



## **Exhibit Booth Contract Rules and Regulations**

NSTA has adopted a series of rules and regulations designed to increase the quality of the exhibits at the National, Area, and Special Conferences of the National Science Teachers Association. Firms and organizations must agree to abide by these regulations to be eligible to participate in the event.

### **EXHIBIT FLOOR PLAN**

All measurements shown on the diagram are believed to be accurate. Management reserves the right to make such modifications as may be necessary to meet the needs of exhibitors and the exhibits program. NSTA will make every effort to arrange meeting session near the exhibit area. NSTA reserves the right to change sites of meeting sessions to meet the needs of the conference.

### **RESTRICTION IN OPERATION OF EXHIBITS**

Management reserves the right to restrict exhibits which because of noise, safety, conduct of exhibitors, method of operation, materials, or any other reason becomes objectionable. Further NSTA reserves the right to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the management determines is objectionable. In the event of such restriction or eviction, NSTA and management are no liable for any refunds of rentals, space fees, or other exhibit expense. Exhibitors also agree to display materials consistent with NSTA Official Position Statements.

### **LIABILITY**

- A) The exhibitor must surrender space occupied in the same condition as it was at the commencement of the occupation. The exhibitor shall assume all responsibility for damage to the exhibit hall by reason of the exhibit and shall indemnify and hold harmless the exhibit facility, NSTA, and their representatives for all liability which might ensue from any cause whatsoever arising out of the exhibitor's participation in the exhibits or conference activities. The exhibit facility, NSTA, and their representatives will not be liable for injuries to any person or for damage to property owned or controlled by the exhibitor, which claims for damage or injuries to may be incident to, arise from, or be in any way connected with the exhibitor's occupation of display space. Upon exhibitor signing the contract, exhibitor expressly releases and indemnifies the aforementioned from any and all claims for such loss, damage or injury.
- B) Insurance Risk – Exhibitor bears the risk of loss due to the inadequacy or failure of any insurance and any insurer, including any insurance that may be provided by exhibitor, NSTA, Convention facilities or other official show vendors.
- C) Consequential Damages – NSTA shall not in any way be liable to exhibitor for any consequential damages.

## **CANCELLATION DEADLINES**

Cancellation policy is determined by date of cancellation and fee schedule is as follows:

- 25% total cost of booth if cancellation is received before April 1, 2020 **or** 5 business days after booth contract is submitted.
- 50% total cost of booth if cancellation is received on or after April 1, 2020 and before May 1, 2020.
- 75% total cost of booth if cancellation is received on or after May 1, 2020 and before June 1, 2020.
- 100% total cost of booth for any cancellation received on or after June 1, 2020.

If booth space is not occupied four hours prior to exhibit opening, management reserves the right to use such space as it sees fit.

## **SERVICE INFORMATION**

All services customarily required by exhibitors will be available and must be obtained through the official service contractors. No other contractors will be permitted without prior written approval from NSTA. Complete shipping instructions and information regarding furniture and carpet rental, electrical work, Internet service, plumbing, labor for erecting and dismantling exhibits, drayage, etc., will be forwarded to exhibitors in advance. A service desk will be maintained in the exhibit area.

## **EXHIBITOR BADGES**

Each exhibiting organization will be entitled to register four (4) representatives without charge for each 10'x10' booth space rented. Exhibitors will be billed \$150 for each additional representative. Complimentary registrations intended use is for the employees of the exhibiting organization only. Violation of the use of complimentary registrations will result in the cancellation of the contract and forfeiture of payments.

## **RULES & REGULATIONS**

Exhibitor recognizes and agrees that NSTA retains full power and authority to interpret and enforce all Rules and Regulations for the Conference, including the authority to amend or adopt new Rules and Regulations that NSTA considers necessary and proper for the event. Failure to comply with these or any other regulations or amendments shall constitute sufficient cause for NSTA to require the immediate removal of the exhibitor or offending exhibitor. This may result in forfeiture of all fees paid and the opportunity to exhibit at future conferences or exhibitions sponsored by NSTA. NSTA may lease any space so forfeited to another exhibitor.

### **A. General Regulations**

- a. NSTA Management will provide necessary security personnel during the hours the exhibit area is closed. However, the exhibitor is solely responsible for their own exhibit materials and should insure said exhibit against loss or damage.
- b. Exhibit booths must be staffed during exhibit hours by persons who are well prepared to explain, courteously and effectively, all products and services on display. Each exhibitor must wear their official exhibitor badge supplied by NSTA while in the exhibit hall.

- c. Management reserves the right to make modifications to the exhibit hours as may be necessary to meet conference needs.
- d. The exhibitor agrees not to dismantle or pack up the display before the official close of the exhibit hall. NSTA will assess a **\$350 fee** for any exhibit space found to be dismantled, packed or abandoned prior to the start of teardown time. For exhibitors in booths of 300 square feet or more, the fee is doubled.
- e. It is understood that no rooms, suites, or other space in conference hotels will be used for exhibit purposes, workshops, or other exhibitor sales related use. Exhibitors are also prohibited from soliciting attendees in the common areas of the event facilities. Social events of all kinds should be scheduled not to conflict with official program events.
- f. The exhibitor agrees to abide by all state & local tax regulations. Exhibit management will advise of any tax requirements yet each exhibitor is responsible for collecting and submitting payment of their own sales tax to the appropriate legal authority.

**B. NSTA Booth Construction Guidelines**

- a. Exhibits must not project beyond the space allocated or obstruct the view of other exhibitors. Reasonable effort must be made to provide space within the confines of the booth for interviews, demonstrations, distribution of materials, etc., so that visitors do not obstruct the aisles.
- b. In straight-line exhibits, no solid construction will be permitted to exceed 4 feet in height except in the back half of the booth, where it shall not exceed 8 feet. For example, in a 10'x10' booth, solid construction above 4 feet must begin at least 5 feet back from the aisle line. Management reserves the right to grant exceptions for non-continuous construction or free-standing display items.
- c. In island spaces – 20'x20', 20'x30', or larger – the entire cubic content of the space may be used up to the maximum allowable height of 20 feet including signage. **Plans for island displays must be submitted to and approved by NSTA management 45 days in advance of the conference.**
- d. Hanging signs cannot exceed 20' from the top of the sign to the floor. Hanging signs only permitted above island booth spaces. Request for height exceptions must be made in writing to the NSTA Exhibits Manager 15 days prior to first day of show move-in for approval.
- e. Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. Management reserves the right to have such finishing done, billing the exhibitor for charges incurred.
- f. All decorations must be flame-proofed. All hangings must clear the floor. Electrical wiring must conform to the National Electrical Safety Code® rules. Exhibitors must comply with all city fire regulations.
- g. Exhibitors, or their agents, shall not injure or deface the walls or floors of the buildings, booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the damaged property.
- h. Helium balloons are not allowed within the exhibit hall.
- i. All booths must have carpet or floor covering. You may rent carpet from the decorator or provide your own flooring materials.

### C. Limitations on the Use of Space

- a. No exhibitor shall assign, sublet or share the space allotted without the knowledge and written consent of NSTA show management. Exhibitors must only show goods manufactured or dealt in by them in the regular course of business. All exhibits, interviews, demonstrations, and distribution of materials shall be confined exclusively to the assigned booth and must be relevant to the exhibitor's products and shall not be made primarily to attract or amuse. Sufficient space must be provided within the exhibit booth to contain persons watching demonstrations and engaging in other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near their booth free of congestion resulting from their exhibit activities.
- b. Musical instruments, microphones and amplifiers, radios, laptops and other noise-making machines shall be operated at a noise level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience. All such use of devices to provide sound outside of normal listening volume must be approved by NSTA show management 30 days prior to the exhibit opening and must be in harmony with any agreements entered into by the Association, conference facilities, and applicable vendors and unions. **Approval cannot be given, however, for the use of sound equipment for live demonstrations in exhibits spaces less than 20'x20'.**
- c. Distribution of items other than literature describing the organizations' product or services is discouraged. Such distribution is not expressly prohibited, however, if it does not violate standards of good taste or tend to introduce a carnival atmosphere.
- d. Exhibitors must adhere to state and local laws regarding holding raffles in their booth.
- e. No animals are allowed in the Exhibit Hall unless prior approval is granted by NSTA show management.