

# NECA Safety Professionals Conference

Monday, May 21 - Wednesday, May 23, 2018

Omni Hotel • Louisville, KY

## Table Top Display Contract

Return this completed form, along with your payment to

[julduda@necanet.org](mailto:julduda@necanet.org) • Questions? Call 770-632-0044

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email \_\_\_\_\_ Website \_\_\_\_\_

### Table Top Display Options: (check all that apply)

**\$865 each (2 table maximum) Includes:** *One Six (6') draped table with two chairs, Carpeted Ballroom, Full Safety Conference Registration for one exhibitor personnel, including meals.*

**\$225 for each additional exhibitor personnel, includes meals & one conference registration**

### Note the Payment Schedule:

50% non-refundable deposit due with completed application

50% final payment, or 100% payment due no later than Thursday, March 22, 2018

### Indicate the following:

\_\_\_\_\_ 1 table package      \_\_\_\_\_ 2 table packages (maximum)

### Preferred Location:

\_\_\_\_\_ 1<sup>st</sup> Choice      \_\_\_\_\_ 2<sup>nd</sup> Choice

**\* Early breakdown of displays is strictly prohibited. If any exhibitor dismantles their display before the end of the 2018 NSPC trade show, same exhibitor will be prohibited from participating in future NECA conferences.**

### Space Assignment:

Please note that table top displays will be sold on an available basis. NECA will not hold space without a completed contract and deposit. NECA reserves the right to reassign any table top display it deems advisable for the benefit of the show.

### Acceptance

We understand that this is a binding contract upon acceptance by NECA and is subject to all the terms, conditions, rules, and regulations that hereto constitute a part of, or are included in this contract. NECA reserves the right to reject any exhibit application for any reason.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

(Print Name) \_\_\_\_\_



### Forms of Payment:

Enclose a check or credit card payment with completed contract for:

50% Non-Refundable Deposit \$ \_\_\_\_\_

Final Payment Due

Thursday 3/22/2018 \$ \_\_\_\_\_

Check Enclosed. Check # \_\_\_\_\_

MAKE CHECKS PAYABLE TO NECA AND MAIL PAYMENTS TO:

NECA

P.O. Box 17033

Baltimore, MD 21297-1033

Check the Appropriate Credit Card:

\_\_\_\_\_ AMEX    \_\_\_\_\_ Visa    \_\_\_\_\_ MC

\_\_\_\_\_  
Name on Credit Card(print)

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
CSV (Security Code)

\_\_\_\_\_  
Authorized Signature

### OFFICE USE ONLY

Booth # Assigned: \_\_\_\_\_

NECA client id: \_\_\_\_\_

Total Display Cost: \$ \_\_\_\_\_

Deposit Received: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

# CONDITIONS OF CONTRACT AND REGULATIONS GOVERNING PARTICIPATION IN THE 2018 NECA SAFETY PROFESSIONALS CONFERENCE

## 1. CONTRACT FOR SPACE

The contract for space, the formal notification of space assignment, and full payment of rental charges, together constitute a contract between the exhibiting organization, hereinafter known as the exhibitor, and National Electrical Contractors Association, Inc., hereinafter known as the Show Management, for the right to use space in the NECA Safety Professionals Conference (NSPC) in the year designated in this contract. The contract is based upon the plan of exhibits, rates shown thereon and general information contained in the NSPC brochure, all of which are to be considered along with details on the front and back of this form as part of the contract. A non-refundable 50% deposit, of the total exhibit space value, is due with this completed application or space can be released. The balance is due by the remittance date hereinafter stated. The Show Management reserves the right to reassign space for which complete payment has not been made by the remittance date. Full payment for space applied for after the remittance date is due upon receipt of the contract by the Show Management. Cancellation of space will result in the loss of monies after a certain date and all deposits and holding fees are non-refundable. In the event that the exposition is not held for any reason beyond the control of Show Management, the rental and lease of space to the exhibitor shall be cancelled and all monies received by Show Management shall be returned to the exhibitor less all legitimate expenses incurred for advertising, promotion, rentals, salaries, and travel. Return of such monies will terminate the liability of Show Management.

## 2. INSTALLATION AND DISMANTLING OF EXHIBITS

Delivery of freight, installation of exhibits will take place on the dates hereinafter shown. The exhibits must be ready for inspection no later than 3:00 p.m. of the first show day. Goods and materials used in any display, except bona fide samples, shall not be removed from the exhibit hall until the exposition has officially been closed. Any exception to this rule must have the approval of Show Management.

Dismantling must be completed and all exhibit materials removed by the final move-out date and hour shown. (NOTE: Exhibitors are advised to remove small, portable items immediately upon conclusion of the exposition. Passes will be available from security guards to authorize such removals.)

## 3. STORAGE OF BOXES AND PACKING CRATES

Exhibitors will not be permitted to store boxes or packing crates in or behind exhibit booths. Prior to 5:00 p.m. of the first show day, all boxes and crates will be placed in storage provided they are properly labeled for storage. Those not so labeled will be removed and destroyed as refuse.

## 4. INSURANCE REQUIREMENTS & LIABILITY

Insurance protection will not be afforded to the exhibitor either by the NECA or Omni Louisville. Exhibitors insurance is now MANDATORY. Exhibitors MUST carry their own insurance to cover exhibit material against damage. Exhibitors utilizing independent contractors MUST provide NECA with a certificate of insurance in full compliance with all provisions as stated below by Friday, May 4, 2018. IMPORTANT: independent contractors' certificate of insurance MUST list the exhibit company name and table number. Also, a separate certificate of insurance must be provided in the exhibiting company's name. Note: NECA is required to provide similar proof of our insurance to the host hotel. The exhibitor is charged with knowledge of all local laws, ordinances and regulations pertaining to health, fire prevention and public safety affecting his participation in the exposition. Compliance with such laws is mandatory for all exhibitors and is the sole responsibility of the exhibitor. If unusual equipment is to be installed, or equipment that

might conflict with fire codes is to be used, the exhibitor must communicate with the exposition director and wait for approval from the Fire Marshall before proceeding.

## 5. FIRE PREVENTION

All booth decorations must be flame-proofed, and all hangings must clear the floor. Electrical wiring must conform to the National Electrical Code and local ordinances. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise might incur a fire hazard, Show Management reserves the right to eliminate or remove, at the exhibitor's expense, all or such part of the exhibitor's display determined to be hazardous.

## 6. LIGHTING, SOUND AND MOTION PICTURE DISPLAY

All projection equipment must be in accordance with the requirements of the fire prevention authorities and in compliance with any agreements entered into by Show Management with the director of the exhibit hall or applicable labor unions. All plans for installation and operation of projection equipment must be approved by Show Management before operation is undertaken. All projection equipment, lighting devices, displays, or demonstrations must be arranged in such a manner as not to annoy other exhibitors or the exposition in general. Show Management reserves the right to restrict the use of objectionable lighting.

## 7. PHOTOGRAPHY AND VIDEOGRAPHY

No photography, videography, or audio/visual of any kind is allowed anywhere on the exhibit floor or in the conference areas of the show before, during, or after show hours, except by official NECA photographers and those professional photographers approved by Show Management. Violators will be escorted from the show and their film and/or credentials forfeited.

## 8. DISPLAY RULES & USE OF SPACE

All demonstrations, distribution of circulars, or other promotional activities must be confined to the limits of the display table, and must not interfere with adjacent booths or intrude on aisle space. Exhibitors shall not assign, sublet or share the space allotted without the knowledge and consent of Show Management. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business, except for prizes. No competitive products may be showcased in exhibit displays.

Exhibitor representatives manning the exhibit will be owners, employees or agents of exhibiting companies, and such representatives will wear proper badge identification furnished by the exposition. Such badges will be supplied upon presentation of the list of personnel by the exhibitor or by application made at the Exhibitor's Registration Desk. Exhibitors are forbidden to pass along badges designated for exhibit personnel to their customers or prospects. If such use of exhibitor's badges is made and this is recognized, these badges will be removed. Each exhibitor will place the name of the representative on file at the Exhibitor Registration Desk who has the prime responsibility on the floor for the exhibitor's display, and who is authorized to make decisions for the exhibitor as requested by the exposition director.

## 9. ATTENDANCE PRIZES AND GAMES

In deference to all exhibitors, those wanting to give away prizes to develop traffic at their displays will comply with the following rules:

(a) The exhibitor is charged with the knowledge of national, state, and local legal restrictions on any merchandising, advertising, or promotional inducement that might be construed as a lottery, gambling or gambling devices. Show Management does not accept responsibility for any promotional schemes undertaken by exhibitors, but does require that any drawing and announcement for special gifts must be done within the

confines of the exhibit booth and ticket holders need not be present to win when drawing is made.

(b) All prizes must be approved by Show Management, and requests for such approval must be received in Show Management's office at least 30 days prior to the opening of the show.

(c) The method of drawing or selection of winners must have the approval or be under the supervision of Show Management.

(d) The name(s) of the daily winner(s) must be posted at Show Management exhibit for at least 1 full session of the exposition, except for the final day.

(e) Games in which winners are immediately known because of their participation will be permitted, providing there is no infringement on the rights of other exhibitors. The approval for such games must be given by the exposition director and requests for such approval must be received at least 60 days prior to the opening of the show.

(f) Display of prizes must conform to the aforementioned rules for exhibiting.

## 10. CARE OF BUILDING AND EQUIPMENT

Exhibitors or their agents shall not injure or deface the building, the displays or the equipment of the displays. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

## 11. RESTRICTIONS IN OPERATION OF EXHIBITS

Show Management reserves the right to restrict exhibits which, because of noise, lighting, method of operation, materials, or for any reason are considered objectionable, and also to prohibit from exhibiting or evict from the exposition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that the exposition director determines is objectionable to the exposition. In the event of such restriction or eviction, Show Management is not liable for any refunds of rentals, or other exhibit expense. Advertising plans and stunts that are intended to promote traffic must be submitted at least 60 days prior to the opening of the show to the exposition director for approval.

## 12. SALES

Cash sales are not permitted.

## 13. HOSPITALITY FUNCTIONS

Show Management MUST approve exhibitor hospitality in advance. Only exhibitors will be permitted to conduct hospitality functions in hotels under contract to Show Management. Such functions will be permitted to open only during hours in which there are no exposition or convention functions. Prizes given to persons attending hospitality functions and the method in which winners are selected must be approved by the exposition director and requests for such approval must be received at least 60 days prior to the opening of the show. These regulations become a part of the contract between the exhibitor and Show Management and have been formulated in the best interest of all concerned. The director respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of Show Management.

## 14. SHOW DATES & TIMES

First show day, Monday, May 21, 2018

4:45p.m. – 7:00 p.m.

Second show day, Tuesday, May 22, 2018

11:15a.m. – 1:00 p.m.

4:30p.m. – 6:30 p.m.

Note: Exhibit times subject to change.

**Under contract, the company must obey the times and days of the Show. This contract does not permit breaking down a booth early; this will result in a fine or exclusion from future show participation.**