

EXPO 2025 – TERMS & CONDITIONS

PAYMENT FOR BOOTH – All booth fees must be paid in full prior to occupying the booth space. If payment is not received with the booth registration, the space is not secured and the Foundation may release the space to make it available to other interested parties who are ready to commit with full payment, and the Foundation will retain any payments made by the Exhibitor. If an Exhibitor fails to make required payments as described in this Contract, or is otherwise in breach of this Contract, the Foundation may terminate the Exhibitor's participation in Expo without further notice and without obligation to refund moneys previously paid.

REFUNDS – Notice of cancellation of all or any exhibit space must be submitted in writing via email and is subject to the following refund policies. If written cancellation is received at the Foundation office on or before May 1, 2025, 100% of the rent paid will be refunded. If written cancellation is received at the Foundation office on or before May 15, 2025, 50% of the rent paid will be refunded. There will be no refunds for written or verbal cancellations received after May 15, 2025. The Foundation may cancel any exhibit space for noncompliance with the terms, conditions, and regulations of this contract or for nonpayment of the rent. Further, the Foundation reserves the right to not assign exhibit space to the Exhibitor and, thereby, terminate any obligation of the Exhibitor and the Foundation under this contract, in which case, the Foundation will so notify the Exhibitor and refund any payments made by the Exhibitor under this contract.

BOOTH ALLOCATION – Assignment is in the order of receipt of a signed contract and payment. The method for assigning space is established by the Foundation and may be changed from time to time without prior notice to exhibitors in order to accommodate what the Foundation perceives as the best interest of Expo. Booth space is not secured until full payment is received. Further, the Exhibitor acknowledges that the booth registration does not guarantee a specific booth number or location but grants the Exhibitor the right to a booth space at Expo, except when in violation of this Contract or when deemed inappropriate for or detrimental to Expo and/or FFA.

RELOCATION OF EXHIBITS – The Foundation reserves the right to alter locations of Exhibitors or of booths, as shown on the official floor plan, at its sole discretion if deemed advisable in the best interests of the show or to separate competitors.

BOOTH SPECIFICATIONS – Rent includes the 10-ft. wide by 10-ft. deep booth with 8-ft. draped backdrop and 30-in. draped side rail dividers, 1 undraped 6-ft table, 2 basic-level exhibition hall chairs, and 1 waste basket. Table skirting, counters, additional chairs, electrical outlets, rugs, freight, and storage are not included in the booth rent. Instructions for ordering optional services and equipment will be sent approximately 1 month prior to the event. The Exhibitor is required to make any arrangements for equipment and services and assume the cost of same. The convention sponsors assume no obligations for these arrangements.

USE OF SPACE – Exhibitor shall not sublet, divide, or share exhibit space with any person not identified in the Exhibit Space Contract without written permission of the Foundation. Exhibitor shall not sell any products or services during the show. Distribution of advertising materials is limited to the area of each exhibit space and as outlined in the Contract. Exhibits will be arranged so that nothing is attached to the walls and no tacking or marring is permitted. Disturbing noises or other objectionable forms of attracting attention will not be permitted. The Foundation reserves the rights to restrict exhibits which may become objectionable and prohibit or remove any exhibit which may detract from the general character of the display. This includes persons, things, conduct, printed matter, or anything which may not be in keeping with the character of Expo and/or Convention. The Exhibitor agrees not to interfere with the ordinary use by others of any portion of the building or grounds. Exhibitor shall not obstruct the aisles adjacent to exhibit space. No booth structure or sign will be allowed to obscure adjoining exhibits or project more than four feet outward from the backdrop.

CARE AND SURRENDER OF EXHIBIT SPACE – Exhibitor agrees it will not in any way injure, damage, mar, or deface the building premises, furniture, fixtures, or equipment on or about the Exhibition Hall at the Alliant Energy Center and shall be liable for any such damage or injury caused by it, its employee, agents, or other persons admitted to the premises by the Exhibitor, its agents, or employees. Exhibitor agrees to quit and surrender the exhibit space at the time set forth herein and to comply with the Alliant Energy Center system for handling vehicular traffic in and out of dock area.

FOOD PRODUCTS – Exhibitor will comply with Public Health Madison-Dane County food permit and inspection restrictions unless foods are shelf-stable and are brought to the event individually pre-packaged or if they have a current State of Wisconsin Department of Agriculture Traveling Retail Food License (must bring to the event). Cooking is prohibited.

BANNED ITEMS – Helium balloons; racial, religious, and/or political propaganda; and weapons, or items that may be used as a weapon, are strictly prohibited. "Weapons" may be defined as (but should not be limited to) guns, knives, bats, sticks, swords, explosives, etc. Organizations that use and/or distribute prohibited items at Expo may be banned from participating at future FFA events.

FIRE SAFETY – Flammable booth decorations must be flame proofed. All hangings must clear the floor. Electrical wiring must conform to Town of Madison and County of Dane safety rules. No open flame candles or other open flame fixture, whether equipped with a guard or not, shall be used in any place of assembly. If inspection indicates that any Exhibitor has neglected to comply with these regulations or otherwise incurs fire hazards, the right is reserved to cancel all or such part of the exhibit as may be irregular. Motor vehicle Exhibitors must comply with the City of Madison and the County of Dane regulations regarding the display of such vehicles.

NO SMOKING – Smoking is prohibited in the Exhibition Hall at the Alliant Energy Center.

HARASSMENT – The Foundation wishes to create a welcoming environment and expects all participants to refrain from harassing behavior and speech. Any person who has been subjected to harassment, or who has witnessed harassment, is encouraged to notify Foundation staff. The Foundation reserves the right to take any action it deems appropriate in response to such conduct by any person, including removal of that person from the Event and prohibiting attendance at future events.

LIABILITY – The Exhibitor agrees to indemnify and hold harmless the Foundation, its officers, agents, and employees from and against any and all claims, demands, or suits alleging liability for losses, damages, expenses, costs, and disbursements, including reasonable attorney's fees, and any other relief, for any actual or claimed injury or death to any person or damage to any property sustained as a result of the Exhibitor's use of or presence on the premises described in the Exhibit Space Contract, regardless of whether proximity caused by the negligence of the Foundation, its officers, agents, or employees, unless Exhibitor can prove that such injury, death, or damage was caused solely by the active negligence of the Foundation, its officers, agents, or employees. If the convention is canceled due to circumstances substantially beyond control of the Foundation, the Foundation's sole liability to Exhibitor due to cancellation shall be to refund the rent paid, or if cancellation occurs during the convention period, a prorated portion thereof. Recovery of such amount shall be the Sponsor's or Exhibitor's sole and exclusive legal remedy.

REGISTRATION & BADGES – Convention badges for exhibit attendants are furnished. There is no registration fee required for any booth attendant. Names should be submitted no later than twenty (20) days prior to the event; pre-printed badges can be found in the Exhibitor Packet.

FREIGHT – Freight delivered to the unloading dock with handling instructions will be taken to the Exhibitor's booth by the freight handler, with costs charged to the Exhibitor. The Foundation assumes no obligation for these arrangements and the Exhibitor must assume all costs.

OFFICIAL REGULATIONS – Exhibitor will comply with all laws of the U.S. and of the state of Wisconsin and all ordinances of the City of Madison and all rules and requirements of the police and fire departments or other municipal authorities of the City of Madison and will not permit anything to be done in its exhibit space in violation of any such law, ordinance, rule, or regulation. Exhibitor will also conform to rules and regulations adopted or prescribed by the Alliant Energy Center.

AMERICANS WITH DISABILITIES ACT – Exhibitor shall be responsible for compliance with the Americans with Disabilities Act as it relates to their participation in Expo, their booth, promotional materials, and other services and activities conducted by the Exhibitor during Expo.

OTHER MATTERS – Any and all matters pertaining to Expo not covered by the Terms & Conditions and/or the Exhibitor Service Kit shall be subject to final determination by the Wisconsin FFA Foundation, Foundation staff, and/or Foundation Board member(s) as they serve in their capacity as Foundation representatives.

The Wisconsin FFA Foundation reserves the right to refuse booth space to any organization for any reason.