

## Exhibitor Rules and Regulations

**Application and Contract** – Exhibitor fully understands that the online Exhibitor Contract shall become a binding contract and is subject to the terms and regulations set forth by Receivables Management Association International (RMAI). RMAI reserves the right to reject an application which, in its judgment, is not appropriate for the Annual Conference. Exhibitor also fully understands that specific space on the floor is not guaranteed. RMAI reserves the right to reassign space to a comparable location at its sole discretion.

**Exhibitor Logo** – Exhibitor will provide RMAI a company logo in high resolution (300+dpi) EPS, JPG or PNG format within 10 days of submitting completed and signed Exhibitor Contract and Exhibitor Rules and Regulations. Logos cannot be updated or substituted after December 1, 2026.

**Registration** – Exhibitor will register individual attendees online for the 2027 Annual Conference. Two registrations are included per 10x10 booth, one registration per Kiosk.

**Group Discounts** – Exhibitors receive discounted registrations beyond any complementary conference registrations that may be included with Exhibiting.

- First Attendee | Full Price
- Attendees 2 and 3 | discounted 25%
- Attendee 4+ | discounted 50%

**Cancellation and Refund Policy** – Written cancellations received by September 22, 2026, will be processed minus a \$150 administrative fee. Written cancellations received between September 23, 2026, and November 30, 2026, will be processed minus a cancellation fee of 50% of the booth amount. NO REFUNDS will be made for cancellations received on or after December 1, 2026.

**Force Majeure** – RMAI reserves the right to delay or cancel events due to acts of God, acts of government or other authorities, terrorism, wars, civil disturbances, epidemics, or any other circumstances beyond our control. In such a situation, RMAI will provide written notification, and within 60 days, refund payments received for exhibits, less any actual out-of-pocket costs incurred by RMAI.

**Liability Policy** – Exhibitor indemnifies and agrees to hold harmless RMAI, Aria Resort & Casino, the decorator, and all their officers, directors, employees, and agents, from and against any actions, losses, costs, damages, claims and expenses (including attorney fees) arising from any damages to property or bodily injury to exhibitor, their agents, representatives, or employees by reasons of the exhibitor's occupancy or use of the exhibit space.

**Hall Exhibitor Set-up** - (booths inside the Ironwood Ballroom) must be set up their display between the hours of 6:00 AM and 10:00 AM Tuesday, February 9, 2027.

**Kiosk Exhibitor Set-up** - (exhibitors outside the Ironwood Ballroom) must be set by 1 PM, Monday February 8, 2027. Space not occupied or set up by the opening may be reassigned for other purposes. Hours subject to change.

**Exhibit Tear-Down** – Both Hall and Kiosk Exhibitors may break down their booth after 6:30 pm on Wednesday, February 10, 2026 (with restrictions) and on Thursday, February 11, 2026 from 8:00 am to 10:00 am. For those who wish to break down on Wednesday, note that Freeman will not be delivering crating materials until Thursday AM. Subject to change.

Set up and Tear Down is not permitted outside to the designated hours.

**Default Occupancy** – Any exhibitor failing to occupy their contracted exhibit space is not relieved of their financial obligation to RMAI.

**Conflicting Meeting or Social Events** – Exhibitor is prohibited from scheduling seminars, meetings, receptions/hospitality suites, or any other activities which conflict with the RMAI exhibit hours and other RMAI Annual Conference functions.

**Distribution of Printed Materials/Solicitation** – Distribution of advertising materials, samples, souvenirs, publications, etc. are restricted to the exhibitor's booth only and can only apply to the exhibitor's business. Distribution of literature for a company or affiliation other than the name on the exhibitor contract must be pre-approved by RMAI.

**Insurance/Certificate of Insurance** – Now a benefit of Exhibiting! RMAI working with Rainprotection Insurance will arrange insurance coverage meeting with the Aria requirements. Any additional coverages are the responsibility of the exhibiting organization.

**Attendee List | Terms of Use (TOU)** - Exhibitor shall use the Attendee List solely for advance marketing related to the 2027 Annual Conference. Exhibitors shall not add Attendee List information to any database, nor disclose it outside of their organization. The Attendee List is provided exclusively for Exhibitor's use and does not extend to sister or affiliated companies. Exhibitors shall not send excessive communications to attendees, defined as no more than three (3) unsolicited contacts within thirty (30) days pre and post conference unless express written consent is obtained from the attendee. Violation of these terms will result in immediate revocation of access to future Attendee Lists and a penalty of

\$3,000 per occurrence for members and \$5,000 per occurrence for non-members.

#### **Schedule of Attendee Listings**

45-day Advance | 12/28/2026

30-day Advance | 1/9/2027

15-day Advance | 1/24/2027

7-day Post | 2/18/2027

**Subletting of Space** – Exhibitor agrees not to assign or sublet space or any part thereof and not to display materials other than those describing their products, unless approved by RMAI.

**Protection of the Conference Facility** – Exhibitor shall not post, tack, nail, screw, or otherwise attach to the columns, walls, floor, or other parts of the Aria Resort & Casino without permission from RMAI. Exhibitors shall pack, unpack, and assemble exhibit only in designated areas.

**Service Organization** – When union personnel are required, it shall be the exhibitor’s responsibility to comply with their requirements. In no event shall RMAI be responsible for the conduct of contractors or their employees. RMAI assumes no responsibility for failure to perform by contractors, their charges, or any other matter relating to contractor or the exhibit area.

**Line of Site/Dimensions** – Exhibitor must construct their booth in a manner that does not block the line of site for

neighboring booths. RMAI has the final determination regarding line of site issues. Exhibitor agrees to adhere to the decision of RMAI. Questions about dimensions, entertainment, etc., should be directed to Event & Sales Development Manager, Sylvia Done at [sdone@rmaintl.org](mailto:sdone@rmaintl.org).

**Food and Beverage** – No outside food or beverage may be brought into the exhibit hall. This includes pre-packaged snacks or beverages. Nevada state liquor laws and the Aria Resort & Casino prohibit exhibitors from serving or distributing alcohol from their booth. Food and alcohol must be provided and served by the Aria Resort & Casino. Exhibitors are welcome to participate in all meals, breaks and receptions provided in the Exhibit Hall. Please contact [events@rmaintl.org](mailto:events@rmaintl.org) with questions.

**Identification** – Exhibitor must staff their exhibit booth during exhibit hours. Exhibit booth staff must always wear RMAI name badges. The same company must occupy their contracted booth for the duration of the show. Exhibitors, exhibit staff, and exhibitor guests must be registered for the Annual Conference to be in attendance.

**Audio and Video Recording** - RMAI prohibits unauthorized audio and video recording at any of its meetings including conferences, seminars, member forums, informal meetings and gatherings, task forces, committee and subcommittee meetings, and networking sessions.