

Conference Sponsor and Exhibitor Terms and Conditions:

The following terms and conditions have been put into place by the Institute for Tribal Environmental Professionals (ITEP) with respect to Exhibitors, Sponsors, and Vendors (“Exhibitors”) at all ITEP Conferences, Meetings, and Events. Violation of any of these terms and conditions may result in the immediate removal of the exhibitor from the event and revocation of sponsorship acknowledgement.

By submitting a request to be an Exhibitor, Sponsor, or Vendor at an ITEP event, you are hereby agreeing to the following terms and conditions:

1. Full payment of associated fees must be received by the published deadline in order to be recognized as a conference sponsor in printed materials and announcements.
2. Fees are non-refundable as they are committed in advance to support conference costs.
3. ITEP and the conference venue are not responsible for loss or damage to exhibits or display materials. ITEP and the conference venue are not responsible for providing security for exhibitor spaces at any time during the event.
4. Exhibitors must make all arrangements for shipping, setup, take-down, and return shipping of display materials. ITEP and the conference facility are not responsible for shipment delays or missing items; if out-going shipments are time-sensitive it is highly recommended that Exhibitors make arrangements with shipping provider directly.
5. All exhibitor spaces are 10x10 feet and include the following:
 - a. One (1) 6-foot long table with linens
 - b. Two (2) chairs
 - c. One (1) 500W/5a power supply port (extension cords and power strips are provided at the discretion of the conference facility; if additional power is needed, Exhibitor must arrange for payment directly through conference facility)
6. Exhibitor spaces are assigned based on level of sponsorship and order that requests are received. ITEP cannot guarantee prime locations for all sponsors, but will prioritize sponsor spaces for optimal placement during the conference.
7. If additional Audio/Visual, Security, or other services are needed, the Exhibitor is responsible for making arrangements and payments directly through the conference venue.
8. Exhibitors are invited to participate in any conference session or related activity if they are officially registered for the event, however representatives from for-profit companies are restricted from providing commentary or other information related to their products or services, or those of other businesses, during conference sessions. All discussions related to specific products or services should be restricted to the Exhibitor area.
9. ITEP provides a listing of conference attendees in PDF format via the conference website after conclusion of the event. This information will not be provided in other formats and shall not be used by sponsors, exhibitors, or artisans for direct advertising or other solicitation purposes.

IMPORTANT! Details on conference specifics such as shipping information and setup times can be found on the “Sponsor and Exhibitor Fact Sheet” provided on the event website.