

## LCID/WDI 2023 Exhibitor Terms and Conditions

1. Exhibitor assumes entire responsibility and hereby agrees to protect and indemnify LCID & WDI 2023, DaytonDefense, Dayton Development Coalition, Show Management and its subcontractors, show hosts, sponsors and co-sponsors, and the Dayton Convention Center harmless from any claims, losses, expenses, (including attorneys' fees) and liability arising in connection with the LCID & WDI events being held at the Dayton Convention Center, 31 July – 4 August 2023. Exhibitor agrees to make no claims whatsoever for loss, theft, damage, destruction of goods; nor for any injury to himself or employees while in the exhibit hall; nor for any damage of any nature, including damage to his business, nor for any loss resulting from labor disputes, acts of God or nature, or any actions of any nature of LCID & WDI 2023 and Show Management. LCID & WDI 2023 will engage a security service during the inclusive move-in period, operational hours and move-out period of the exhibition. However, furnishing such service will not increase the liability of LCID & WDI 2023, the event venue, their officers, employees or agents. Exhibitor may elect to hire additional security services for its property, at its own expense, through the official General Services Contractor for the exhibition.
2. Upon acceptance of the booth application, payment must be received within 30 days or space may be released. To receive the presale rate, payment must be paid in full by the due date of February 28, 2023.
3. Exhibitor to notify Show Management in writing if it needs to change its booth size, change its company listing and/or contact information, as well as if it needs to cancel out of the show. Please note: In the event of total or partial cancellation (space size reduction) by Exhibitor, the booth fee will not be reduced or refunded.
4. Exhibitor must designate a Point of Contact for the show. Information regarding the show will be disseminated to the Point of Contact electronically. The Show Management will provide the Exhibitor an Exhibitor Log-in to access the exhibitor portal. This log-in will allow an Exhibitor to obtain information not listed on the Exhibiting page of the website.
5. Exhibitor acknowledges that LCID & WDI 2023, DaytonDefense, Dayton Development Coalition, Show Management and its subcontractors, and the Dayton Convention Center do not maintain insurance covering the Exhibitor's property. The Exhibitor is advised to carry floater insurance to cover their exhibit material against damage and loss and public liability insurance to cover against injury to the Exhibitor, its staff, and to injury to others. All property of Exhibitor is understood to remain under its custody and control in transit to and from and within the confines of the exhibit area.
6. No exhibit shall be permitted to interfere with a neighboring exhibit. Island exhibits must not include a back wall that blocks visibility of neighboring booths. In-line booth walls or equipment displayed must not exceed eight (8) feet in height. Any exceptions or modifications to the height restrictions must be approved by Show Management.
7. All exhibits must be set up by 11:00 AM on Monday, July 31. If for some reason booth materials have not yet arrived and the Exhibitor must set up at a later time/day, setup must be coordinated with Service Decorator and Show Management to ensure booths are setup during the slower traffic times.
8. No explosives, fuel, combustibles, hazardous materials, decorative materials neither fireproofed nor flameproofed, or any other materials or substances deemed hazardous under applicable fire regulations may be brought into the Exhibit Hall.

9. Exhibitor must observe all union regulations in force in the Exhibit Hall and use qualified personnel for services if required.

## 10'x10' Booth Space Includes

- Two (2) Exhibitor Staff Badges per booth
- Discount off one Attendee Pass
- Standard 8-foot back drape and 3-foot side drape
- Attendee networking food functions in the Exhibit Hall
- Dedicated Exhibitor networking sessions
- Exhibitor listed on the exhibit map webpage
- Exhibitor listed on the exhibit hall signage at event
- Exhibit Hall Security
- **NEW!** - Access to the Conference App with Exhibitors, Agenda and more
- **NEW!** – Daily DV tours by military leadership and personnel
- Exhibitor Service Portal

## Exhibitor Expectations

Confirmed Exhibitors will receive more detailed information on the following items:

- How to log in to the exhibitor portal
- Service Manuals
- How to Register Your Exhibit Staff Badges
- Registering Onsite Points of Contact
- Opportunities for upgraded listings such as descriptions and logos.

## Floor Plan

DaytonDefense, on behalf of LCID & WDI 2023, reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space.

## Exhibit Refund/Cancellation/Release of Space

If an Exhibitor must cancel their booth, or a portion of multiple booths, booth fees are non-refundable. All cancellations must be submitted in writing to the Exhibit Manager. All Exhibitor Booth rentals must be paid in full within 30 days of submittal, or, if registering for an exhibit booth within four weeks of the Conference, payment must accompany the registration. If Exhibitor Booth fees are not paid by these dates, space will be released.

In the event DaytonDefense/ LCID & WDI must cancel or postpone the conference due to unforeseen circumstances, DaytonDefense/ LCID & WDI will refund in full the paid exhibit

booth fees. However, DaytonDefense/ LCID & WDI does not assume responsibility for any additional costs, charges, or expenses; to include, charges made for travel and lodging. If the Conference is postponed, paid Exhibitors will be given the option to transfer their payment to the rescheduled dates or receive a full refund upon DaytonDefense/ LCID & WDI's receipt of the Company's Booth cancellation, in writing, and within 4 weeks of the announcement of the rescheduled Conference dates.

*(Unforeseen circumstances is used to describe an event that is unexpected and prevents DaytonDefense/ WDI & LCID from continuing with the Conference.)*

**Conference BADGES**

Exhibiting organizations and their representatives are required to wear ID badges throughout the Exhibit Hall. ID badges are not transferable, and LCID & WDI reserves the right to withdraw a badge used to gain admission to the Exhibition / Conference by any person other than the one for whom it was issued.

**THIRD PARTY WARNING**

**PLEASE NOTE:** If you are contacted by a third party agent, these agencies have NOT been contracted by DaytonDefense to represent LCID & WDI. Possible third party solicitations can include but are not limited to: Attendee Lists, Hotel Rooms, Exhibit Booth Materials, etc. Therefore, if you book with a third party, you do so at your own risk.

**Preliminary Exhibit Hall Hours**

Sunday July 30	Monday July 31	Tuesday Aug 1	Wednesday Aug 2	Thursday Aug 3	Friday Aug 4
Exhibit Set Up 8:00a-3:00p	Exhibit Set Up (cont) 8:00a-11:00a  Exhibits Open 11:00a- 7:00p	Exhibits Open 7:00a-5:00p  Continental Breakfast 7:00a-8:00a	Exhibits Open 7:00a-7:00p  Continental Breakfast 7:00a-8:00a	Exhibits Open 7:00a-5:00p  Continental Breakfast 7:00a-8:00a	Exhibit Tear-down continued 8:00a-12:00p
	Group Networking Lunch 11:30a-1:00p	Group Networking Lunch 11:30a-1:00p	Group Networking Lunch 11:30a-1:00p	Group Networking Lunch 11:30a-1:00p	
	Welcome Reception 5:00p-7:00p		WDI/LCID Combined Reception 5:00p-7:00p	Exhibit Tear-down 5:00p-7:00p	

*Please note: Exhibitor hours are subject to change to conform to the Conference agenda.*

**Contact Exhibit Manager**

[Ms. Amber Begley](#)

DaytonDefense  
Dayton Development Coalition  
1401 S Main St; Suite 200  
Dayton, OH 45409  
Telephone: (937) 229-9073