



# EXHIBIT SPACE CONTRACT

AUSTIN CONVENTION CENTER, AUSTIN, TX • OCTOBER 16-18, 2022

STEP 1: RESERVE YOUR BOOTH ONLINE [WWW.NECASHOW.ORG](http://WWW.NECASHOW.ORG). CLICK [EXHIBITOR INFO](#)  
STEP 2: EMAIL THIS CONTRACT (INCLUDING PAYMENT) TO [EXHIBITSALES@NECANET.ORG](mailto:EXHIBITSALES@NECANET.ORG)

COMPANY NAME _____	COMPANY PHONE _____
ADDRESS _____	CITY/STATE/ZIP _____
CONTACT NAME _____	TITLE _____
CONTACT PHONE _____	CONTACT EMAIL _____
COMPANY WEBSITE _____	PRODUCTS TO BE EXHIBITED _____

### Booth Fees

NECA 2022 Austin:	Select	Inline Booth:	Select	Corner Rate:	Select	Island Rate:
(Select One)		100sf = \$36.50sf		100sf = \$38.50sf		All sizes = \$39.000sf

Each booth comes with pipe and drape, booth signage, three (3) exhibitor badges per 10'x10' booth (additional exhibitor badges are available at \$100 each), lunch all three days for exhibit personnel based on the same formula as exhibitor badges, FREE show passes for clients, five category listings, five press release uploads, and a website listing. **Note that carpet is not included but is mandatory. Important! Exhibitor Liability Insurance is now mandatory. Proof of current insurance is REQUIRED to participate in NECA 2022 Austin.**

### Booth Package Upgrades

#### \_\_\_\_\_ PLATINUM BOOTH PACKAGE UPGRADE \$750

- Upload three videos to your online company profile
  - Expanded online profile description (1000 HTML characters)
  - Add company logo to website listing
  - Expanded press release uploads to a maximum of 15
- Increased to 10 category listings

#### \_\_\_\_\_ GOLD BOOTH PACKAGE UPGRADE \$450

- Upload one video to your online company profile
- Expanded online profile description (750 HTML characters)
- Add company logo to website listing
- Expanded press release uploads to a maximum of 10
- Increased to 7 category listings

#### \_\_\_\_\_ CO-EXHIBITOR: \$750 per company

For purposes of the NECA Show, a Co-Exhibitor is defined as a subsidiary, brand, or division of the primary contracted exhibiting company. Two non-related companies are PROHIBITED from sharing booth space. **Includes:** company profile in the online Exhibitor Show Directory and mobile app and includes the basic package features: exhibitor booth #, company address, phone number, web address, LinkedIn, Twitter, Facebook URL links, 500 HTML character description of the company's products or services, five Buyers' Guide categories chosen by the Co-exhibitor, three press release uploads, availability to enter the Showstopper Showcase, and special pavilion presentations. Separate Contract will be forwarded.

Size of space request: (example: 10'x10' or 20'x20' island) \_\_\_\_\_

Preferred booth locations: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ (Specific booth location requests will be considered, but not guaranteed)

We request NOT to be placed near: \_\_\_\_\_

Space assignments: Exhibit space will be sold on an available basis. NECA will not hold space without a complete application and deposit.

**NECA reserves the right to reassign any exhibit locations it deems advisable for the benefit of the show.**

### Forms of Payment & Acceptance

Enclose a check or credit card with contract for: (note: no checks accepted for initial deposit)

30% deposit due with contract \$ \_\_\_\_\_ Additional 50% due 4/13/22 \$ \_\_\_\_\_ Final payment due 6/22/22 \$ \_\_\_\_\_

American Express \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Name on credit card: \_\_\_\_\_

Credit Card number: \_\_\_\_\_ Exp. date \_\_\_\_\_ Code (CSV) \_\_\_\_\_

**We understand that this signature authorizes the credit card charge above. This signee also understands that this is a binding contract upon acceptance by NECA and is subject to all Conditions of Contract, and any other 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 \_\_\_\_\_

**PAYING WITH A CHECK?** Check# \_\_\_\_\_ *(note: no checks accepted for initial deposit)*

**MAKE CHECKS PAYABLE TO: NECA: MAIL PAYMENTS TO: NECA, P.O. Box 17033, Baltimore, MD 21297-1033**

**Note: International funds accepted via wire fund transfer are subject to a \$50 service fee. No international checks will be accepted.**

**SEND YOUR COMPLETED CONTRACT VIA EMAIL TO: [exhibitsales@necanet.org](mailto:exhibitsales@necanet.org) Questions? Call 202-991-6289**

**FOR OFFICE USE ONLY**

**BOOTH # ASSIGNED:** \_\_\_\_\_ **NECA CLIENT ID** \_\_\_\_\_

**TOTAL BOOTH COST: \$** \_\_\_\_\_ **DEPOSIT RECEIVED: \$** \_\_\_\_\_

**DATE DEPOSIT PROCESSED:** \_\_\_\_\_ **BALANCE DUE: \$** \_\_\_\_\_



**CONTRACT AND REGULATIONS GOVERNING PARTICIPATION IN THE NECA SHOW**

**1. CONTRACT FOR SPACE**

The contract for exhibit 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 Show in the year designated in this contract. The contract is based upon the plan of exhibits, rates shown, and general information contained in the NECA Show 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 30% deposit, of the total exhibit space value, is due with this completed application or space can be released. The final balance is due by June 22, 2022. (Note: Show Management will not carry over any balances to future shows. Any remaining late balances are subject to penalties and interest. Failure to pay the balance due on the contract as specified will subject exhibitor to cancellation of contract and forfeiture of all monies paid, including deposit.) 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. All measurements shown on the floor plan are approximate and the Show Management reserves the right to make such modifications as may be deemed to be necessary, making equitable adjustment with any exhibitor or exhibitors thereby affected. The Show Management also reserves the right to adjust the floor plan to meet the needs of the exposition. Cancellation of space will result in the loss of monies after a certain date and all deposits and holding fees are nonrefundable. Please be aware that, between Wednesday, January 5, 2022 and Wednesday, April 15, 2022 NECA reserves the right to keep 50% of all monies paid (over and above the deposit). After April 15, 2022 there will be no refunds of any monies. In addition, any downsizing of contracted exhibit space is subject to a 20% service fee. 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 and completion of erection of exhibits will take place on the dates hereinafter shown. The exhibits must be ready for inspection no later than 9:00 a.m. of the first show day. The Show Management reserves the right to authorize the installation of any exhibit on the floor not installed by 5:00 p.m. of the day prior to the first show day at the expense of the exhibitor. Freight delivered to a booth but unopened by 9:00 a.m. the first show day will be removed from the hall at the expense of the exhibitor. The contracted booth space must be carpeted by 5:00pm of the day prior to first day of the show. Exhibitor will be charged on-site rate pricing if carpet is force-set. Freight will not be delivered to booths during show hours. Dismantling may not begin until the close of the exposition on the final show day. NO EXCEPTIONS. (If booth space is not occupied by 9:00 a.m. of the first Show day, the Show Management shall have the right to use such space as it sees fit to eliminate blank spaces in the exhibit.) Goods and materials used in any display, except bona fide samples, shall not be removed from the exhibit hall until the exposition has officially closed. Any exception to this rule must have the approval of Show Management. Dismantling must be complete and all exhibit materials removed by the final move-out date and hour shown.

**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 8:00 a.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. (NOTE: Storage labels will be provided at the Exhibitor's Service Desk.)

**4. INSURANCE REQUIREMENTS & LIABILITY**

Exhibitor Commercial General Liability Insurance is mandatory for NECA 2022 Austin. Exhibitors may obtain a rider on their regular insurance policy. This will cover equipment/goods while in transit to the show, during the show and in transporting equipment to its next destination. Exhibitors and Exhibitor Appointed Contractors (EAC's) should be aware that NECA Show Management, as well as The Austin Convention Center Department Facilities, and Freeman Companies, take no responsibility for loss, theft, pilferage, or mysterious disappearance. Exhibitors must carry a commercial general liability insurance for NECA 2022 Austin including, bodily injury/ property damage, products and complete operations, personal injury, and contractual liability of at least the minimum amount of \$1million per occurrence and \$2 million aggregate, against injury (including sickness or death) to a person and property of others. IMPORTANT: independent contractors' certificate of insurance must list the exhibit company name and booth 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 insurance to the convention center. Insurance certificate must include the following organizations under additionally insured: National Electrical Contractors Association, Freeman Company, The Austin Convention Center Department Facilities and its officers, agents & employees are named as additional insured as respects in general liability regarding NECA 2022 Austin, to be held October 15-18, 2022. Exhibitors from countries outside the United States or Canada note: Coverage Territory provision (where coverage applies) of your policy may be limited, and in some cases, may not include coverage for claims brought in the United States.

**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. 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.

**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 exhibit booth and must not interfere with adjacent booths or intrude on aisle space. Demonstration of equipment that requires the use of space above the 8-foot backwall height must be approved by Show Management at least 60 days prior to the opening of the show. Exhibitors shall not assign, sublet, or share the space, except approved co-exhibitors. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business, except for prizes. 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. Setup rules must adhere to the Guidelines for Display Rules & Regulation by IAEE. See Exhibitor Service Manual for details. The standard booth equipment furnished under this contract will consist of an 8-foot-high backwall of draperies with metal uprights and stanchions with division rails 36 inches high covered with draperies. Backgrounds 8 feet high may extend out from the booth backline one-half the depth of the booth and from that point to the aisle to a maximum height of 44 inches. However, no equipment, partitions, etc., may extend above 44 inches height within four feet of any aisle. Exhibitors building to these specifications must mask any exposed and unfinished side or back portion of their exhibit so it will not be objectionable to adjacent exhibitors. Show Management reserves the right to have such masking done, billing the exhibitor for charges incurred. For all inline exhibits including corner locations, built-up exhibits or other construction shall not exceed the 8-foot backwall height including company name or other advertising except as specifically provided hereinafter. In island spaces, or across-the-aisle space, overhead panels or open "bridge type" construction will be permitted to a maximum height of 20 feet. However, built-up construction, except slender supporting posts, shall not exceed 44 inches in height within 4 feet of any aisle. Plans for such above-mentioned displays must be submitted to and approved by the exposition director at least 60 days prior to the opening of the show. Each exhibitor is required to respect the rights of other exhibitors and to recognize that the general overall appearance of the exposition must take precedence over that of any individual exhibit. Interference with the light or space of other exhibitors will not be allowed. All booths must have floorcovering.

## 9. ATTENDANCE PRIZES AND GAMES

Exhibitors wanting to give away prizes to develop booth traffic 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) 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. (e) All prizes, games or traffic builders must be uploaded to the "Show Special" option in the Exhibitor Console. (f) Display of prizes must conform to the aforementioned rules.

## 10. CARE OF BUILDING AND EQUIPMENT

Exhibitors or their agents shall not injure or deface the building, the booths, or the equipment of the booths. 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 to prohibit from exhibiting or evict from the exposition. 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. Sideshow tactics, scantily attired models or other undignified promotional methods will not be permitted.

## 12. SALES

The NECA Show is strictly an order writing trade show. 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. Breakfast functions are not permitted. Permission for hospitality functions must be received 60 days prior to opening of show. 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. All points not covered are subject to the decision of Show Management.

## 14. CODE OF CONDUCT

NECA is committed to providing a professional, collegial, safe, supportive, and respectful physical and virtual meeting environment. We expect individuals to uphold the professional and educational purposes of NECA and its events by respecting the rights, privacy, safety, and dignity of all persons. All Participants must exercise professionalism, consideration, and respect in their speech and actions. NECA expects individuals to refrain from harassing speech and other harassing behavior. All participants including but not limited to, attendees, speakers, volunteers, exhibitors, NECA staff members, service providers, and all others are expected to abide by the published NECA Code of Conduct.

## SHOW LOCATION, DATES, AND TIMES:

**Austin Convention Center, 500 East Cesar Chavez Street, Austin, Texas 78701**

### Move-in / Set-up

Thursday, Oct. 13, 2022	1:00 p.m. – 5:00 p.m. (By Appointment Only)
Friday, Oct. 14, 2022	8:00 a.m. – 5:00 p.m.
Saturday, Oct. 15, 2022	8:00 a.m. – 5:00 p.m.

### Show Hours

Sunday, Oct. 16, 2022	11:30 a.m. – 5:00 p.m.
Monday, Oct. 17, 2022	11:30 a.m. – 4:00 p.m.
Tuesday, Oct. 18, 2022	9:00 a.m.– 1:00 p.m.

### Move-Out / Dismantle

Tuesday, Oct. 18, 2022	1:00 p.m. – 8:00 p.m.
Wednesday, Oct. 19, 2022	8:00 a.m. – 12:00 p.m.

Note: All 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 possible refusal of future participation.