scope of their employment or agency. Neither party will be liable for punitive damages. The Exhibitor understands that neither School's Out Washington nor the Greater Tacoma Convention Center maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

17. ADDITIONAL RULES

The conference coordinators reserve the right to establish and enforce additional rules and regulations to further the goals of the exhibition. The Exhibitor agrees to comply with them.