

Rice Data Science Conference (DS Conference)

Terms & Conditions for Sponsors

1. **Definitions**

'K2I' means the Ken Kennedy Institute for Information Technology or their designated representatives. 'Sponsor' includes any person, firm or company, corporation, institution, association or committee to whom space is allocated. 'Venue' refers to the location where the conference is being held.

2. **Applications**

Applications for Sponsorship at the DS Conference should be made on the official online booking form. Spaces are allocated on a strictly 'first-come, first-served' basis.

3. **Payments**

An invoice will be issued upon receipt of the booking form and payment should be made in accordance with the payment terms. If the event is within 30 days of the sponsorship package being booked, full payment will be required with the booking.

4. **Cancellations**

Sponsors wishing to cancel a booking must do so via email to K2I. Receipt of such cancellation will be confirmed by return email. K2I incurs considerable costs prior to the conference including marketing, promotion and administration expenses, so the following charges for cancellations will apply: a) 50% of total cost if cancelled between 6 and 8 weeks prior to the event; b) The full cost of the booking is payable for cancellations within 6 weeks of the event.

5. **Shared Stands (Co-Sponsoring)**

An exhibitor may co-sponsor with another company; however, the exhibitor must provide one company contact for K2I to communicate with. Additionally, the company must also provide one logo to be used to K2I.

6. **Registration of Staff**

Staff from Sponsors who wish to attend the Conference must register as full conference delegates using the coupon code that will be provided. Each sponsor is given a certain number of coupon codes (determined by your registration level). Sponsor is responsible to distribute and manage coupon codes. If your staff does not register using the coupon code before the Conference and all coupon codes have been used, they will be required to pay the on site registration fee. No exceptions will be made.

7. **Sponsor Provided Materials**

Sponsors must provide K2I with all materials for publication and print by the indicated deadlines. Materials must be provided at a minimum resolution of 300 DPI at 100% in either JPEG (preferred for website) or EPS (preferred for print) formats (alternative acceptable format is AI). Sponsor grants to K2I a non-exclusive, royalty-free, nontransferable, worldwide right and license, throughout the term of this Agreement: (i) to reproduce and use the Sponsor logos for signage, website usage and other marketing activities and (ii) to resize the logos, as appropriate for use in the signage, website usage and other marketing activities. Sponsor represents and warrants to K2I that Sponsor is the sole and exclusive owner of the logos and that Sponsor has the right to grant the permission for use as set forth herein. Sponsor will indemnify and hold Rice University harmless from and against any third party claim arising out of or related to the use or reproduction of the logo as permitted herein.

8. **Amendment of Site Plan**

Every effort is made to preserve the published layout of the conference area and exhibitions. Should it be necessary to revise the layout for any purpose, K2I reserves the right to transfer a Sponsor to an alternative suitable site without liability.

9. **Standard Building Services**

Standard exhibition sites are outlined in the Sponsor Information Package. Electrical supply will be provided where possible, but it is not guaranteed. Sponsors must abide by the set-up and breakdown times

as stated. Sponsor tables/stands should be manned during all refreshment breaks and events scheduled in the Exhibition area. Under no circumstances can a table/stand be broken down until after the close of the Conference.

10. **Insurance**

Exhibitors and sponsors are responsible for arranging appropriate insurance coverage in connection with their attendance at the conference, including prevention, postponement or abandonment. K2I/Rice University will not be liable for any loss, liability or damage to personal property.

11. **Protection of Premises**

Sponsors must comply with any reasonable instructions given by any authority regarding fire precautions and safety. All decorations, displays and exhibits, together with incidental fittings, must conform fully to the regulations and requirements of local authorities, and must be non-flammable or treated for fire prevention by an approved method. Sponsor shall leave any exhibition space it uses in the same condition as it was when Sponsor entered upon the premises and shall not cause or permit others to cause any damage or disruption to the exhibition space or the Venue. Sponsor shall be fully responsible to pay for any and all damages to the Venue that results from any act or omission of Sponsor.

12. **Alterations & Disclaimer**

K2I reserves the right to make alterations to the Conference program, venue and timings at any time. K2I will make every effort to secure a high level of attendance to the conference, however, no guarantee of attendance numbers can be given and no discounts or refunds are available if attendee numbers do not reach the projected levels.

13. **Cancellation of the Conference**

If, for any reason, the Conference is postponed, abandoned or altered in any way in whole or in part, or if K2I finds it necessary to change the dates of the Event, K2I/Rice University shall not be liable for any expenditure, damage or loss incurred by the Sponsor. In the unlikely event of the Conference being cancelled by K2I, Sponsor waives any and all claims for damages and agrees that the sole liability of K2I/Rice University shall be to return Sponsor's sponsorship fee, less Sponsor's pro rata share of all costs and expenses incurred and committed by K2I/Rice University. If by re-arrangement or postponement of the period of the Event, or any other reasonable manner, the event can take place, the contract between K2I and the Sponsors shall remain in force.

14. **Information and Copyright**

Information supplied by K2I in relation to any conference or Conference is accurate to the best of their knowledge and belief, but shall not constitute any warranty or representation. Any inaccuracy, mistakes or omission in such information shall not entitle the Sponsor to cancel its sponsorship contract. All conference materials, including, but not limited to, all information, data, photos, videos, slides, and papers, are the property of K2I/Rice University and shall not be posted or disseminated by Sponsor for any purpose.. Lists and information relating to participants may only be used in relation to the Sponsor's presence at the event.

15. **Websites & Links**

The Conference and associated K2I websites may link to other websites and networking tools, provided for the convenience of the users. The contents of these websites are maintained by their owners, for which K2I takes no responsibility; neither can responsibility be taken for contents of any website linking to this website.

16. **Conference Services**

The conference facilities and certain conference services are being provided by the Venue. K2I is not responsible for the actions or inactions of the Venue or any of its employees, agents, or contractors.

If you have any questions about these Terms & Conditions, please contact – Caitlin Young at k2i@rice.edu