

## ***Exhibitor Information***

### **Exhibit Location**

Exhibits will be in the Crowne Plaza Alexandria Ballroom, the Mezzanine Foyer and the Arlington Foyer. For accurate directions add “Crowne Plaza Crystal City Conference Center” to your GPS.

### **Exhibitor Terms and Conditions**

All Exhibitors must sign and return the following Terms and Conditions when submitting their registration and email to **Danica.vogel@mtsociety.org**.

### **Terms and Conditions**

**Contract:** *This application, properly executed by the applicant [Exhibitor] shall, upon written acceptance and notification of space assigned by Conference Organizers, identified as Organizers throughout this text, constitute a valid and binding contract.*

1. **Assignment of Tables** will be processed in the order which they are received, and at the convenience of the Organizers. If, after the initial space allocations, an Exhibitor desires a change of location, the Organizers will do all possible to accommodate changes within limits. However, decisions of the space allocations will be final. **Table space is limited to 21.**
2. **Electricity** will be available in all exhibit areas. Exhibitors are responsible for providing their own extension cords and power strips to ensure access to outlets. Electrical service is intended for standard, low-draw equipment only. Exhibitors planning to use equipment or technology with higher electrical demands must notify the organizer in advance so that approval may be requested from Crowne Plaza Crystal City. Certain electrical or equipment requests may not be feasible and cannot be guaranteed.
3. **Nature of Display:** Display materials are limited to literature and products appropriate for placement on the provided six-foot (6') table. Exhibitors may also utilize the immediate area directly behind or around the table, provided such use does not obstruct aisles, neighboring exhibitors, or general attendee movement. All exhibit materials must remain within the exhibitor's assigned

space. One (1) six-foot (6') table and chairs will be provided. Internet access will be available throughout the venue, with the password provided at check-in.

- 4. Shipping of Materials:** Exhibitors are responsible for coordinating directly with their hotel or a local delivery carrier for any materials that need to be shipped in advance. Any shipments made to the Hotel must be labeled with the recipient's name, group affiliation and event date to the attention of your Conference Service Manager: Jennifer Shelton-Dabbs. Crown Plaza Crystal City cannot receive any materials prior to 3 days before arrival. Shipments received before that date will be subject to a \$3.00 per day per package storage charge. Stringent local regulations make it impossible for Crowne Plaza to store hazardous and/or flammable materials on the Hotel premises.

Exhibitors are also responsible for arranging pickup and return shipment of all materials through a delivery carrier of their choice once the event concludes.

- 5. Exhibit Setup and Breakdown:** Exhibitor setup is anticipated to take place on **Tuesday, October 6, 2026**. Final setup times will be confirmed and communicated to exhibitors approximately 30 days prior to the event.
- 6. Teardown** is to occur late morning on **Thursday, October 8, 2026**, prior to attendee departure for the Symposium. Please be respectful to limit noise during move in and move out times. The Organizers retain the right to maintain standards of appearance and Exhibitor conduct in the best interest of the Conference and the Exhibitors.
- 7. Compliance:** Installation, maintenance, and operation of exhibits will be the sole responsibility of the Exhibitor, and Exhibitors shall comply with all State, Federal and local laws concerning safety, fires, and health, as well as rules and regulations of the Crowne Plaza Crystal City and its Management.

8. **Loss or Damage:** Neither MTS nor Crowne Plaza Crystal City assumes liability to either Exhibitors or their employees for any injuries, damages, or loss of property owned, controlled by, or in the custody of said Exhibitor or employees, from any causes whatsoever. Exhibitor agrees to indemnify and hold harmless Crowne Plaza Crystal City or its Management, the Organizers, or MTS against any such claims for injury, damage, or loss.

9. **Management:** Exhibitor agrees that the conditions, rules, and regulations herein stated are made part of this contract, and that said Exhibitor agrees to be bound by each and all of the rules and regulations, and that Crowne Plaza Crystal City shall have the full power to interpret, amend, and enforce all rules and regulations in the best interest of the Organizers, provided that any amendments shall not substantially diminish rights or increase the liability of an Exhibitor and written notice is given to Exhibitors.

I have read and agree to abide by the Terms and Conditions stated above:

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Name and Title

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Signature

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Date