



National Training Conference November 2025 Exhibitor Agreement

All exhibitors participating in the Deaf in Government (DIG) National Training Conference 2025 shall, by completing the official Exhibitor Application Form and submitting it along with the required payment, be deemed to have read, understood, and agreed to the following terms and conditions:

Application for Exhibit Space

All fully completed applications for exhibit space at the Deaf in Government (DIG) National Training Conference 2025 must be submitted to the DIG Conference Committee. All exhibits must be relevant to the mission and activities of the DIG to the activities of DIG and its members and must not detract from the overall character of the conference. DIG reserves the right, at its sole discretion, to reject any exhibit application it deems inappropriate or inconsistent with the goals of the conference. All decisions made by DIG regarding exhibit eligibility and placement are final.

Exhibit Space Fees

All exhibit space fees must be paid in full and in U.S. funds at the time of application. Applications without full payment will not be confirmed.

Assignment of Space

Exhibitor booth assignments will be determined by the DIG 2025 conference organizers. The number of booths an exhibitor may reserve is subject to availability and the spatial limitations of the Exhibit Hall.

Application and Payment Deadline

- Early Bird Deadline: September 30, 2025 (11:59 PM EST)
- Final Registration Deadline: October 31, 2025 (11:59 PM EST).

Applications and payments must be received by these dates to secure exhibit space and applicable rates.

Cancellation Deadline

No refund will be issued for cancellations received after October 31, 2025. Additionally, no refunds will be provided to any exhibitor who fails to occupy their reserved space for any reason. Refunds requested before 4:00 PM EST on October 31, 2025, will be honored, minus a \$150 processing fee, provided the request is submitted in writing to DIG. In the unlikely event that the conference is canceled by DIG, all exhibitor payments will be refunded in full.



Exhibit Schedule

DIG reserves the right to modify or adjust exhibit hours at its sole discretion and without prior notice to exhibitors. Any changes will be communicated as promptly as possible.

Display Setup/Dismantling

- All exhibitors must be fully set up by 7:00 AM on the first day of the conference.
- Exhibits must remain in place until 4 PM on the final day and must be completely dismantled by 6:00 PM.
- Neither DIG nor the venue shall be responsible for the loss by theft or damage of any exhibitor's property. Exhibitors are strongly encouraged to remove all portable technology and valuables from the Exhibit Hall overnight.

Combustible Decorations

- The use of combustible decorations is strictly prohibited.
- All packaging materials, containers, excelsior, and wrapping paper that are not flameproof must be removed from the exhibit floor and may not be stored under tables or behind displays.
- All cloth materials (e.g., muslin, velvet, silken) must comply with the fireproofing standards set by the fire ordinances of Washington, D.C.
- All flammable materials and fluids must be stored in city-approved safety containers.
- Open flames, butane gas, and similar items are not permitted on the exhibition floor under any circumstances.

Prohibited Posting

No decorations, posters, signs, banners, or similar items may be posted on, tacked on, nailed, screwed, or otherwise attached to any column, wall, floor, or any other part of the Exhibit Hall building or furniture. Exhibitors are responsible for any damage resulting from unauthorized postings.

Distribution of Materials/Sales

- Printed advertising materials or promotional items may only be distributed within the confines of the exhibitor's booth.
- Drawings, contests, raffles, or lotteries are permitted only with prior written approval by DIG.
- Sales transactions must comply with all applicable local, state, and federal laws and regulations.
- All materials should comply with applicable Federal and State laws and not include content that could be deemed offensive, discriminatory, harassing, or infringing on copyrights.



Alcoholic Beverages

The sale, distribution, or consumption of alcoholic beverages within the exhibit area is strictly prohibited, unless expressly provided or sanctioned by DIG as part of an official conference function.

ADA Compliance

The exhibitors must comply fully with **Title III of the Americans with Disabilities Act (ADA)**. This includes ensuring that all public information and services offered during the conference, specifically printed materials, are available in accessible formats.

Payment of License Fees/Taxes

Exhibitors are solely responsible for the payment of any applicable ASCAP, BMI, or other licensing fees, as well as any local, state, or federal taxes related to their participation. DIG assumes no responsibility for such fees or taxes. By signing this agreement, the exhibitor agrees to hold DIG harmless and to indemnify DIG against any claims or demands related to the nonpayment of such obligations.

Hold Harmless

The exhibitor agrees to protect, indemnify, and hold harmless Deaf in Government (DIG), the venue management, and their respective employees, agents, contractors, and subcontractors from any claims, losses, liabilities, costs, or expenses arising from or related to:

- The exhibitor's use or occupancy of the exhibit space
- Any activities conducted at the exhibitor's booth
- Any failure to comply with applicable laws, regulations, or contractual obligations
- Any nonpayment of required fees or taxes

This holds harmless agreement remains in effect throughout the conference and during the setup and dismantling periods.

Conduct

All exhibitors agree to conduct themselves appropriately and professionally in all interactions with booth visitors, fellow exhibitors, and conference attendees. Exhibitors are welcome to bring service animals, but the service animal is also expected to behave appropriately.

If accommodations or communications services are requested, the exhibitor may contact the NTC Committee staff for assistance.

If the exhibitor receives unwelcome or harassing behavior from a conference attendee or has any questions or concerns about conduct, the matter should be referred to the NTC Committee for resolution.



deaf **in** government

Any violation of the exhibitor agreement or conduct shall be referred to the NTC Committee. The NTC Committee will try to reach a fair resolution, but sanctions for non-compliance may include removal of the material, posting, exhibitor and/or booth. In this circumstance, no refunds will be given and the decision of the NTC Committee is final.

Acknowledgment of Exhibitor Agreement:

Representative's Signature: _____ Date: _____

Representative Name/Title: _____

Organizational/Address: _____