

THE ANNUAL
**ESTATE
PLANNING
SEMINAR**
NOVEMBER 6 - 7, 2023



69th ANNUAL ESTATE PLANNING SEMINAR

Hyatt Regency
November 7 - 8, 2024
Seattle, Washington

RULES & REGULATIONS FOR SEMINAR EXHIBITORS

1. DEFINITION

The phrase "Organizers" as used herein, will mean the Estate Planning Council of Seattle, or its officers, directors, committees, members, employees or agents acting on behalf of the Organizers, in managing the Estate Planning Seminar.

2. AGREEMENT

By participating in the Estate Planning Seminar, each exhibitor, for itself and its employees agrees to abide by these regulations and by any amendments or additions thereto that may hereafter be established or put into effect by the Organizers in accordance with paragraph 3, below.

3. AMENDMENTS

Any and all matters or questions not specifically covered by these rules and regulations will be subject solely to the discretion of the Organizers. The rules and regulations may be amended at any time by the Organizers, provided that such amendments shall not operate to substantially diminish rights now reserved to an exhibitor pursuant to an existing contract and will not operate to substantially increase the liability of the exhibitor. All amendments so made will be binding on exhibitors equally with the foregoing rules and regulations.

4. LIMITATION OF LIABILITY: INDEMNIFICATION

The exhibitor for itself, its successors, and assigns hereby releases the Organizers and the Hotel from any and all claims of every sort it may have against the Organizers or the Hotel based upon, arising out of, or in connection with exhibitor's occupancy and use of the Hotel premises, or any action or inaction of any nature of the Organizers in connection with or related to the Estate Planning Seminar, including, but not limited to: loss, theft, damage, destruction, or delay or non-delivery of goods, display material and other effects; any injury to exhibitor, its employees, agents, representatives or guests; any damage to exhibitor's business by reason of the failure to provide space for the exhibit or removal of exhibit; failure to hold the Estate Planning Seminar as scheduled. Exhibitor agrees to indemnify and hold forever harmless the Organizers from any and all damage, loss, liability, claim or expense (including legal fees) based upon, arising out of, or in connection with (i) the violation of any law or ordinance by the exhibitor, its employees, agents, representatives, guests or others holding under the exhibitor; (ii) failure by exhibitor or any such persons to comply with all applicable terms and conditions contained in these rules or in the agreement between the Hotel and the Organizers regarding the Estate Planning Seminar; and (iii) exhibitor's occupancy and use of the premises or a part thereof.

5. REGISTRATION DEADLINE

If payment has not been made within 20 days of registration, the Organizers have the right to release the reserved booth space.

6. FEES

The exhibit fee per 8' x 8' standard booth is \$3,000. Sponsors receive a discounted booth rate of \$1500 if they choose to add exhibit space to their sponsorship; it is not automatically included.

7. CANCELLATION POLICY

(a) If the space reserved for the exhibitor is not occupied by the time the seminar begins, the space will be considered canceled and possessed by the Organizers. The exhibitor will remain liable for the full rental of such space. The Organizers will have the right to re-let such space.

(b) Exhibitor/Sponsor Cancellations made in writing will be refunded as follows:

1. 75% of the fee for cancellations more than 45 days before seminar.
2. 50% of the fee for cancellations made more than 25 days, but less than 45 days before the seminar.
3. No refunds will be made for cancellations made less than 25 days before the seminar.

8. SPACE ASSIGNMENTS

Exhibit space is selected by the exhibitor at the time of registration based on availability. Reservation and exhibit fees are accepted by the Organizers through the online portal only.

9. RELOCATION OF EXHIBITS

The Organizers reserve the right to alter locations of booths, as shown on the official floor plan, as required to assure maximum effectiveness for the benefit of the Organizers and exhibitors, or as needed to comply with laws/regulations.

10. FACILITIES COVERED BY EXHIBIT FEE

The primary Exhibit Area will be set up in the Pre-Function space of the 7th Floor Ballroom with some additional space in the event registration area of the 7th Floor, at the Hyatt Regency, Seattle. The standard exhibit fee includes the following items for each 8' x 8' booth unit:

Exhibitor Booth Package:

- Booth Size: 8' x 8'
- Backwall Drapes: 8' High Black
- Sidewall Drapes: 3' High Black
- Facility Carpeted: Yes
- (1) 6' Black Skirted Table
- (2) Plastic Chairs
- (1) Wastebasket
- (1) Booth ID Sign

11. SUB-LEASING

There will be one vendor--and up to two representatives of that vendor at one time--per booth. Exhibitors may not sub-let their space, nor exhibit, offer for sale, or advertise articles not manufactured or sold in their own names, except where such articles are required for the proper demonstration or operation of exhibitor's displays, in which case identification of such articles will be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on the article. Exhibitors may not permit in their booths non-exhibiting companies' representatives. For good cause, Organizers in its discretion may waive or modify the restrictions described in this paragraph.

12. EXHIBIT HOURS

Wednesday, November 6, 2024: 5:00pm – 8:00pm MOVE IN

Thursday, November 7, 2024: 6:30am – 7:30am MOVE IN

7:30am – 6:00pm EXHIBITS OPEN (expect high traffic during these times)

7:30am – 8:30 Attendee check in / breakfast

10:30am – 10:50am Break

11:50am – 1:00pm Lunch

3:00pm – 3:20pm Break

5:10pm – 6:00pm Networking Social

Friday, November 8, 2024

7:45am – 3:20pm EXHIBITS OPEN

7:45am – 8:30am Breakfast

10:30am – 10:20am Break

11:50am – 1:00pm Lunch

3:00pm – 3:20pm Break

3:20pm – 5:20pm Tear Down

13. Hyatt Regency:

808 Howell St

Seattle, WA 98101

SHIPPING INSTRUCTIONS:

All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. All packages are subject to handling fees based on quantity and weight. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). EPS is not liable for ensuring your shipment gets to your booth. Please work with the business office if you have any questions.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the Onsite FedEx Office Business Center at **206.717.3791**.

Package Labeling Standards and Fedex office Contact

(Guest Name) (Guest Cell Number)
Exhibiting Company / Booth #
c/o FedEx Office at Hyatt Regency Seattle
808 Howell St
Seattle, WA 98101
(Estate Planning Seminar)

Box ____ of _____

FedEx Office Business Center
Hyatt Regency Seattle
808 Howell St
Seattle, WA 98101
Phone: 206.717.3791
Usa5744@fedex.com

Operating Hours:
Monday – Friday 9:00am – 5:00pm
Saturday: 9:00am – 4:00pm
Sunday: Closed

Upon your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting the business center at **206.717.3791**; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

EXHIBIT SET-UP AND BREAK-DOWN SCHEDULE

Set-up may begin at **5:00 p.m. on Wednesday, November 6** and may continue through the evening until **8:00 p.m.** Another short set up window is from 6:30am - 7:30am on Thursday, November 7. All exhibits are required to be assembled and in place by 7:30am on Thursday, November 7.

Break-down may begin as early as **3:20 p.m. on Friday, November 8** and must be completed by 5:30 p.m. Exhibitors will properly staff their booths during exhibit hours. Failure to comply may be cause for the Organizers to refuse future exhibiting privileges.

Parking

The Hyatt Regency has limited self-parking in the hotel attached garage on a first come, first served basis.

Debris Removal

When breaking down exhibits, exhibitors must dismantle and remove all exhibits, related packing, containers, and debris. Exhibitors are responsible for costs assessed against the Organizers by the Hotel relating to demolition and/or removal of an exhibit left. All packing materials are to be

removed from the exhibit floor during exhibit days.

Exhibitors desiring to use contractors other than those officially appointed must advise Organizers and submit the necessary certificates of insurance in advance so permission may be given for the contractor to operate. Exhibitors do not need to use the Official Contractor for hand carried items.

14. **EXHIBIT AREA SECURITY**

The event is housed on the 7th floor which can be publicly accessed. Neither the Estate Planning Council, its agents or the Hotel are responsible for loss, theft, damage as per section 4.

15. **BOOTH REPRESENTATIVES**

Booth representatives are restricted to owners, executives, representatives, or employees of exhibiting companies. Exhibitors are restricted to no more than two persons per 8' x 8' booth. Booth representatives must wear proper badge identification furnished by the Organizers at all times.

16. **RIGHT TO PRIVACY**

This is an "open" exhibit area. No restrictions are made regarding exhibitors visiting displays on the exhibit area floor. Each exhibitor is expected to conduct themselves courteously and respect the rights of fellow exhibitors. Handling display samples, picking up literature or the taking of photographs may be done only with the permission of the host exhibitor.

When arranging materials and furniture within your designated display space, please respect the boundaries set for each display space.

17. **SOLICITING; SAMPLES; RETAIL SALES**

No solicitation or marketing materials may be in any of the seminar classrooms. Exhibitors' representatives and employees wearing distinctive costumes or uniforms, or carrying banners or signs separately or as a part of their apparel, will not appear in the exhibit hall other than in their own booths.

Samples, merchandise, catalogues, pamphlets, souvenirs, publications, etc., may be distributed by exhibitors only from within their own booths. Samples other than articles manufactured by or marketed by the exhibitors may be distributed only if approval for such distribution has been obtained in writing in advance from the Organizers. Retail sales for delivery to purchaser on the exhibition premises are prohibited unless permission has been obtained from Organizers.

Promotional material such as plastic carrying bags with corporate or product identification are permitted, as are self-adhering stickers or buttons as long as they do not obscure the attendee's identification badge.

18. **ALCOHOL**

The distribution of Alcoholic beverages is not permitted, including in gift baskets, unless exhibitor has a valid special occasion permit from the State of Washington Liquor and Cannabis Control Board.

19. **LOTTERIES, CONTESTS**

No lotteries or contests involving chance or skill are permitted. However, for the purpose of

creating a mailing list or identifying potential clients who visit an exhibit booth, exhibitors may encourage registrants to complete registration cards and offer prizes as a result of a drawing. Such activity will be confined to the exhibitor's display area.

20. FIRE AND ELECTRICAL REQUIREMENTS

All exhibitors are subject to the fire safety requirements for exhibits and trade shows required by the Hotel.

21. SAFETY DEVICES

The exhibitor accepts full responsibility for compliance with National, State, and Local regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment.

22. NOISE

No noisy or obstructive work or displays will be permitted during exhibit hours. Mechanical reproduction of sound or music relating to an exhibit will be kept at a sufficiently low volume so as to not project beyond the confines of the exhibitor's booth.

23. SIGNS, SIGN COPY, ILLUMINATION

No electrical flashing signs or signs involving the use of neon or similar gases will be permitted in the exhibit area, unless approved by the Organizers in writing. If any sign or area in an exhibitor's booth is deemed contrary in any way to the best interests of the exhibit area, the exhibitor will need to make changes requested by the Organizers.

24. ANIMALS

Exhibitor will not bring or permit any person to bring or use in its display any animal without the Organizer's prior written consent.

25. DAMAGE TO PROPERTY

Nothing may be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building floors, or to standard booth equipment. Any costs incurred in protecting the building, equipment, or furniture from damage will be at the expense of the exhibitor. Exhibitors are liable for any damage caused to building, floors, walls, columns, standard booth equipment and/or other exhibitors' property.

26. REJECTED DISPLAYS

The Organizers reserve the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor or his representatives. If an exhibit or an exhibitor is ejected for violation of these rules or for any other stated reasons, no return of rental fee will be made.

27. TAXES

Exhibitors will pay, or reimburse the Organizers, all taxes resulting from the exhibitors' rental or occupancy of exhibition space, display of merchandise, taking of orders or related exhibit area activities, no matter how the taxes are designated or levied.

28. HOTELS

Each exhibitor should secure his or her own lodging as early as possible.

We have a small block of rooms with the Hotel with a discounted rate of \$279 single/double. This discount will be available on a first-come, first-served basis. To make your room reservation, contact the hotel directly.
<https://www.hyatt.com/en-US/group-booking/SEARS/G-EPCS>

29. **CONTACTS**

Erin Ingersoll | Lisa Haynie
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Estate Planning Seminar Planners
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lisah@meetingvisions.net

Thank you for joining us!