

This is an understanding between _____(exhibitor) and Left Forum

Left Forum 2018: June 1st – 3rd at John Jay College, 899 Tenth Avenue, New York, NY 10019

Document Purpose: This document has been created by Left Forum for two main purposes: 1) To outlay several specific guidelines for all exhibitors, 2) To make certain that all information is presented to and understood by exhibitors.

1. Agreement:

On-site Guidelines: The exhibitor agrees to the following:

- Exhibitors will utilize only the tables provided and set up by Left Forum; exhibitors will neither bring nor set up their own tables at the Left Forum conference.
- Tables will not be moved or relocated by exhibitors; no table will be moved from the location in which it is found at the time of the exhibitor's arrival.
- Painter's tape is the ONLY adhesive material that will be used on the venue's walls, windows, railings, and other structural surfaces.
- *No duct tape, packing tape, sticky tack, push pins, nails, etc.* will be used by exhibitors to attach *anything* to the walls, windows, or other such structural surfaces.

**** Should the above guidelines not be agreed to and/or not upheld during the 2018 conference, Left Forum will be unable to invite the exhibitor to future conferences.***

Signed _____ (exhibitor)

2. Understandings:

The goal of this second section is to be straightforward and transparent. We want to be certain that all exhibitors have the necessary information to properly plan for Left Forum 2018. We ask that you sign at the end of this section — *by doing so, you are simply confirming that you have read the following important information.***

Left Forum will provide:

Table(s) at the Left Forum 2018 conference

- The number of tables provided by Left Forum will correspond with the number of tables the exhibitor has registered AND paid for prior to the event and in accordance with the Left Forum timeline/guidelines.

Complete vs. Incomplete Registrations:

- For an exhibition registration to be completed/confirmed, it must include all four of the following components:
 1. Online Registration Form
 - a. The exhibitor must fill out and submit the online registration form ([as found here on the Left Forum website](#)).
 2. A Signed Copy of the Exhibitor Agreement (this document)
 - a. This document should be received within one to two days of submitting the above-mentioned registration form.
 3. The name of the point person/table minder for your organization
 - a. This should be received no less than three weeks before the conference date.
 4. Timely Payment
 - a. Unless an explicit arrangement is made with Left Forum, payment should be received within three weeks of online registration.
 - b. All payments must be received by Monday, April 30th, 2018.

- Should all four of these requirements not be met, Left Forum will have to release the exhibitor's table(s).

Shipping and Materials:

- Exhibitors should not ship materials to John Jay College without providing prior notification to Left Forum (so that we may ensure boxes are properly handled in the John Jay receiving process).
- Any exhibitor that ships materials to the Left Forum venue must be present on Friday (June 1, 2018) prior to 3:00 pm in order to claim all boxes — timely access to the mailroom cannot be guaranteed after Friday after 5:00 pm or over the weekend.
- After the conference, exhibitors must either take all materials with them or arrange for them to be picked up on Monday morning (by FedEx, UPS, etc.).
 - This requires all materials to be boxed up, labeled, and left in the venue overnight.
- Leaving a table set up overnight on Friday and Saturday is allowed and a common practice for most exhibitors. Despite never having an incident with this process, please note that the exhibition area is not a secured room, but an open common space.

I have read all of the above text.

Signed _____(exhibitor)