



## External Exhibitor Booth Information and Guidelines for University Day

**Event Date:** Wednesday, September 2, 2020  
**Time:** 3:30 to 6:30 p.m.  
**Location:** Online (CampusGroups)  
**Cost:** \$50 for an Online booth for all external vendors

### Online Booth Set-up

- Online exhibit space is strictly limited to one virtual booth.
- We ask that all Online booths be set-up no later than 3:20 p.m. on September 2, 2020.
- Exhibitor spaces must be staffed by one or more people during the entire event from 3:30 to 6:30 p.m..
- Once you have registered for a booth, you will receive instructions on how to set-up and manage your virtual booth.

### Exhibitor Rules

- Registration is limited.
- Registration ends on August 28, 2020 or when registration is full.
- Payment is due in full at time of registration.
- Exhibitors must have at least one person who will act as the booth manager throughout the event. This person will answer questions, chat with attendees, and manage the virtual booth.
- **Exhibitors will not conduct transactions involving the exchange of monies but may display promotional items and distribute electronic coupons.**
- Exhibitors will not engage in any behavior that is offensive or bothersome to other exhibitors or event attendees.
- We will be monitoring exhibitors throughout the event for unstaffed booths and those who leave the virtual event before it is over. These infractions will be documented for follow up action.
- The University of New Hampshire reserves the right to refuse the application of any exhibitor whose display, materials, products or overall exhibit is deemed inappropriate for presentation at University Day. This includes but is not limited to the promotion of alcohol, tobacco, and adult entertainment.



### **Cancellation**

In the event of a cancellation because of labor disputes, fire, flood, or act of God, actions against or involving the University of New Hampshire or other unforeseen circumstances beyond the control of the University of New Hampshire, the liability of the University to each exhibitor shall be limited to a refund of the exhibit fee received from the exhibitor, less a reasonable amount to cover administrative costs incurred. The University of New Hampshire reserves the right to change the location or dates of the event.

The exhibitor agrees to contact Alumni Relations at the University of New Hampshire if he/she intends to withdraw as an exhibitor. Canceling exhibitors will not receive a refund, barring unusual circumstances. It is understood that upon withdrawal from the event, the exhibitor loses all rights and privileges as an exhibitor and that any space regardless of confirmation status is released to Alumni Relations.