

# USSD Payment Terms

*Effective October 14, 2024 – December 31, 2025*

## Overview

USSD utilizes various online platforms to manage our products and services that we offer to our “Customers” (Members and nonmembers). This includes, but is not limited to memberships, donations, registrations, technical content, sponsorships, and exhibit booths (“Products”). Payments for these Products may be made via Credit Card, Check, or ACH/Wire transfer.

Depending upon the Product, payment is expected at the time of purchase. Unless otherwise notated payments are no more than 30 days and no less than 7 business days prior to receipt of the Product. Please see your specific Product or invoice for details.

## Sponsorships

Sponsorship purchases are **non-refundable**. Customers may cancel a sponsorship within 48 hours of purchase, as long as no benefit has been issued for the sponsorship.

## Exhibit Booths

These dates apply to the 2025 Annual Conference and Exhibition. Dates for the 2026 event will be available in October 2025.

- On or Before 1/6/2025 = 80%
- 1/7/25 – 2/7/25 = 60%
- 2/18/25 – 3/7/25 = 30%
- 3/8/25 or later = no refund

USSD may offer alternatives to companies that submit requests after 3/8/25. This may include applying a portion of non-refundable funds towards an A la Carte Sponsorship opportunity. These requests will be dealt with on a case-by-case basis and at the discretion of the USSD Executive Director.

# USSD Annual Conference and Exhibition

## Exhibit Rules & Regulations

*The information contained herein shall apply to the 2025 USSD Annual Conference and Exhibition. Before securing any exhibit space, companies will have to agree to these rules, regulations and terms.*

1. Exhibit space is being provided with the understanding that the United States Society on Dams (“USSD”), Decorator, Facilities, and Event Vendors (collectively referred to as “2025 Annual Conference Event Partners”) are not liable for any occurrences due to negligence of the exhibitor. Exhibitors, their successors and assignees, agree to save and hold harmless “2025 Annual Conference Event Partners” and any of their employees, officers, and directors from all cost, injury, and damage incurred by any of the above and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition, or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement by exhibitors. Exhibitors agree to obtain and maintain such insurance that will fully protect “2025 Annual Conference Event Partners” from any and all claims of any nature, including claims under the Workers’ Compensation Act, property damage, theft, equipment loss, business interruption, and for damages for personal injury, including death, which may arise in connection with the operation of the exhibitor’s display, and which is caused by negligence of the exhibitor. Exhibitor agrees to add USSD as additional insureds on its Commercial liability insurance policies and to produce the Certificate of Insurance upon request.
2. All posted information and links are subject to approval by USSD and will be accepted at USSD’s sole discretion. USSD reserves the right to remove or request modification of any link at any time. Exhibitors wishing to dispute a decision may contact the Executive Director.
3. 2025 Annual Conference Event Partners assume no responsibility for the violation of trademarks or copyrights.
4. Distribution or posting of pornographic, political, racist, or other controversial material is prohibited.
5. Exhibitors agree to abide by all other provisions of said rules and regulations, fire regulations, and all other regulations of government agencies and the Sheraton Kansas City Hotel at Crown Center.
6. USSD will have sole control over the admission of persons to the exhibit area.
7. If you are planning on hosting an outside event during the USSD conference, we request that you avoid conflicting with the events shown below. Detailed conference information will be posted on USSD’s website(s) by December 2024.
  - Welcome Reception: Monday, May 5, 6:00-7:30pm CT
  - Young Professionals Social: Tuesday, May 6, 5:30-7:00pm CT
  - Wrap Party: Wednesday, May 7, 6:30-9:30pm CT
8. Exhibitors will provide other furnishings at their own expense.
9. Exhibitors will make their own arrangements for delivery and receipt of any shipments related to their exhibit.

10. Exhibitors will make their own arrangements for any special audio -visual equipment they should require.
11. Exhibitors may provide their own sign for their exhibit; however, one will be provided.
12. Phone lines and water sources are NOT available.
13. Materials or other items are NOT allowed to be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of building or furniture.
14. Exhibitors will be allowed to purchase multiple booth spaces at the standard list price, but booths cannot be combined without PRIOR written approval of USSD. Requests to combine adjoining booths should be sent to USSD staff (conferences@ussdams.org). Requests will be reviewed and approved by USSD on a case-by- case basis.
15. USSD reserves the right, at any time, to limit the number of spaces purchased by one company or deny requests to combine adjoining booths.
16. Large equipment is not allowed in the exhibit hall without prior written approval of USSD and Sheraton Kansas City Hotel at Crown Center. Requests should be sent to USSD staff (conferences@ussdams.org) for consideration.
17. All demonstrations and exhibits must be confined to the exhibit space and shall be limited to displays which fit within the booth space purchased.
18. No exhibitor shall assign, sublet, or share the whole or any part of the exhibit space provided, without prior written authorization from USSD.
19. USSD and its authorized representatives reserve the right to request modification of any questionable exhibit.
20. Individual gift drawings or giveaways are permitted at the booths, but USSD requests prior notice of details related to these activities to reduce overlap or conflict with USSD activities.

## APPLICATION AND PAYMENT

1. Exhibitors will select their exhibit space during the online registration process. During the selection process exhibitors will be able to view a map of the exhibit hall including a list of reserved exhibit spaces and the companies reserving those spaces. USSD has no control over an exhibitor's selection of vacant booth(s).
2. Online registration will be the only registration method available to reserve an exhibit booth space. Registration is on a first come, first served, AND first paid basis. Exhibitors are encouraged to secure their booths immediately with credit card payment. FULL payment for all exhibit booths must be received within 30 business days of online reservation OR no later than January 31, 2025 (whichever is earliest). FULL payment for Booths reserved online after January 12, 2025, must be received within 2 weeks.
3. Booths that are not paid in FULL according to the aforementioned deadlines, may be cancelled and returned to general sale.
4. Requests for Booth cancellations must be sent in writing to USSD staff at conferences@ussdams.org. Refunds will be allowed according to the following schedule and terms:
  - On or Before 1/6/2025 = 80%
  - 1/7/25 – 2/7/25 = 60%
  - 2/18/25 – 3/7/25 = 30%
  - 3/8/25 or later = no refund

5. Once all available booths have been purchased, a limited number of applications and payments will be held on a waiting list. Companies may fill out a form on the USSD to be placed on the waiting list.

## CONFERENCE/EXHIBIT SCHEDULE

1. The exhibit hall will be available for set-up at approximately 12:00pm CT on Monday, May 5, 2025, and set-up must be completed by 4:30pm CT on Monday, May 5, 2025.
2. If an exhibit cannot be set-up by 4:00pm CT on Monday, May 5, 2025, the Exhibitor should contact USSD staff at [conferences@ussdams.org](mailto:conferences@ussdams.org) as soon as possible. USSD will make every effort to work with Exhibitor to arrange an alternative set up time that does NOT conflict with events scheduled in the Exhibit Hall. If no other time can be arranged, the exhibit booth will be forfeited AND booths fees will NOT be refunded.
3. Exhibits must be dismantled on Wednesday, May 7, 2025, no earlier than 3:00pm CT and no later than 7:00pm CT. Requests to dismantle booths before 4:00pm CT on Wednesday, May 7, 2025, require prior written authorization of USSD. Exhibitors may submit requests to USSD staff at [conferences@ussdams.org](mailto:conferences@ussdams.org). Requests are reviewed on a case-by-case basis and are the discretion of USSD. Exhibitors that do not follow protocols may impact their ability to exhibit at future USSD events.
4. It is recommended that booths be manned during periods when the exhibit hall is open except for short durations of time.
5. USSD reserves the right to adjust the conference schedule.

## EXHIBIT SPACE ATTENDEES

1. All exhibit booth workers and other participants must be identified prior to the conference and must always wear their Conference nametag when staffing the booth. Nametags/booth passes CANNOT be shared or transferred. Once a registration packet/nametag has been picked up, that person is considered “present”, and changes cannot be made to that registration. Individuals are responsible for picking up their own nametag. Please DO NOT pick up nametags belonging to your co-workers.
2. These rules will be enforced. Failure to comply with the rules in 2025 may jeopardize your ability to exhibit at future USSD events.