Federal Laboratory Consortium for Technology Transfer

2026 FLC National Meeting Terms & Conditions

Important to Note:

- **Application Process:** Sponsorship and Exhibit opportunities are available on a *first-come, first-served* basis. The FLC retains full discretion in reviewing and approving all applications.
- **Program Sharing:** The FLC reserves the right to assign sponsorships and may offer the same session or item to multiple non-competing sponsors when appropriate.
- **Logo Requirements:** For optimal reproduction in print and digital materials, please provide a vector-based logo file or a high-resolution PNG file.
- **Print Deadline:** To be included in printed materials (i.e. signage, program book), sponsorships must be confirmed no later than **March 27, 2026.**
- **Sponsorship & Exhibit Confirmation:** A signed agreement and full payment are required to secure your sponsorship & exhibit package.

  Invoices must be paid in full by May 1, 2026.

Official Sponsorship Terms & Conditions

- **Marketing Restrictions:**
  Per U.S. tax regulations, sponsors may not include *qualitative or comparative statements* about their products, services, or organization within any sponsorship recognition or materials provided through FLC.
- **Brand Usage:**
  By sponsoring, your organization grants FLC a non-exclusive, royalty-free license to use your logo, trademarks, and business name for purposes of recognition and promotion (e.g., signage, website, email campaigns, mobile app, and printed program).
- **Sponsor Promotions:**
  Any materials or promotions created by the sponsor referencing the 2026 FLC National Meeting or using FLC's name or branding must be approved in advance and comply with FLC's brand guidelines and usage policies.
- **Media Release:**
  By participating as a sponsor, you acknowledge and agree that FLC may use photographs, video, or audio recordings taken at the event, including those capturing sponsor staff, for promotional and marketing purposes.

Payment & Cancellation:

- **Payment Deadline:** Sponsorships must be paid in full no later *than May 1, 2026*. Late payments may result in forfeiture of sponsorship benefits and could impact eligibility to participate in future events**.**
- **Cancellation Policy:**
    - Cancellations must be submitted in writing to FLC's Senior Business Development Manager, Casey Annunziata, at *cannunziata@autm.net*
    - Cancellations made more than 30 days before the event are subject to a 50% cancellation fee.
    - Cancellations made within 30 days of the event are non-refundable.
    - FLC does not guarantee any minimum level of attendance, and sponsorship fees are not subject to adjustment or refund based on attendance numbers.

Force Majeure:

If FLC determines that the National Meeting cannot be held due to circumstances beyond its control, including, but not limited to, natural disasters, pandemics, acts of war, strikes, civil disorder, or government regulations, FLC reserves the right to cancel or reschedule the event. In such cases, sponsors agree to waive liability and will be eligible for a refund or prorated reimbursement of paid sponsorship fees, based on the value of benefits already received. If the cancellation occurs close to the event date and certain marketing deliverables (such as digital exposure, logo placements, or recognition in materials) have already been provided, FLC reserves the right to withhold a portion of the sponsorship fee to reflect those fulfilled benefits.

Indemnification:

Sponsors agree to indemnify, defend, and hold harmless FLC, its officers, agents, and employees from and against any claims, liabilities, damages, or expenses (including legal fees) arising out of or related to their participation in the event.

Exhibitors

ACCEPTABILITY OF EXHIBITS: All exhibits shall serve the interests of the members of FLC and shall be operated in a way that will not detract from other exhibits or from the exhibition. Exhibit management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to the purpose of the Association. In the event of such restriction or eviction, FLC is not liable for any refund of exhibit fees, or any other exhibit-related expense.

ASSIGNMENT OF SPACE: Exhibit space is assigned on a first-come, first-served basis, giving priority to those who are both sponsors and exhibitors. FLC will attempt to honor all requests for exhibit space. Notwithstanding the above, FLC reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

Each 10’ x 8’ Booth Includes:

- (1) 6' x 30" Draped (white) Table
- (1) Wastebasket
- (2) Side Chairs
- Draped back and side rails
- Company identification sign
- General security
- One complimentary full meeting registration

ADDITIONAL COSTS: The following items are **not** included in exhibit booth packages and must be purchased separately.

- **Flooring:** The exhibit hall has concrete flooring. Carpet or other flooring
- for individual booths is not provided.
- **Furniture:** Additional Furniture outside of the table and two chairs must
- be ordered separately.
- **Electricity:** Access to power outlets must be arranged in advance at an
- additional cost.
- **Audio/Visual (A/V):** monitors, lighting, cabling, and other A/V needs.
- **Wi-Fi:** complimentary basic Wi-Fi is provided. Hardwired connections
- or enhanced service levels require separate purchase.
- **Lead Retrieval Software:** Available for purchase to help track and follow
- up with booth visitors.

OFFICIAL CONTRACTOR: All decorating and exhibit furniture will be handled by the official contractor, Fern. The exhibitor services kit outlines prices and instructions for securing additional items for your exhibit, shipping, and material handling, etc. The exhibitor services kit will be mailed a few weeks prior to the conference.

FLOOR PLAN: All dimensions and locations shown on the official floor plans are believed to be accurate. Exhibit management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

FAILURE TO OCCUPY SPACE: The exhibitor will forfeit space not occupied by the close of the exhibit installation period and this space may be resold, reassigned, or used by exhibit management. Exhibit management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

CARE OF EXHIBITS: Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor’s expense.

CONSTRUCTION OF EXHIBITS: Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit.

RESTRICTIONS ON USE OF SPACE: No exhibitor shall sublet, assign or share any part of the space allocated without the written consent of FLC. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the exhibition.

FIRE REGULATIONS: All fabrics and other materials used for decorative purposes must be flameproof. Each exhibitor must have a certificate showing that display material has been treated by a fireproofing compound approved by the appropriate city agency. All packing and decorating material must not be packed in paper, straw or excelsior. Any merchandise packed in flammable material cannot be brought into the show. All electrical equipment must be U.L.-approved and must be wired in accordance with the rules of the local Board of Fire Underwriters. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

SECURITY: Exhibit management provides peripheral security guard service. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display—even temporarily.

INSURANCE: Exhibitor Responsibility Clause: To the fullest extent permitted by law, the person/legal entity described as “Exhibitor” in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as “Exhibitor” in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless Westin Seattle (“Hotel”) and Hotel’s owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”), as well as FLC (“Group”), from and against any and all claims or expenses arising out of Exhibitor’s use of the Hotel’s exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor’s indemnity obligations in this clause. Such insurance shall be in the amount of not less than $1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

COMPLIANCE: The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that exhibit management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duty, authorized local, state and federal governing bodies concerning fire, safety and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

RESPONSIBILITY: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the hotel premises and will

indemnify, defend and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

UNIONS AND CONTRACTORS: Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by exhibit management. Only the official contractors designated by exhibit management will be permitted in exhibit areas unless authorized by exhibit managers.