

# Rules & Regulations for Exhibiting at the NCCEP Annual Conference 2005

**Part of Contract:** These rules and regulations constitute a bona fide part of the contract for space. Show Management reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. Show Management's decisions and interpretations shall be accepted as final in all cases.

**1. Purpose of Exhibit:** The NCCEP Annual Conference is educational in nature and the Exhibition Hall, in conjunction with the conference sessions, is a vital element of the educational process. The demonstration of products and services rendered to the education community is an important aspect of the conference.

**2. Contract for Space:** Applicants for exhibit space are required to execute and forward a contract to the National Council for Community and Education Partnerships (NCCEP). To be valid, each application must be accompanied by the full rental payment and must specify the products and services rendered and scheduled for demonstration at the exhibition. Any exhibitor failing to occupy space at the conference is not relieved of the obligation to pay the full rental fee.

**3. Space Assignment:** Assignment of space will be made as space reservations are received on a first-come, first-served basis. In all cases, efforts will be made to assign space in as close compliance as possible with applicant's preferences. Assignments are determined on the basis of the date of NCCEP's receipt of the contract and/or the general grouping of exhibits for the best interest of the exhibitors and conference attendees. Show Management reserves the right to change assignments when such action is deemed to be in the best interest of the total Exhibition. NCCEP will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interests of any exhibitor.

**4. Payment for Space:** Any contract for space must be accompanied by full payment made payable to NCCEP. State/federal agencies must provide properly executed purchase orders for their contract to be accepted. Federal/state agencies must remit full payment by June 13, 2005.

**5. Cancellation:** Should the exhibitor be unable to occupy and use the space contracted for, he or she shall promptly notify the exhibit management in writing (NCCEP, 1400 20th Street NW, Suite G1, Washington, DC 20036). All sums paid by the exhibitor, less a \$50 cancellation fee, will be refunded. No refund or cancellation may be made after June 13, 2005. This cancellation policy applies to all exhibiting organizations, including federal/state agencies requiring deferred payments.

**6. Service Contractors:** NCCEP will furnish all exhibitors with a Service Manual that will specify Official Exhibit Service Contractors and contain instructions, the shipping address, and order forms for booth accessories and services required. Orders for furniture, carpeting, labor, and other requirements not processed in advance must be procured at the Official Contractors Service Desk in the Exhibit Hall. All exhibitors and contractors must abide by union jurisdiction in force at the time of the exposition.

**7. Subletting of Space:** The exhibitor shall not assign, sublet, or appropriate the whole or any part of the space assigned or have representatives, equipment, or materials from firms other than his or her own in the exhibit space without written consent of Show Management. Only one company shall be considered the exhibitor and entitled to the benefits of exhibiting; any other company or unity in the exhibit space shall be considered a subsidiary or affiliate.

**8. Display Construction and Limitations:** NCCEP will provide side drapes 36" high and back wall drapes for all 10' x 10' exhibits. Standard, uniformly styled booth identification signs featuring the exhibiting company's name and booth number will be provided. No ceiling-hung signs are allowed. Exhibit Hall will be carpeted. Please avoid aisle-line demonstrations likely to result in aisle traffic congestion.

Equipment is excluded from height restrictions, but it should be placed in the exhibit so as not to obstruct the view of neighboring exhibits. In the interest of all participating exhibitors, and to preserve uniformity, displays must conform to the following limitations: **Standard 10'x10'**

**Booths:** Regular and specially built back walls including signs may not exceed a maximum height of 8'. Low side dividers between exhibits should not exceed 3' in height. If a high divider is desired, it can neither exceed 8' in height nor extend from the back wall more than one-half of the depth of the space. All display fixtures more than 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space.

**9. Exhibit Installation and Dismantling:** No materials can be accepted in the exhibit hall prior to Sunday, July 17, 2005, and installation of displays must not begin prior to 4 p.m. All installations must be completed for final inspection by 9 p.m. Installations requiring additional time must have the prior approval of Show Management. Any space not claimed and occupied or for which no special arrangements have been made may be resold or reassigned by NCCEP without any obligation on the part of NCCEP for any refund whatsoever. Show Management will order any unattended freight in unclaimed display space to be removed and stored at the exhibitor's sole risk and expense at the close of the show. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during the exposition without the prior permission of Show Management. Displays must remain intact and manned until 3 p.m., Tuesday, July 19, 2005, at which time dismantling may begin. All exhibits must be packed and ready for removal by 6 p.m. Exhibits or materials remaining in the building after 6 p.m., will be returned to the exhibitor via truck freight at the exhibitor's sole risk and expense.

**10. Display Operations (Prize Drawings; Promotions):** Prize drawings will be allowed within guidelines furnished by NCCEP. Interviews, demonstrations, distribution of literature, etc. are permitted only within the exhibitor's space. Samples or souvenirs if distributed must relate directly to products or services displayed in the exhibitor's booth. Booth activities which result in congregating in the aisles are prohibited. NCCEP will not permit non-exhibitors to canvass, solicit, hold conferences, or distribute literature or other promotional devices during the exposition.

**11. Noise and Sound:** Musical instruments, radios, sound motion picture equipment, record players or noise creating devices or amplifying systems shall be operated only at a level which will not interfere with other exhibitors display or add unduly to general acoustic inconvenience, and their operation must conform to Show Management requirements. Prevailing union regulations regarding use in operators for equipment must be observed by all exhibitors.

**12. Non-Liability:** It is expressed, understood, and agreed by each and every contracting exhibitor, his agents, and his guests that neither NCCEP, nor its employees, nor its contractors shall be liable for loss or damage to the goods and properties of exhibitors. Such goods and properties remain at all times in the sole possession and custody of each exhibitor. Upon signing the Contract, the exhibitor releases and agrees to indemnify NCCEP, its managers, officers, members, sponsors, employees, and agents and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including the exhibitor and its agents or employees, on or about the exhibitor's participation in the exposition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

**13. Insurance:** The exhibitor acknowledges that it is the sole responsibility of each exhibitor to obtain the necessary insurance.

**14. Security:** While the Hilton San Francisco provides reasonable assurances for the safety of individuals and their property, the safekeeping of exhibitors' property shall remain the responsibility of the exhibitor. Exhibitors are advised to consult with their insurance broker for proper coverage of display material from the time it is shipped from their premises until it is returned.

**15.** The National Council for Community and Education Partnerships reserves the right to establish additional conditions, rules, and regulations as it deems necessary to enhance the success of the exposition and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the conference, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.