



## **Terms and Conditions for Exhibitors and Vendors in Building Industry Association of Hawaii (BIA Hawaii) Trade Shows and Events:**

1. **Booth Commitment Fee (Deposit) for Space Reservation:** Upon making a booth reservation, exhibitors are required to pay a Booth Commitment Fee (Deposit) per 10x10 space to secure their reservation. The Booth Commitment Fee is nonrefundable and serves as confirmation of the exhibitor's intent to participate in the trade show. By making the commitment to reserve a 10x10 space, both the exhibitor and the trade show organizers mutually agree to hold the allotted space for the exhibitor, subject to the booth location being subject to change as required for best-practice event coordination efforts.
2. **Booth Fee Early Bird Rates Effective Dates:** The Early Bird Rates for booth reservations will be as noted at the booth reservation website. Exhibitors who submit their booth reservations and payments during the Early Bird Rates period will be eligible for the discounted rates.
3. **Booth Fee Base Price Rates Effective Dates:** The Base Price Rates for booth reservations will be as noted at the booth reservation website. After the Early Bird Rates period expires, the booth reservations will be available at the regular Base Price Rates.
4. **Booth Fee Show Rates Effective Dates:** The Show Rates for booth reservations will be applicable as noted at the booth reservation website and will remain in effect until the conclusion of the trade show.
5. **Payment of the Booth Fees:** In addition to the Booth Commitment Fee (Deposit), exhibitors are required to pay the full Price for their reserved booth according to the rate schedule as noted at the booth reservation website. Payment can be made through the designated online payment portal or as otherwise instructed by the trade show organizers. Failure to complete the payment within the specified timeframe may result in the cancellation of the reservation.
6. **Agreement to Terms and Conditions:** Booth reservations indicate the exhibitor's agreement to all online, printed, and verbal event terms and conditions, the Exhibitor's Information Packet, Zero Tolerance Policy, and Guidelines set forth by the trade show organizers. Exhibitors are bound by these terms and conditions throughout their participation in the event. Failure to comply with the specified terms may result in cancellation of the reservation and forfeiture of all booth fees.
7. **Nonrefundable Payments:** The Booth Commitment Fee (Deposit), Booth Fees, and all other fees and deposits for the shows and events are nonrefundable.

8. **Booth Location Subject to Change:** While every effort will be made to accommodate booth location preferences, the trade show organizers reserve the right to change the booth locations as necessary for efficient event coordination. In such cases, exhibitors will be informed of any changes well in advance.
9. **Force Majeure:** In the event that the trade show is canceled or postponed due to circumstances beyond the control of the organizers, such as acts of nature, government restrictions, or other unforeseen circumstances, the exhibitor's fees and deposits will not be refunded. However, the organizers will make reasonable efforts to offer alternatives, such as rescheduling or transferring booth reservations to future events.
10. **Booth Pricing and Allocation:** Booths are priced based on a 10x10 space. Exhibitors requiring more than one 10x10 space should contact the organizers at [info@biahawaii.org](mailto:info@biahawaii.org) and provide their preferred booth numbers. The floorplan and pricing will be adjusted accordingly, and multiple booth orders may be granted an additional discount. Final booth fees as agreed between show organizers and exhibitors are confidential; violation of this term may result in forfeiture of the deposit and loss of booth space.
11. **Compliance with Regulations:** Exhibitors must comply with all relevant laws, regulations, and guidelines while participating in the trade show. This includes adherence to health and safety protocols, fire regulations, and any other rules set forth by the trade show venue and local authorities.
12. **Indemnification:** Exhibitors shall indemnify and hold the trade show organizers harmless against any claims, damages, liabilities, costs, and expenses arising from the exhibitor's participation in the trade show, including but not limited to any violation of these terms and conditions.
13. **Termination of Participation:** The trade show organizers reserve the right to terminate an exhibitor's participation in the event for any reason deemed appropriate. In such cases, the exhibitor will not be entitled to any refund of fees or deposits.

By proceeding with the booth reservation and payment of the Commitment Fee (Deposit), exhibitors acknowledge that they have read, understood, and agreed to these Terms and Conditions set forth by the trade show organizers.