

Exhibitor Agreement
2026 Williams Syndrome Association International Convention
Buffalo Convention Center
Buffalo, NY

This Exhibitor Agreement (“Agreement”) is entered into upon review of the interested Exhibitor (“Exhibitor”). The Williams Syndrome Association (“WSA”) and the Exhibitor may be referred to herein as the “parties” and individually as a “party”.

Daily Exhibit Hours

Wednesday	July 8, 2026	8:00 a.m. - 11:30 a.m. - Set Up
		11:30 a.m. – 5:00 p.m.
		6:00 p.m. - 9:00 p.m. - Exhibitor Night
Thursday	July 9, 2026	9:30 a.m. – 5:00 p.m.
Friday	July 10, 2026	9:30 a.m. – 5:00 p.m.
Saturday	July 11, 2026	9:30 a.m. – 5:00 p.m.

Exhibitor Policy

1. The undersigned agrees to pay 100% of the exhibitor fee upon selection of choice for exhibit opportunity related to the 2026 WSA National Convention.
2. All fees are to be paid via ACH/electronic payment or check. Payment Deadline is two weeks prior to convention – **due by June 24, 2026.**

ACH Process: Potential Exhibitors will receive an email with a link to pay their respective invoice online via credit card or ACH.

Payment by Check:

Please mail all checks, payable to **Williams Syndrome Association**, to **243 Broadway, #9188, Newark, NJ 07104.**

Be sure to include the following memo on your check: **“2026 WSA International Convention Exhibitor”**.

WSA is a 501(c)3 nonprofit organization, tax ID #22-3305007. Donations are tax-deductible as allowed by law.

3. No cancellation of this agreement will be accepted or refund made.
4. No exhibitor may assign, sublet the whole or any part of the space allotted, nor exhibit herein any goods other than those manufactured or handled by the exhibitor in the regular course of his/her business.

5. Exhibitor(s) may sell merchandise during the 2026 WSA National Convention.
6. Exhibitor(s) may take orders for merchandise to be shipped following the 2026 WSA National Convention at the agreement and cost of the exhibitor and/or the party purchasing said merchandise.
7. The WSA reserves the right to refuse rental of booth(s) to any exhibitor whose product or program, in the sole opinion of the WSA Management, is misleading, deceptive, in poor taste, or not in keeping with the general character of the 2026 WSA National Convention and/or the WSA.

Character of Exhibits

Exhibitors are prohibited from the use of amplifying equipment or lighting which is distracting to adjacent exhibitors. Exhibitors are prohibited from the use of costumed mannequins whose appearance in the sole judgment of the conference committee is offensive or in poor taste. All activity including distribution of samples, souvenirs, pamphlets, or papers must be confined to the space rented to said exhibitor.

Exhibit Personnel

For the proper identification of exhibitor personnel, a badge will be issued from the WSA for each exhibit representative as registered through your custom Exhibitor Portal Registration that will be issued by the WSA 2026 Event Management.

Liability

By acceptance of exhibit space, the exhibitor agrees that neither he/she nor his/her employees shall deface, mar or otherwise injure the exhibit premises. Nothing shall be pasted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or furniture. Any damage resulting from actions of the exhibitor or his/her employees shall be made good by the exhibitor. Exhibitor agrees to protect, save, and hold the WSA and the Hyatt Regency Phoenix forever harmless from any negligence of the exhibitor or those holding under the exhibitor as well as to strictly comply with the applicable terms and conditions contained in the agreement between the WSA and the Buffalo Convention Center regarding the exhibition premises, and further, exhibitor shall at all times, protect, indemnify, save, and keep harmless the WSA and the Buffalo Convention Center from any and all loss, cost, damage, liability or expenses arising from or out of by reason of said exhibitor's occupancy and use of the exhibition premises or any part thereof.

Exhibitors must comply with all local fire and safety regulations and must exercise all care to avoid hazardous conditions of any kind in the display area.

Right of Management

WSA and/or the Buffalo Convention Center Management reserves the right to rearrange the floor plan or relocate booths.

Insurance

All exhibitors are responsible at their own expense for property loss or damage or liability for personal injury. Should a Certificate of Insurance (COI) be requested, exhibitor(s) are responsible for obtaining a COI on their own behalf and cost.

Security

When exhibits are closed, the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor.

Violations

Violation of any of these regulations on the part of the exhibitor, or his/her employees or agents, shall annul the right to occupy space and such exhibitor will forfeit to WSA, all monies which may have been paid. Upon violation of any of these regulations on the part of the exhibitor, or his employees or agents, WSA is given the right to terminate the right to occupy space and WSA may re-enter and take possession of the space and remove all persons and goods at the exhibitor's expense and risk, and exhibitor shall pay all of such expense and all damages which WSA may incur and forfeit all monies paid or due WSA on account thereof. Exhibitor expressly waives the service of written note to re-enter and terminate.

Shipping Information

The Buffalo Convention Center will accept shipments 3 days prior to the convention start date – ***no earlier than Friday, July 3.*** The Buffalo Convention Center will charge by weight per item received. Delivery fees can range *in cost from \$5 (smaller packages) to \$100+ (larger packages)*. Exhibitors are responsible for any fees incurred for shipping and storage with the Buffalo Convention Center.

Shipping Address:

WSA 2026 International Convention
C/O <Company Name> and <Booth #>
Buffalo Center Pearl Street Loading Dock
Convention Center Plaza, Buffalo, NY 14202

GENERAL EVENT LOGISTICS:

- **Exhibit Dates:** Wednesday, July 8, 2026 - Saturday, July
- **Number of Attendees (*expected*):** 1,500
- **Location:** Buffalo Convention Center, 153 Franklin Street, Buffalo, NY 14202

GENERAL EXHIBITOR INFORMATION - The below information identifies information applicable to all exhibitors regardless of their level of participation. Each exhibitor opportunity will include:

- One (1) draped 6 ft. table and two (2) chairs
- Two (2) complimentary badges which allow participation in daily continental breakfast, lunch, breaks, and sessions when not exhibiting
- Display of your company logo in our mobile convention app for hundreds of attendees to view
- Exhibit installation area will be available for set up on Wednesday, July 8, 2026 beginning at **8:00 a.m.**
- **All exhibits will be open at 11:30 a.m. starting Wednesday, July 8, 2026**
- Each exhibitor agrees **not** to dismantle their booth (or do any packing before the final closing hour) without notifying the WSA. Closing times may vary pending on overall convention activities.
- All exhibitors are invited to participate in our Exhibitor Night on Wednesday, July 8, 2026 where families will have an opportunity to explore the amazing products and services on display.

EXHIBITOR HOURS:

- Wednesday, July 8, 2026: 11:30 a.m. - 5:00 p.m. and 6:00 p.m. - 9:00 p.m.
(***Exhibitor Night***)
- Thursday, July 9, 2026: 9:30 a.m. - 5:00 p.m.
- Friday, July 10, 2026: 9:30 a.m. - 5:00 p.m.
- Saturday, July 11, 2026: 9:30 a.m. - 5:00 p.m.

For questions related to exhibits or the convention, please email convention@williams-syndrome.org.