

# Expanding the Assessment Space

## Exhibitor Space, Sponsorship, & Promotional Services Agreement

International Personnel Assessment Council

2021 IPAC Annual Conference July 26 – July 28, 2021

### INSTRUCTIONS:

1. Please read the *Term and Conditions* on page two before registering online. Registration as a sponsor indicates you have read and agreed to the Terms and Conditions to contract for exhibitor space and/or other promotional services for the 2021 IPAC Conference.
2. Please register and submit payment on the conference registration page. Exhibitor space, sponsorship and/or promotional services will not be guaranteed until receipt of payment.

### General Information:

Register online by May 31, 2021. Logo images and supporting materials must be sent to Alexis Avery by June 29, 2021. Full payment must be received by June 29, 2021.

Questions? Contact Alexis Avery at [sponsor@ipacweb.org](mailto:sponsor@ipacweb.org) or 404.723.2614

### Payment Terms (Please see Terms and Conditions for Cancellation Policy)

- In order to guarantee your exhibit space, sponsorship, and/or promotional services, please submit your payment online when registering.
- If you would like to pay by check, please make the check payable to IPAC and send to:

Natasha Riley, IPAC Financial Officer  
Director of Assessment and Testing Services  
Human Capital Management Division  
2401 N. Lincoln Blvd. Suite 106  
Oklahoma City, OK 73105

Check enclosed (Please make payable to IPAC)

Please note that applications will not be processed until full payment is received.

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### Terms and Conditions

#### 1. AGREEMENT

The following terms become binding upon acceptance of this agreement between the applicant, his/her employees and agents, and IPAC, and any additions and amendments thereto that may be established or put into effect by IPAC in the interest of the Conference and shall be binding on exhibitors and sponsors equally with the terms of this agreement. The acceptance of this agreement is subject to the final approval of IPAC.

#### 2. PAYMENTS AND CANCELLATIONS

- A. Applications for, sponsorship must be accompanied by the required payment of deposit per the instructions.
- B. No cancellation shall be acknowledged unless received by IPAC in writing. The date upon which the notice of cancellation is received shall apply as the official date of cancellation. Upon receipt of the written cancellation, IPAC will acknowledge such receipt. Unless otherwise agreed by both parties in writing, the only terms applicable to cancellation are those under this paragraph.
- C. Should an exhibitor or sponsor be cancelled, the following shall apply:
  1. If cancellation occurs on or before July 12, 2021, the amount paid, less a \$200 administrative fee, shall be refunded by IPAC. All refunds will be issued approximately four weeks after the close of the conference.
  2. No requests for refunds will be granted after July 12, 2021.
  3. **ADHERENCE TO EXPOSITION RULES** Upon acceptance of the agreement by IPAC, the exhibiting firm agrees to abide by the terms herein, and any revisions or amendments thereto made by IPAC.

Exhibiting and Sponsoring firms not complying with said rules, having knowledge of them or not, shall be subject to the actions taken by IPAC.

#### 3. SPACE ASSIGNMENT

No exhibitor will assign, sublet, or share the whole or any part of the contracted space.

#### 4. EXHIBITS HOURS

Virtual exhibit hours will take place from 12pm noon to 2pm each day of the conference, July 26-28, 2021. Each exhibit can remain active and online throughout the conference but the designated time for participants to visit will be between 12-2pm. *Gold level sponsors can only hold virtual events outside of IPAC conference scheduled session times.*

**5. EXHIBIT OPERATION AND ACTIVITIES** Exhibitors are held liable for compliance with the terms as set forth herein. No activities will be permitted in any virtual exhibit space that are contrary to law or the rules of the conference. IPAC shall have the right to prohibit any exhibit, which in their opinion is not suitable to the character or purpose of the Exposition. IPAC reserves the right to remove advertising materials which they feel is not in keeping with the standards of the conference.

#### 6. SECURITY/LIABILITIES/INSURANCE

- A. IPAC, its agents and employees will not be liable for failure to hold the Conference as scheduled. Payments for exhibit space will be returned in that event, less any actual expenses incurred in connection with the Conference that will be deducted, if the Conference is delayed or canceled prior to the opening date because of unforeseen circumstances or any act of God, or the public enemy, cyber security attack, or strike or epidemic or any law or public authority or any reason which makes it impossible or impractical to hold the Exposition.

#### 6. AMENDMENTS TO REGULATIONS

Any and all matters and questions not specifically covered by the articles in this agreement shall be subject to the decision of IPAC.