



EXHIBITOR CONTRACT

36th Annual LEVA DME Training Symposium
The Coeur d'Alene Resort
115 S. 2nd St., Coeur d'Alene, ID 83814
October 27-31, 2025



In accordance with the exhibit regulations governing rental of exhibit space on the subsequent pages of this contract, the undersigned hereby applies for exhibit space at the 36th LEVA International Digital Multimedia Evidence Training Symposium. We understand these regulations are incorporated into this contract by reference and this application becomes a contract when accepted and confirmed by the Law Enforcement & Emergency Services Video Association International, Inc. (LEVA). We understand all exhibit fees are to be paid in full on or before June 1, 2025.

Official Exhibit Representative

Please designate below the name of the person from your organization who is to receive all relevant exhibition materials, including exhibit booth confirmation, housing forms, exhibitor updates, and exhibitor service manual: **This form is now a savable .pdf document**

Representative's Name: _____

Title: _____

Company Name: _____

Address: _____

City State/Province _____

Zip / Postal Code: _____

Telephone: _____

Fax: _____

E--mail address: _____

I understand, acknowledge receipt of, and agree to abide by, the official terms and conditions on the reverse side of the contract and to all conditions under which exhibit booth space at the host hotel is leased to the Law Enforcement & Emergency Services Video Association International, Inc. (LEVA).

Signature: _____

Date: _____

Note: All exhibit booth space applications must be signed to confirm exhibit booth reservations.

Return this signed contract and remittance to:

LEVA Conference
84 Briar Creek Road
Whitesboro, TX 76273

Email: execsec@leva.org

Exhibit Hall Dates and Times

Monday, October 27, 2025.

Exhibit Hall opens to vendors at 12:00 PM for setup.

President's Reception 7 - 9 P.M.

Tuesday, October 28, 2025

Exhibit Area Open 9:00 A.M - 5:00 P.M.

Lunch in Exhibit Area 11:30 A.M. – 1:30 P.M.

Door Prize Drawing 5:00 P.M. – 5:30 P.M.

Reception, breaks, and lunch will be in held in the exhibit hall.

Exhibit Layout Coming Soon

All exhibit spaces are assigned on a first come, first served basis. Please note exhibitors who take advantage of sponsor opportunities (see related document), will receive premium booth locations first.

Exhibit Booth Rates

8'x10' Booth is \$995.00 (US) each.

Number of exhibit booths requested (\$995.00): _____
Sponsorship Packages (Optional) _____

- Vendor Luncheon: \$3000
- Fleece Vest: \$4000
- Presidents Reception: \$5000
- Banquet: \$5000

NOTE: Premium sponsorships include the booth space.

Sponsorship Application **MUST** be emailed or faxed with minimum 50% deposit to reserve your space.

Deposit Amount: _____

Total amount due with contract: \$ _____

Credit Card Payments can be made online at <https://www.leva.org/pay-online/>

PLEASE RETURN A COPY OF JUST PAGE 1 OF THIS SIGNED CONTRACT WITH YOUR DEPOSIT. SEE PAGES 2 - 4 OF CONTRACT FOR MORE DETAILED INFORMATION.

Terms and Conditions of Contract for Exhibit Space

RESERVATIONS AND CANCELLATIONS - All requests for space are now being processed on a first come, first served basis. Reservations must be accompanied by a signed contract with a minimum 50% deposit per booth or sponsorship opportunity selected. The deposit, which is non-refundable, is applied to the exhibit space. Balances are due no later than June 1, 2025. Refunds of booth payment, excluding deposits, for cancellations after that date will be made only if the space reserved can be resold and the exhibition is sold out.

To reserve exhibit space, please complete the enclosed application for exhibit space and forward via email, fax, or mail to the Law Enforcement & Emergency Services Video Association. Refer to the contract front for address, etc.

STANDARD EXHIBIT SPACE DESCRIPTION AND REGULATIONS: All single exhibit spaces will be an 6' x10' with a six-foot skirted table. Height of displays is limited to 8 feet. Side wings may not obstruct a view of adjacent booths therefore, they may not project more than 24 inches from the back wall. Booth space includes 2 chairs, trash can and sign.

DRAYAGE: Booth displays should be shipped prepaid to the authorized drayage firm. The rate will include storage up to 5 days prior to the conference (do not ship before that time), placing the material in the exhibit space, removal, and storage of all empty crates until the end of the event and return the crates to the exhibitor's space. The rate will not include any assembling, un-skidding in spaces, dismantling, crating, blocking, or bracing. All empty packing crates must be properly marked with the name and booth number. Unmarked crates will not be returned. There is no loading dock. Any pallets need to arrive via truck with a lift gate.

EXHIBITORS SERVICE MANUAL: Listings of available service, electrical equipment, furniture, decorating materials, and prices, as well as order forms, will be sent to exhibitors 30 to 60 days prior to the conference by LEVA.

DISMANTLING OF DISPLAYS: Exhibitors will not be permitted to dismantle their exhibits nor do any packing until after the published closing time. No packing crates will be returned until that time. All dismantling must be finished, and all exhibit material must be out of the exhibit area 4 hours after the closing of the exhibit hall. It is the responsibility of the exhibitor to arrange for return shipment of exhibit material, properly labeled, before departure. Exhibitors are responsible for notifying the drayage firm of return shipping instructions.

EXHIBITION PERIOD: The exhibition area will be available for set up and installation between 12:00 P.M. until 6:00 PM, Monday, October 27, 2025. All work must be completed and each booth ready for the opening of the exhibition by 6:00 P.M. that day. An inspection of the booths will be made. No work on booths will be permitted after the opening of the exhibition.

EXHIBITOR REPRESENTATIVES: Exhibit spaces are limited to 5 company representatives. If additional personnel are needed, please contact Troy Lawrence at Troy.Lawrence@Leva.org. Please ensure that representatives working in the booth are aware of all terms, conditions, and rules pertaining to the exhibition.

LIABILITY AND INSURANCE: Neither LEVA nor host hotel shall be responsible for any loss, damage, or injury that may occur to the exhibitor or the exhibitor's employees, or property, from any cause whatsoever prior to, during, or after the period covered by the exhibit contract. The exhibitor specifically agrees to release the LEVA and host hotel from, and agrees to indemnify against, any and all claims for loss, damage, or injury, including attorney's fees and court cost, that may occur to any exhibitor's property or employees from any cause whatsoever. The exhibitor shall be solely responsible for the operation of his or her exhibit and expressly releases from, and agrees to indemnify, LEVA and host hotel against any claims for loss, damage, or injury, including attorney's fees and court cost to himself, his employees, spectators, or attendees arising from the operation of said exhibit. Insurance on each exhibit shall be obtained at the exhibitor's own expense and risk.

PROPER USE OF EXHIBIT SPACE: All exhibit spaces should be assembled in a manner which does not detract from or obstruct adjacent spaces. Exhibitors may not for any reason, sublet, or allow use to other exhibitors of a whole or part of the exhibit space assigned by LEVA. Exhibitors may not display or advertise goods and services which are not manufactured, distributed, or otherwise provided by the exhibitor during the normal course of business.

UNCLAIMED EXHIBIT SPACE: Exhibit space not claimed or occupied by 6:00 P.M on the evening of October 27, 2025, may be reassigned at the discretion of the LEVA.

EXHIBIT AREA SECURITY: Security oversight for the exhibits will be provided but without guarantee of any kind.

LABOR: All work in connection with exhibits requiring "hired labor" must be performed by official exposition contractor personnel. Skilled labor, common labor, and porters are made available by the conference decorator at established rates (see display labor order in service manual).

DECORATING SERVICES: Rental furniture, labor to install and dismantle exhibits, special booth decorations, table skirting, carpeting, special sign service, and electrical, janitorial, and material handling services will be described in the Exhibitors Service Manual and can be ordered in advance at prevailing rates.

PROPER USE OF AUDIO AND VISUAL EQUIPMENT: The use of audio / visual equipment may not obstruct, or otherwise interfere with, adjacent booths.

DIRECT SALES PROHIBITED: LEVA, as a non-profit organization, precludes direct sales of any goods from the exhibit. As always, attendees may place orders with exhibitors for goods and services.

UNAUTHORIZED DISPLAYS: To protect the interest of all exhibitors, signs and displays, other than those located at exhibitor's spaces and in the exhibit hall are prohibited. Exhibitors who place signs or displays elsewhere will be charged an additional fee.

CONFIDENTIALITY RULES AND REGULATIONS: LEVA recognizes the need to keep the mailing list of its members confidential and secured due to the nature of the occupation of its members, and therefore demands the same of the exhibitors who participate in the LEVA Training Symposium. The delegates of the LEVA Training Symposium require that all confidential information about its membership (phone numbers, addresses, and mailing lists compiled by the exhibitors) cannot be sold or given to any other

business or organization at any time.

FORCE MAJEURE: In the event that the LEVA for any reason shall determine not to hold an Annual Training Symposium, or if it is prevented from doing so for any reason, or if the host hotel or any part thereof is destroyed or damaged by fire or other cause, or if by reason of government restriction the use of said premises or the conduction of the annual LEVA Training Symposium is prevented, the exhibitor waives any claim for damages or compensation which might arise by reason thereof, except the return to the exhibitor the payment made for rental exhibit space.

CLEANING SERVICE: Special exhibit space cleaning service is available through the event decorator.

RIGHT TO REFUSE ADMITTANCE: LEVA reserves the right to refuse admittance of the exhibitor to the conference floor should said admittance be deemed by the LEVA not to be in the best interest of the LEVA. LEVA reserves the right to refuse admittance of the exhibitor's employees or agents to the conference floor and/or the exhibition space should such admittance be deemed by LEVA not to be in the best interest of LEVA.

ADDITIONAL INFORMATION: Solicitations and demonstrations by exhibitors must be confined to their own respective spaces unless assigned a presentation session. Printed advertising may be distributed by the exhibitor only from his/her own space. Aisles in front of the exhibit spaces must be kept clear.

Law Enforcement & Emergency Services Video Association International, Inc.

84 Briar Creek Road
Whitesboro, Texas 76273
Phone: 469-285-9435

LEVA Executive Secretary
Susan Krawczyk
Email: execsec@leva.org

LEVA Executive Director Troy Lawrence
Phone: 817-247-0448
Email: Troy.Lawrence@leva.org

