



EXHIBIT TEAR DOWN & DISMANTLING POLICY

All exhibitors must ensure their exhibit displays remain fully operational and accessible throughout the duration of the event. Dismantling or disassembly of any part of your exhibit prior to the event's official conclusion is strictly prohibited and will result in a \$500 fine per exhibit space.

The approved time to dismantle your exhibit space is at 3:00 PM on Friday, February 12, 2027.

A fine of \$500 per exhibit space will be added to your 2027 vendor portal for anyone dismantling early. The Academy staff will be in the exhibition hall at 2:30 PM on February 12th documenting any early breakdown, below are the steps included for this process:

- **Verification:** Upon noticing an early breakdown of an exhibit, the Academy will take a picture of the vacated area to document the situation.
- **Fee Assessment:** Following verification, the Academy will add a charge for the early breakdown via your vendor portal.
- **Notification:** Exhibitor will receive a notification via email regarding the assessment of the early breakdown along with the breakdown of charges. This fee must be paid in full to participate in future Academy events.

For questions, please contact Kate Feuling at kfeuling@oandp.org.