

# Rules & Regulations

## LIABILITY

IDA Ontario and Delta Hotels Toronto Airport & Conference Centre will not be responsible for loss or damage to displays while being brought into or out of the hotel or while on the premises of the hotel. In all cases, exhibitors will assume responsibility for loss or damage to property and accidents and injuries to exhibitors, employees, contractors, and meeting participants. Exhibitors will hold harmless the IDA and the hotel facility for all liability.

## GENERAL

Definitions Used herein, "management" shall mean the IDA, its agents, and employees acting for the management of the exhibit of the facility. "Exhibitor" shall mean any company contracted to exhibit, its agents, and employees acting for the company.

## INTERPRETATION

IDA shall have full authority in interpreting and enforcing all rules set forth herein.

## ELIGIBILITY

The IDA retains sole authority to determine the eligibility of any company, product, or organization to exhibit. The IDA may refuse exhibit space to a potential exhibitor for any reason.

## EXHIBIT HALL

Dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. Management reserves the right to make modifications. All exhibits must be assigned by the IDA

## EXHIBITOR CONDUCT

Exhibitors are required to wear their exhibitor badges during meeting hours and are expected to conduct themselves in a professional manner. The use of deceptive and/or unethical methods to obtain information and/or gain an advantage over a competitor is considered a violation of the Code of Conduct.

### Exhibitors may not:

- Engage in sales activities while in any room where an educational activity takes place.
- Display or advertise products or services of any kind other than those manufactured or sold by the Exhibitor in the regular course of business.
- Place business cards over official IDA badges or alter the badges in any way.
- Lend their badges to anyone.

## SIGNS/ADVERTISING PIECES

Exhibits, signs, and displays are prohibited in any part of the public space or elsewhere on the premises of the meeting facility, guest rooms, and hallways of the hotel unless approved by management and the hotel.

Distribution of advertising pieces and other items anywhere outside the designated exhibit booth, such as in public areas, in hotel corridors, under room doors, and in mailboxes of hotel guests, is prohibited.

## HOTEL RESERVATION ARRANGEMENTS

Delta Hotels Toronto Airport & Conference Centre (655 Dixon Road, Toronto). Visit <https://conference.idaontario.com/> for accommodation details.

## ENFORCEMENT

Management reserves the right to close or refuse to accept any exhibit application that does not conform to the general character of the show or in which an exhibitor fails to comply with the rules set forth herein. The IDA may also close an exhibit at any time for noncompliance of construction regulations or as deemed necessary for the safety and comfort of its guests. Management may also refuse admittance to or eject objectionable persons. All matters and questions not covered by these policies are subject to decisions of management. The policies may be amended at any time by the IDA, and all amendments shall be equally binding on all parties affected. If changes are made, management will provide written notice to affected parties.

## EXHIBITOR CANCELLATION & REFUND

Cancellation Policy Receipt of a signed booth contract is a commitment to exhibit at the IDA's Literacy and Learning Conference. Notification of booth space cancellation must be submitted in writing to IDA.

If notice of cancellation is received:

- Before February 28, 2024—The IDA will refund the exhibitor fees less an administration fee of \$250 OR option to roll costs into 2025 conference
- After March 1, 2024—Exhibitor forfeits 100% of total cost of exhibit space assigned OR roll costs into 2025 conference

## CANCELLATION OR POSTPONEMENT OF THE EVENT

In the event that the IDA cancels or postpones the event due to circumstances beyond the control of the IDA, whether such occurrence is an act of God, terrorism, war, rioting, third party labour dispute, or job action, the obligation of the parties under the applicable agreements shall automatically be terminated, and exhibit fees shall be refunded to exhibitors minus a prorated share of expenses actually incurred by the IDA in connection with the event.

IDA ONTARIO's Charitable Registration number is 85713 3078 RR0001.