

ICA Annual Meeting & Expo – Exhibitor Terms of Service Agreement

This Terms of Service Agreement outlines the conditions of participation for exhibitors at the Iowa Communications Alliance (ICA) Annual Meeting & Expo, held at the Community Choice Credit Union Convention Center in Des Moines, Iowa. By participating as an exhibitor, you agree to comply with the terms and conditions outlined below.

1. Booth Reservation and Payment

Booth space is assigned on a first-come, first-served basis upon receipt of full payment and a signed agreement. Full payment of booth space is required by the deadline communicated by ICA. Booth space will not be held, assigned, or confirmed until payment has been received in full. Booths not paid by the required deadline may be released for resale. If an exhibitor cancels participation, refunds will be issued in accordance with ICA's published cancellation schedule. Refunds are not issued for sponsorships.

2. Exhibitor Responsibilities

Exhibitors must comply with all venue rules and regulations, including all safety and fire codes established by the Community Choice Credit Union Convention Center. Exhibitors are responsible for any damage caused to booth structures, exhibit space, or venue property. The Iowa Communications Alliance maintains sole control over admission policies. All individuals accessing the Expo Hall must be properly registered and display an official event badge at all times. Individuals associated with non-exhibiting companies may not solicit, display, or conduct business within the exhibit area. Any activities that interfere with other exhibitors or attendees are strictly prohibited.

3. Expo Setup, Shipping, and Logistics

Upon booth registration, the exhibitor's administrative contact will receive access to Liberty Expo Services' online portal, which will include exhibitor service kits, shipping instructions, and available booth services. Each exhibitor is responsible for coordinating electrical, lighting, internet, and related services through the Iowa Events Center. Large equipment is permitted only in Tier 1 and Tier 2 booth spaces and must be approved by ICA in advance. Exhibitors bringing large equipment must coordinate a designated load-in time with ICA staff. Early access to the Expo Hall will not be permitted under any circumstances.

4. Promotion and Advertising

Exhibitors may distribute marketing and promotional materials within the confines of their assigned booth space only. The use of the Iowa Communications Alliance name or logo in exhibitor marketing materials requires prior written approval from ICA. Booth displays may not include end caps, hanging signage, banners, or other materials that obstruct or interfere with the visibility of neighboring booths.

5. Food and Beverage Policy

All food and beverage service within the Expo Hall is exclusive to the venue. Outside food or beverages, including alcohol, are not permitted unless expressly approved by the venue and ICA. Exhibitors wishing to distribute food or beverages as part of their booth experience must comply with all venue and state regulations and receive prior approval.

6. Liability and Force Majeure

ICA shall not be liable for any loss, damage, or injury to persons or property occurring during the event. Exhibitors are responsible for securing their booth and materials. ICA is not responsible for failure or delay in the performance of its obligations due to circumstances beyond its reasonable control, including acts of nature, government restrictions, labor disputes, or other emergencies.

7. Amendments and Termination

ICA reserves the right to amend these terms and conditions at any time. Exhibitors will be notified of any material changes. ICA also reserves the right to terminate this agreement with any exhibitor who fails to comply with the terms outlined herein.

8. Acceptance of Terms

By registering and participating as an exhibitor in the ICA Annual Meeting & Expo, the exhibitor acknowledges that they have read, understand, and agree to all terms and conditions contained in this Exhibitor Terms of Service Agreement.