

Workshop Participation Terms

General Rules & Requirements

Version 2026.1 · Effective September 9, 2026

A. PURPOSE & APPLICATION

1. These Workshop Participation Terms (“Workshop Terms”) apply whenever an Exhibit Space Rental Agreement (“Contract”) includes participation in a workshop, class, demonstration, lecture, presentation, or similar instructional or educational activity (“Workshop”) in connection with an Event produced by Garan-Beadagio, LLC (“Promoter”).
2. These Workshop Terms are incorporated into and form part of the Contract. The Contract, Exhibitor Handbook (“Handbook”), these Workshop Terms, and applicable Event-specific instructions together govern Exhibitor’s participation.
3. For purposes of these Workshop Terms, “Instructor” means the Exhibitor, individual, company, or other entity identified in the Contract as responsible for conducting the Workshop. “Student” means any person attending or participating in a Workshop.
4. A Workshop may take place within Instructor’s exhibit space, in a separate classroom or demonstration area, or in another location approved by Promoter. Workshop hours may differ from public Event hours when authorized by Promoter and Facility.

B. WORKSHOP ARRANGEMENTS, FEES & PAYMENT

1. Workshop dates, times, locations, space, equipment, utilities, fees, commissions, revenue shares, discounts, complimentary space, or other financial arrangements are governed by the Contract and any written Event-specific confirmation issued by Promoter.
2. Workshop space, tables, chairs, electrical service, audiovisual equipment, or other furnishings or services are provided only to the extent stated in the Contract or Event-specific information and are subject to availability and Facility requirements.
3. No promise or guarantee is made regarding Workshop enrollment, attendance, sales, revenue, profitability, or other financial results.
4. Unless otherwise expressly stated in the Contract, Promoter or Coordinator will collect only the instructional fee charged for participation in the Workshop (“Class Fee”). Any kit fee, materials fee, supply charge, merchandise sale, or other charge for tangible property (“Kit Fee”) is the sole responsibility of Instructor and must be collected directly by Instructor.
5. Promoter and Coordinator do not collect, hold, account for, or remit Kit Fees unless expressly agreed otherwise in writing. Instructor is solely responsible for determining, collecting, reporting, and remitting any sales, use, or other tax applicable to Kit Fees, materials, merchandise, or other property provided or sold by Instructor.
6. Instructor is responsible for clearly distinguishing any Kit Fee or other separately charged materials or merchandise from the Class Fee in Workshop descriptions, Student communications, and payment arrangements when reasonably requested by Promoter or Coordinator.
7. Instructor remains responsible for all tax, licensing, permit, resale, seller’s-permit, and other governmental obligations arising from Instructor’s sale or provision of kits, materials, merchandise, or other tangible property.
8. Class Fees may be collected by Instructor, Promoter, or a designated third-party Coordinator or registration provider, as specified for the applicable Event.
9. Amounts collected on Instructor’s behalf will be accounted for and paid to Instructor, less applicable commissions, refunds, chargebacks, processing charges, and other amounts properly due under the Contract, within thirty (30) days after conclusion of the Event.

10. If Instructor collects Workshop fees directly and the Contract requires payment of a commission, revenue share, room charge, or other amount to Promoter or Coordinator, Instructor must provide any reasonably requested accounting and pay all amounts due within thirty (30) days after conclusion of the Event.
11. With Instructor's agreement, amounts otherwise payable to Instructor may be applied as a credit toward exhibit space, Workshop charges, or other amounts due for the current Event or a future Event. Any such credit will be documented in the Contract or other written confirmation and will constitute payment to Instructor to the extent applied.
12. Student cancellations, refunds, transfers, credits, and related registration matters will be handled according to the cancellation and registration policies applicable to the Workshop. Instructor compensation is based on amounts actually collected and retained after applicable refunds, chargebacks, payment-processing adjustments, and other authorized deductions, unless the Contract expressly provides otherwise. Any cancellation, refund, credit, or transfer relating to a Kit Fee collected directly by Instructor is solely between Instructor and Student, subject to applicable law and any policy communicated by Instructor.
13. Instructor is responsible for reviewing the applicable Workshop listing, pricing, schedule, materials requirements, and other information and for promptly notifying Promoter of any material error.
14. If a refund, chargeback, payment reversal, or similar adjustment attributable to a Workshop occurs after Instructor has been paid or credited, Promoter or Coordinator may deduct Instructor's applicable share of that amount and related processing costs from amounts otherwise payable or creditable to Instructor. If no sufficient amount is then payable, Instructor must reimburse the applicable amount within thirty (30) days after written notice.

C. THIRD-PARTY WORKSHOP COORDINATORS

1. Promoter may use an independent third-party contractor or coordinator ("Coordinator") to administer Workshop registration, collect fees, communicate with Students, provide classroom services, or perform other Workshop-related functions.
2. When a Coordinator is used, Instructor must comply with applicable registration, payment, scheduling, and administrative procedures established for the Event.
3. Unless expressly stated otherwise in writing, a Coordinator is an independent service provider and is not authorized to modify the Contract or these Workshop Terms on behalf of Promoter.
4. Promoter is not responsible for the acts, omissions, delays, errors, payment processing, service interruptions, or other performance of an independent Coordinator, subject to the Contract and applicable law.

D. INSTRUCTOR RESPONSIBILITIES

1. Instructor is responsible for preparing, staffing, conducting, and supervising each Workshop in a professional and safe manner and for providing all tools, supplies, kits, materials, equipment, personnel, and instruction not expressly stated as being provided by Promoter, Facility, or Coordinator.
2. Instructor must arrive sufficiently in advance of the scheduled Workshop to complete setup and be ready to begin at the published start time.
3. Instructor may not materially change the Workshop subject, content, duration, location, capacity, instructor, or required materials without Promoter's approval.
4. Instructor is responsible for maintaining reasonable control and supervision of Students during the Workshop and for immediately addressing unsafe conduct or conditions within Instructor's control.
5. Instructor must leave the Workshop area clean and in substantially the same condition as received, ordinary wear excepted. Instructor is responsible for damage caused by Instructor, its staff, Students, equipment, materials, or Workshop activities to the extent provided by the Contract.

E. SAFETY, TOOLS & MATERIALS

1. All Workshop activities, tools, equipment, materials, demonstrations, and processes must comply with the Contract, Handbook, Event-specific instructions, Facility requirements, and applicable laws, codes, fire regulations, and safety requirements.
2. Instructor must take reasonable precautions to protect tables, floors, walls, furnishings, and other surfaces from damage resulting from paints, dyes, adhesives, chemicals, heat, tools, liquids, sharp objects, or other Workshop materials.

3. Open flames, torches, soldering equipment, kilns, heating devices, cooking equipment, chemicals, powered tools, or other potentially hazardous equipment or processes may be used only when permitted under the Handbook and specifically approved when required by Promoter, Facility, or applicable authority.
4. Promoter or Facility may require Instructor to modify, suspend, or discontinue any Workshop activity, material, tool, or process that is unsafe, disruptive, noncompliant, or inconsistent with Facility requirements.

F. INSURANCE, LIABILITY & INDEMNIFICATION

1. Instructor must maintain the insurance required by the Contract for all Workshop activities. Workshop participation is considered part of Exhibitor's operations and participation in the Event for purposes of the Contract's insurance requirements.
2. When required by the Contract or Event-specific instructions, any designated Coordinator or other party must also be named as an additional insured.
3. Instructor is responsible for injury, loss, or damage arising from Instructor's Workshop activities, personnel, equipment, materials, or operations, subject to the terms of the Contract.
4. The liability limitations, indemnification, defense, and hold-harmless obligations stated in the Contract apply fully to Workshop activities, including claims involving Students or other Workshop participants.
5. Promoter does not assume responsibility for the loss, theft, or damage of Instructor's or Students' property, subject to the Contract and applicable law.

G. TAXES, LICENSES & COMPLIANCE

1. Instructor is an independent contractor and is responsible for all federal, state, and local taxes, licenses, permits, registrations, and other governmental obligations arising from Workshop compensation, Class Fees collected directly by Instructor, Kit Fees, merchandise sales, or other amounts received by Instructor, except to the extent applicable law expressly places responsibility on another party.
2. Instructor must provide a completed Form W-9 or other reasonably required tax documentation upon request. Promoter or Coordinator may withhold payment or credit until required tax documentation has been received.
3. Promoter or Coordinator will issue any Form 1099-NEC or other information return required by applicable law based on amounts paid or credited to Instructor during the applicable calendar year.
4. Instructor is responsible for reporting all income and compensation received in connection with Workshops, whether paid in cash, by check, electronically, by credit against exhibit space or other charges, or in another form.
5. Instructor is responsible for complying with all laws and regulations applicable to the Workshop and the products, services, materials, or instruction provided.

H. CANCELLATION, REFUNDS & NO-SHOWS

1. Instructor must notify Promoter and any designated Coordinator as soon as possible if Instructor cannot conduct a scheduled Workshop. Notice of cancellation does not relieve Instructor of the obligations stated in this Section.
2. If Instructor cancels a Workshop more than thirty (30) days before its scheduled start, no cancellation commission will be charged; however, Instructor remains responsible for nonrefundable payment-processing charges, refund fees, and other direct third-party costs already incurred specifically for the cancelled Workshop.
3. If Instructor cancels a Workshop thirty (30) days or less, but more than seven (7) days, before its scheduled start, Instructor is responsible for fifty percent (50%) of any fixed room charge or other fixed Workshop amount stated in the Contract, plus fifty percent (50%) of any commission or revenue share that would otherwise have been payable to Promoter or Coordinator based on Student registrations existing at the time of cancellation, together with nonrefundable payment-processing charges, refund fees, and other direct costs resulting from the cancellation.
4. If Instructor cancels seven (7) days or less before the scheduled Workshop, or fails to appear and conduct the Workshop as scheduled, Instructor is responsible for one hundred percent (100%) of any fixed room charge or other fixed Workshop amount stated in the Contract, plus one hundred percent (100%) of any commission or revenue share that would otherwise have been payable to Promoter or Coordinator based on Student registrations existing at the time of cancellation or no-show, together with nonrefundable payment-processing charges, refund fees, and other direct costs resulting from the cancellation or no-show.

5. If the Contract does not provide for a commission, revenue share, room charge, or other Workshop compensation from which a cancellation charge can be calculated, Instructor is nevertheless responsible for nonrefundable payment-processing charges, refund fees, and other reasonable direct costs incurred by Promoter or Coordinator as a result of Instructor's cancellation or no-show.
6. The cancellation amounts described above are intended to compensate Promoter and Coordinator for administrative, registration, payment-processing, promotional, Facility, and other costs and losses associated with late cancellation and are not intended as a penalty.
7. Instructor is responsible for refunding Students for Class Fees, Kit Fees, or other amounts collected directly by Instructor when a refund is due. Such refunds must be issued within seven (7) days after cancellation.
8. Amounts collected through Promoter or Coordinator will be refunded or otherwise handled through the applicable registration system. Instructor remains responsible for amounts properly allocated to Instructor under this Section and the Contract, including applicable refunds, chargebacks, processing costs, and cancellation charges.
9. Promoter may cancel, relocate, reschedule, modify, combine, or discontinue a Workshop when reasonably necessary because of enrollment, Facility requirements, Event operations, safety concerns, instructor availability, circumstances beyond Promoter's reasonable control, or other operational considerations. Any resulting financial adjustment will be governed by the Contract and applicable Event-specific terms.
10. Promoter may, in its sole reasonable discretion, waive or reduce any cancellation charge, cost reimbursement, or other amount otherwise due from Instructor under this Section when Promoter determines that the circumstances warrant an exception. Any waiver or modification must be confirmed by Promoter in writing and applies only to the particular Workshop and circumstances identified. A waiver or reduction on one occasion does not require Promoter to provide the same treatment in any other instance.
11. A Coordinator may not waive or modify Instructor's obligations under this Section on behalf of Promoter unless Promoter has expressly authorized the Coordinator to do so.

I. WORKSHOPS WITHIN EXHIBIT SPACES

1. Workshops or demonstrations conducted within an exhibit space remain subject to all exhibit-space, aisle, accessibility, noise, safety, electrical, fire, and operational requirements of the Handbook.
2. Workshop participants, seating, tools, materials, displays, or other Workshop activities may not obstruct aisles, neighboring exhibit spaces, emergency access, or Event operations.
3. Conducting a Workshop within an exhibit space does not authorize Instructor to expand beyond the assigned exhibit-space boundaries unless Promoter expressly approves otherwise.

J. ACCESS OUTSIDE PUBLIC EVENT HOURS

1. Promoter may authorize Workshops to begin before or continue after published public Event hours.
2. Such authorization applies only to the scheduled Workshop and does not create a general right of access to the Facility or Event area outside authorized periods.
3. Instructor and Students must comply with all designated entrances, exits, access routes, security procedures, and Facility instructions applicable outside public Event hours.

K. RELATIONSHIP TO OTHER AGREEMENTS

1. If a Workshop-specific financial or operational term stated in the Contract conflicts with these Workshop Terms, the Contract controls.
2. Event-specific Workshop instructions may supplement these Workshop Terms with respect to scheduling, location, access, registration procedures, Facility requirements, and other operational matters.
3. Nothing in these Workshop Terms creates an employment, partnership, joint venture, franchise, or agency relationship between Promoter and Instructor or between Promoter and any independent Coordinator.
4. The dispute-resolution, governing-law, electronic-signature, severability, waiver, and other general provisions of the Contract apply to these Workshop Terms and need not be separately restated.

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