

TERMS AND CONDITIONS & CANCELLATION POLICY

1. NASMHPD holds above all else the health & safety of our attendees and their families. We monitor and follow recommendations from the CDC and other health agencies for recommendations regarding in-person events and will notify attendees within 30 days of the meeting of any changes.

2. REGISTRATION: All exhibitors and sponsors, including staff manning the table, are required to register as participating attendees at the event. Registration entitles exhibitors and sponsors to participate fully in all open event sessions, keynotes and social events on the program agenda.

3. EXHIBIT DETAILS: Each table area includes one 6 ft. skirted table and up to 2 chairs. Trash removal will be provided by the hotel. All exhibitors are expected to communicate with the hotel directly regarding any additional needs such as shipping, drayage, AV, electrical, etc.

4. TABLE SPACE: In the event an organization would like to purchase multiple table spaces or if two exhibitors would like adjoining space, this request must be indicated on the table application forms. Every effort will be made to accommodate adjoining table requests, but final assignments are made at the discretion of event management.

Organizations can request up to two consecutive table spaces in the Exhibit Hall. Shared table space is prohibited. All materials, services, and products represented must be wholly owned or managed by the exhibitor on record.

5. EXHIBIT INSTALLATION: Exhibit installation hours are as follows:

Hilton Washington DC National Mall The Wharf, Saturday, July 26, 2025 from 5:00 PM – 7 PM and Sunday July 27, 2025 from 6:00 AM - 8:00 AM.

6. DISMANTLING EXHIBITS:

Exhibits should begin dismantling at 5:30 PM on Monday, July 28. All exhibits are required to clear the space by 6:30 PM.

7. CANCELLATION: Cancellations made before May 30, 2025 will receive a refund, less the \$100.00 event cancellation fee. All cancellations and requests for refunds must be in writing via email at Kathy.Parker@nasmhpd.org. Refunds will be processed after the event. No refunds will be given for cancellations made after the May 30, 2025 deadline, or for no-shows. Please follow up to confirm your cancellation if you do not receive acknowledgment within 1-2 business days.

8. NO SHOWS: If an Exhibitor fails to install or display in an assigned space at the designated set up time or fails to comply with any other provision of this agreement, we shall have the right, without notice to exhibitor, to take possession of said space and lease said space, or any part thereof, to such parties, and upon such terms and conditions, as it may deem proper. Any no-show exhibitors are ineligible to receive a refund.

9. FEES: Full payment must accompany the application for table space. Table assignments and Exhibitor Information Packets are not guaranteed until final payment is received.

10. INDEMNIFICATION & HOLD HARMLESS:

a. The exhibitor shall indemnify, defend, and hold harmless NASMHPD and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims, damages to person or property, losses and liability, including reasonable attorney fees (collectively “claims”) arising out of or cause by the exhibitor's negligence in connection with the provision of services of the Hilton Washington DC National Mall The Wharf. The exhibitor shall not have waived or be deemed to have waived, by reason of this paragraph, any defense, which it may have with respect to such claims.

b. NASMHPD shall indemnify, defend, and hold harmless the exhibitor and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims damages to person or property, losses and liabilities, including reasonable attorney fees (collectively “claims” arising out of or caused by negligence. NASMHPD shall not have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to such claims.

c. Exhibitors assume the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to their displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless NASMHPD, their officers, directors, partners, agents, members, and employees from any and all such losses, damages, and claims.

d. In all cases, occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and particularly when exhibits are being set up or dismantled, to protect against loss.

11. RULES: NASMHPD reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to final decision by NASMHPD. NASMHPD reserves the right to make such changes, amendments, and additions to these rules at any time as considered advisable for the proper conduct of the exhibit, with the provision the exhibitors will be advised of any such changes.

12. RIGHTS OF TERMINATION: This agreement is subject to termination for cause, upon written notice, without liability to the terminating party due to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency beyond the party's control making it illegal or impossible to provide the facilities to hold the events. The phrase “without liability” whenever used in this agreement shall be deemed to include a refund by NASMHPD of all deposits and repayment made within (30) days of the event's final day.

13. ENDORSEMENT: NASMHPD does not endorse organizations sponsoring or exhibiting at the NASMHPD Annual 2025 Meeting including any linked websites, and we do not endorse the views they express or the products/services.