

Exhibitor Information

Exhibit Location

Exhibits will be in the Bell Harbor International Conference Center (Harbor and Sound Rooms) at 2211 Alaskan Way, Pier 66, Seattle, WA, 98121.

Exhibitor Terms and Conditions

All Exhibitors must sign and return the following Terms and Conditions when submitting their registration and email to Kristina.norman@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 30 in Harbor and 20 in Sound. Harbor tables will be allocated first.**
2. **Electricity** may be purchased through Pinnacle, the approved vendor. Order forms can be found on the Conference website and should be emailed to angel.garcia@pinnaclelive.com. Confirm your table number with Organizers before submission. Please note that all forms must be submitted and paid for at least 72 hours before the event to ensure equipment and labor availability. Late submissions or payments may result in additional fees, service delays, equipment substitutions, or potential cancellation of the order.
3. **Nature of Display** will be limited to literature and products that can be placed on the 6' table. Any placement of exhibit materials must be confined to your assigned space. Two chairs and a 6' table will be provided. Internet will be available throughout the venue. Password will be available upon check in.
4. **Shipping of Materials:** Boxes are to arrive no more than three (3) days prior to the first event date. If the Exhibitor chooses to ship instead to their Hotel, contact that Hotel for any charges incurred. Please be sure that all information appears on your shipping and return labels before mailing your material. Ensure your box(es) note **2026 Global eDNA Conference**. Box(es) should be shipped to:

Bell Harbor International Conference Center
ATTN: 2026 Global eDNA Conference – Oct 28-30
2211 Alaskan Way, Pier 66
Seattle, WA, 98121

It will be the responsibility of the Exhibitor to arrange for return shipment from Bell Harbor through their carrier, or their Hotel. The Exhibitor must have properly packaged, addressed, and paid for all packages accordingly. It is also the Exhibitor's responsibility to fill out all commercial invoices required for shipments outside of the US. Bell Harbor does not assume responsibility for damage to, or loss of, any merchandise or article brought into the Bell Harbor facility. C.O.D. deliveries must be paid in cash by the recipient at the time of delivery, otherwise will be refused.

5. **Staffing of Exhibits:** Only those representatives who are paid registrants of both the Exhibit Booth and Conference will be permitted to staff the Exhibit Booth.
6. **Exhibit Setup and Breakdown:** Exhibitors will be allowed to set up their display between 7:00 am and 8:00 am on **Wednesday, October 28th**. Exhibitors will be notified if Exhibitor Hall is available earlier.
7. **Teardown** will be from 12 noon to 5 pm on **Friday, October 30th**. 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.
8. **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 Bell Harbor and its Management.
9. **Loss or Damage:** Neither MTS nor Bell Harbor 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 Bell Harbor or its Management, the Organizers, or MTS against any such claims for injury, damage, or loss.
10. **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 Bell Harbor 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:

Name and Title

Signature

Date