



SPONSOR & EXHIBITOR TERMS & CONDITIONS

For the purposes of the terms and conditions, JSI Research & Training Institute, Inc. (JSI), funders, and those involved in planning the NH Treatment Court Conference (NHTCC) are referred to as “the Organizers.”

PAYMENT POLICY

Payment via credit card is strongly encouraged in order to expedite orders. Sponsor/exhibitor entitlements will not be available until full payment is received.

Check payments may be made payable to: JSI Research & Training Institute, Inc.

Mail checks to:

JSI Research & Training Institute, Inc.
Attention: NHTCC
501 South Street, 2nd Floor
Bow, NH 03304

Checks MUST be sent to the JSI BOW, NH office. JSI is a Massachusetts Nonprofit Corporation registered to transact business in the New Hampshire with offices in Bow, NH. Payments sent to the JSI office in Boston will further delay processing and sponsor/exhibit space may be canceled.

Payment must be received within 30 days of registering or before September 8, 2023 (whichever comes first).

If payment has not been received by 5pm on September 8, 2023, and payment arrangements by sponsor/exhibitor have not been made, the sponsorship/exhibit will be canceled.

CANCELLATION & REFUND POLICY

If the event is canceled in its entirety for 2023 for any reason, payments will be refunded in full within 60 days of the cancellation notice.

Refunds for cancellations requested by sponsors/exhibitors may issued at the discretion of the Organizers and may be subject to the following penalties.

Date of Written Cancellation	Penalty
On or after September 8, 2023	100%
Between August 18, 2023-September 7, 2023	80%
Between June 18, 2023-August 17, 2023	50%
On or before June 17, 2023	25%

Cancellations must be made in writing to Lori Walter at nhevents@jsi.com.



Exhibit/Sponsor Specifications and Restrictions

Acceptable exhibitors and sponsors are companies whose products or services must be relevant professionally to the event's target audience.

No subletting or sharing of space is permitted unless prior authorized by the Organizers.

Space is limited to a 6'x30" covered and skirted table with a chair. Approximate exhibit space dimensions are 8' wide by 4' deep. Additional space may be purchased for a fee.

Exhibitor activities, personnel and equipment must be confined to allotted space. No loudspeakers or public address systems are permitted. Personnel, activities, lights or other equipment that may be annoying to adjacent exhibitors shall not be permitted. Small speakers connected to a computer, laptop, or television are allowed permitted volume is kept at a reasonable level as to not disturb adjacent exhibitors or educational sessions taking place in adjacent rooms.

Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Lighting trusses or any equipment that must be secured to the ceiling is not permitted unless special arrangements have been made with the venue in which case the exhibitor will be responsible for all charges relating to such engineering and will be liable for any damages caused by such engineering.

Distribution of promotional gummed stickers or labels is prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor/sponsor.

The exhibitor must surrender the occupied space in the same condition as it was at the time of the initial occupation.

Exhibit Space Assignment

Exhibit space is assigned at the discretion of the Organizers. Space assignment is also dependent on the date which this agreement and payment is received, the availability of space, the amount of space requested, and any special needs of the sponsor/exhibitor.

Exhibit Installation & Dismantling

Installation and dismantling timeframes and details are to be announced but generally, all must be set up by 7:30am on September 20, 2023 (time subject to change). Assembly of exhibits during regular conference hours will not be permitted. Refunds will not be granted to exhibitors who do not comply.

No packing of equipment or literature of dismantling of the exhibits is permitted during regular conference hours. All exhibit materials must be packed and ready for removal from the exhibit space on September 21, 2023 by 5pm.

Unacceptable Exhibits

The sponsor/exhibitor agrees not use any displays that the Organizers determines, at its absolute discretion, will unreasonably endanger the person or property of the attendees or of exhibitors, are in bad taste, are liable to discredit or subject the Organizers or affiliated planners and sponsors to criticism or legal liability, are inconsistent with the stated purposes of the NH Treatment Court Conference, and the interest and welfare of those in attendance and those which its conference attendees serve, or violate the



exhibit space regulations or any other provision of this contract. In the event the Organizers determines at any time that any exhibit/sponsor may or does violate this contract and the exhibitor is unable or unwilling to correct such violation, the Organizers may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense. The sponsor/exhibitor hereby waives any claim for refund of the exhibit space or other damages arising out of such termination and/or exhibit removal. Any sponsor/exhibitor who is uncertain as to whether an exhibit complies with all applicable regulations and requirements should contact nhevents@jsi.com.

FDA Regulations

Sponsors/exhibitors shall comply with all applicable US Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for particular use or not commercially available in the US may be exhibited only if accompanied by easily visible signs indicating the status of the product.

Prohibition of Exhibitor Sponsored Sessions

Companies that exhibit/sponsor at the conference will not be permitted to conduct or sponsor educational activities, presentations or meetings at the event venue September 19, 2023 through September 21, 2023 unless otherwise contracted, authorized and permitted to do so by the Organizers.

The Organizers provide and manage the educational content of the conference. Sponsors and exhibitors may not make any scheduled, live presentations in exhibit area. Commercial firms failing to comply with this rule will have their 2023 exhibit space revoked and no refund issued and may be banned from exhibiting at future events.

Security and Liability

Each sponsor/exhibitor must provide for the safeguarding of its goods, materials, equipment, and display at all times and at own expense the Organizers nor the venue will be responsible for loss of any material or property of the sponsor/exhibitor by or for any cause.

The sponsor/exhibitor is responsible for all damage to the exhibit hall, and for any and all claims and demands on account of any injury or death or damage to property occurring in or upon the exhibitor's/sponsor's space or because of the acts of the sponsor/exhibitor, exhibitor's/sponsor's employees, servants, agents, licensees or contractors; and sponsor/exhibitor agrees to indemnify and hold harmless the Organizers, and the venue, from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor.

Neither the Organizers, or the venue, their agents, servants, contractors, or employees, are liable for injuries to any person or for damage to property owned or controlled by the exhibitor/sponsor, which claims for damages or injuries may be incident to or arise from or be in any way connected with the exhibitor's/sponsor's occupation of display space or the acts or omissions of exhibitor's/sponsor's agents, servants, contractors, or employees, except for claims for damage or injuries caused by or resulting from the negligence of the Organizers, and the venue and their respective agents, servants, and employees.

Sponsor/exhibitor acknowledges responsibility for obtaining insurance in such amounts deemed appropriate to comply with exhibitor's/sponsor's obligations herein and for exhibitor's/sponsor's own protection.



Fire Safety Regulations

No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof. Exhibitors shall not intentionally block any fire exits or aisles.

Contests, Drawings and Giveaways

Sponsors/exhibitors may donate raffle prizes to the NHTCC for which they will be recognized for. Please contact nhevents@jsi.com if you wish to donate a raffle prize.

If sponsors/exhibitors wish to conduct contests, drawings, giveaways, etc. at their booths, contest/drawing rules and time of drawing must be clearly displayed in sponsors/exhibitor profile or on booth. It is the sole responsibility of the sponsor/exhibitor for ensuring prize delivery to the winner. Organizers will provide an opportunity and instruction for announcing such winners via the Conference App at a specified time during the event.

Shipping Instructions

All boxes sent to the Grand Summit Hotel at Attitash must be labeled as outlined below. Shipments cannot arrive at the hotel prior to September 18, 2023. The sponsor/exhibitor will ship at its own risk and expense, all articles to be exhibited. All shipments must be prepaid. The Grand Summit Hotel at Attitash may charge a \$5-\$25 handling fee per box which will be invoiced to the sponsor/exhibitor.

Shipping information:

Grand Summit Hotel at Attitash
Attn: Conference Services / NHTCC 9/20-9/21
104 Grand Summit Drive
Bartlett, NH 03812

Mark all boxes with
Company Name
Onsite Contact Name & Phone
Box# x of x

Exhibit/Sponsor Representative Registration & Admittance to Educational Activities

The sponsor/exhibitor may register the number of complimentary registrations allotted with their level of sponsorship/exhibitor type. Registration for additional representatives may be purchased at the regular conference rate. Registration allows admittance to the general sessions, breakout educational sessions, materials, refreshments, and lunch.

Sponsor/exhibitor representatives who attend the general session or breakout sessions are restricted from selling, presenting, promoting or distributing materials regarding its company's products or service or expressing or conveying its company's views, opinions, data or findings in the any breakout session or general session unless otherwise contracted, authorized and permitted to do so by the event Organizers.

Sponsor/Exhibitor Badge Distribution

All badges for representatives who are registered in advance will be distributed on-site at the Registration Desk. All sponsor/exhibitor representatives must be registered and must have a badge issued.

Substitutions to originally registered representatives are allowable and must be registered at the Registration Desk at which time a badge will be created for that individual.



No Smoking Policy

Smoking is not permitted in the exhibit hall at any time during move-in, show hours, or move-out by exhibit personnel, exhibit suppliers, or conference attendees.

Food Items

Distribution of food and beverage items is prohibited. Individually wrapped candies or mints or small packaged (1oz. or less) candies, nuts, dried fruit, etc. are permissible. If there is any question regarding an item, the sponsor/exhibitor should contact nhevents@jsi.com. If items being distributed are unacceptable, they be confiscated and will be returned to the exhibitor at the close of the exhibit hall.

Photographing and Videotaping

Sponsors/exhibitors may not photograph or videotape any other company's exhibit on the exhibit floor; any attendee without permission; or any educational general or breakout session without the prior written permission of the presenters or the Organizers.

Sponsor/exhibitor Listing in Digital and Print Media, Signage, etc.

A list of sponsors/exhibitors who are paid and confirmed by September 8, 2023 will be published where entitled based on level of exhibit or sponsorship. Following September 8, 2023 the Organizers will make every effort to include exhibitors and sponsors not meeting this deadline. Discounts will not be provided for not meeting this deadline.

Participant Contact Information

Exhibitors and sponsors will be provided access to participant's lists and contact information for those that consent to sharing information. In addition, participant information can be found and downloaded via the Conference App.

Endorsement Disclaimer

JSI, the judges, and the other participants do not endorse any products from exhibitors or sponsors. In addition, the views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policy of JSI, the judges, and the other participants; nor does mention of trade names, commercial practices, or organizations imply endorsement by JSI, the judges, and the other participants.

Grant Funding Disclaimer

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