



Abilities Expo Event Policies

Thank you for your interest in sharing your knowledge and passion with Abilities Expo attendees! We look forward to the possibility of working with you. Please submit a signed copy of this document with your proposal. E-signatures and email confirmations are accepted.

Event Policies:

- You will be given an allotted amount of time for your event. All events **must end on time**.
- The volume of all noise (through speaking, music, or other means) will be moderated by Abilities Expo staff for to ensure it does not interfere with other events or booth sales at the show.
- Event presenter preferences are considered when scheduling, however, the final decisions on schedule are based on the needs of the show and its attendees.
- The objective of the events program is to increase the value of the Expo for all attendees. As a result, events are selected independent of exhibitor agreements.
- Events designed as marketing or promotional pitches **are not permitted**.
- Event presenters who are selected to speak but who are not present for their event and don't make arrangements for a replacement **will not be considered for future presentations**. Exceptions can be made for exigent circumstances.
- Presenting an event at Abilities Expo is a non-compensated engagement. Abilities Expo seeks to work with presenters who are supported by their companies and organizations to engage in outreach and education. **Any costs associated with presenting at the shows are the responsibility of the presenters and/or their organization or sponsor.**
- Presenters acknowledge that attendance at events vary and are difficult to predict. Sessions may draw a very small attendance of 10 to as many as 100 attendees, or any number between.
- Due to the large number of workshops, events and other activities taking place at Abilities Expo, **events will not be announced over the public address system**. Events are promoted via extensive online and media initiatives prior to the show and via signage and the show directory on site at the show.
- Abilities Expo has exclusive and final say on the content and schedule of events for each show.

Acknowledgement:

I have read, understand, and accept the above listed event policies:

Signature: _____

Name and Title: _____

Date: _____