

## EXPOSITION RULES & REGULATIONS

**1. ASSIGNMENT OF DISPLAY SPACE:** Priority is given to Chairman's Circle Plus and Chairman Circle Corporate Member companies. After that, space will be assigned on a first come-first served basis by NDTA Headquarters. The Management (NDTA) reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the exposition. No contract shall be in force until accepted by NDTA Headquarters.

**2. PAYMENT FOR DISPLAY SPACE:** Full payment should be made when the display space is requested. All space **MUST BE PAID IN FULL** before the opening date of the exposition by ALL exhibitors (corporate, government & military). **GOVERNMENT AND MILITARY EXHIBITORS** may pay with a purchase order, but must request **ADVANCE** payment under provisions of the FAR, paragraph 32.404. NDTA does not bill for exhibit space. **THIS FORM SERVES AS AN INVOICE.**

**3. CANCELLATION:** In case the exposition shall not be held, for any reason whatsoever, the rental and lease of the space to the exhibitor shall be terminated, in which case the limit of claim for damage and/or compensation by the exhibitor shall be limited to the amount paid to NDTA.

If Show Management receives a written request for cancellation of space before August 31, 2016, the exhibitor will incur a \$300 processing fee. Exhibitors cancelling after August 31, 2016, will be responsible for 100% of the cost of space.

### **4. USE OF DISPLAY SPACE:**

a) In the event exhibitors fail to install their display within the time limit set for the exposition opening, or fail to pay the space rental at the time specified, or fail to comply with any provisions concerning their use of display space, the Management shall have the right to take possession of said space and resell same, or any part thereof.

b) All demonstrations, sales activities, and distribution of circulars and promotional materials must be confined to the limits of the exhibitor's booth. No exhibitor shall assign, sublet, or share the space assigned without consent of the Management. Exhibitors may only display goods manufactured or dealt in by them in their course of business unless otherwise approved by the Management.

c) Exhibits which include operations of musical instruments, any audio equipment, public address systems, or any noise-making machines, must be approved by the Management and operated so that the noise resulting there from will impact adjacent exhibitors and their patrons.

d) Exhibitors are responsible for obtaining proper releases for all live or recorded music played by them at their booth(s) or elsewhere during the exposition.

e) Exhibitors are required to have their exposition space neat and orderly at all times.

f) Sales are prohibited during operation of the exposition per NDTA's Educational and Scientific 501(C) 3 Status.

### **5. BOOTH INFORMATION AND RESTRICTIONS:**

a) The standard booth equipment has a back wall 8 feet high and sidewalls 3 feet high. The back wall of booths located along the perimeter of the exhibit hall may extend above 8 feet, as approved in advance by the Management. The back half of the sidewalls of a booth may extend to the height of the back wall. The front half of the sidewall must contain at least 50% open area to permit side viewing through the booth. Each booth receives a 7-inch x 44-inch sign.

b) Aisle end booths are 10 feet deep and 16 feet wide. Each of these booths must have a fully draped or finished backside so as not to detract from booths behind.

c) In no instance, will the exhibitor be permitted to install a sign, or descriptive placard above the booths back wall without advance approval by the Management.

d) A piece of equipment or a product that is on display, but not a part of the booth, may extend above the back wall, as approved by the Management.

e) Any other special or unusual exhibit construction or installation must be approved in advance by the Management.

f) Exhibitors should contact NDTA for special pricing and restrictions for outsize displays such as vehicles, equipment, large items of hardware, etc.

g) Charges for drayage, storage, shipping, audio visual, Wi-Fi, electrical, booth carpet (if hall is not already carpeted), furniture, cleaning, etc., are not included in the booth price, and must be arranged with the show contractor.

## **6. INSTALLATIONS AND REMOVAL OF DISPLAYS:**

a) All displays must be erected and completely arranged for viewing **NO LATER THAN** two hours before the official opening of the exposition.

b) Noisy or unsightly work in any booth is prohibited during exhibit hours.

c) Goods received after the opening of the exhibition must be delivered to the booth and arranged at times other than during scheduled exhibit periods.

d) Goods and materials used in any display (except bonafide samples) may not be removed from the exhibit hall or any outdoor exposition area until the exposition has been officially closed, without the approval of the Management.

e) The deadline for clearance of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment by such time. Booth teardown may begin no sooner than the closing of the last exhibit period.

f) The Management reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirement, or to order such work to be done at the sole expense of the exhibitor.

## **7. OPERATING RESTRICTIONS:**

a) The Management reserves the right to restrict displays which, because of noise, methods of operation, material, or for any reason, become objectionable, and to prohibit or remove any displays which, in the opinion of the Management, detract from the general character or appearance of the exposition.

b) No firm or organization not assigned space in the exposition will be permitted to solicit business within the exhibit area.

c) The serving or distribution of alcoholic beverages by exhibitors in any part of the exhibit hall is forbidden, unless otherwise approved by the Management.

d) The serving of food, such as ice cream, popcorn, etc., and/or any beverages, must be approved by Management.

e) Trade publications (except NDTA publications) are prohibited from soliciting subscriptions or advertising, except in their own respective booth(s).

f) The use of live models, performers and similar persons within the exhibit area for demonstrations, explanations, etc., shall be subject to prior approval of the Management.

**8. STORAGE OF PACKING CRATES AND BOXES:** Exhibitors shall not be permitted to store packing crates and boxes in their booths during the show period, but these, when properly marked, will be stored and returned to the booth by the service contractor. It is the exhibitor's responsibility to mark and identify their crates. Crates and packing material not properly marked may be discarded or destroyed.

**9. CARE OF BUILDING AND EQUIPMENT:** Exhibitors and their agents shall not injure or deface walls, floors, or any part of the exhibit building, or booth materials and equipment of another exhibitor. When such damage appears, the exhibitor causing such damage is liable, to the owner of the property damaged.

## **10. PUBLIC POLICY:**

a) Each exhibitor is charged with the knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety.

b) All booth decorations must be flame proofed and all hangings must be clear of the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates neglect in complying with these regulations, or otherwise presents a fire hazard or danger, the Management may, if not corrected, cancel all or such part of a display as may be irregular, and effect the removal of same at the exhibitor's expense.

**11. EXHIBITOR'S AUTHORIZED REPRESENTATIVES:** Each exhibitor shall provide the Management, in advance, the name and title of the person(s) who will be in attendance at the exposition and responsible for the installation, operation and removal of the exhibit. Said representative(s) shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible.

**12. SECURITY, LIABILITY AND INSURANCE:** NDTA will arrange for security in the exhibit hall during non-exhibit hours starting two hours before the official opening, through the closing of the last exhibited period. This is complimentary, and does NOT relieve exhibitors of responsibility for their own materials and equipment. Every reasonable precaution will be taken by the Management to protect property during installation, show periods and removal. It is understood that neither the Coliseum/Exhibit Hall/Hotel/Convention Center (hereinafter called the Center) nor the legal entities which own, lease and/or operate the Center nor the National Defense Transportation Association, nor the show contractor (decorator) nor their members, officers, directors or employees shall be responsible or liable for injury to any person(s) for loss of, or damage of, any property belonging to the exhibitor, or any person(s), while in storage, transit to or from the Center, or while in the Center, or otherwise.

The exhibitor also assumes complete responsibility and liability for all loss, damage or destruction of the property of the exhibitor, or brought upon the Center premises in his behalf. The exhibitor also assumes full responsibility and liability for all injury to any or all persons or property in any way connected with exhibitor's display caused by the exhibitor, his agent, representatives or employees. The exhibitor indemnifies and agrees to hold harmless the Center and legal entities which own, lease and/or operate the Center, the National Defense Transportation Association, the show contractor (decorator), their members, officers, directors and employees against any and all liability or personal injury caused by exhibitor or his agents, representatives, employees or any other person.

All property of the exhibitor will remain under his custody and control in transit to, from, and within the facility, subject to the rules and regulations of the exposition. NDTA will arrange for security in the exhibit hall during non-exhibit hours. Exhibitors are advised to carry appropriate insurance to cover display materials against damage or loss, and public liability insurance against injury to the person and property of others.

**13. AGREEMENT:**

By signing the Exposition Space Contract, or clicking the box online, the exhibitor agrees to abide by these Exposition Rules and Regulations and all amendments hereto and the decisions of the Management.