



NECA Safety Professionals Conference

May 19 – 21, 2025
Iowa Events Center
Des Moines, IA

Table-Top Display Contract

Return this completed form to: exhibitsales@necanet.org
Questions? Call 202-991-6289

Exhibitor Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Title: _____

Contact Phone: _____

Contact Email: _____

Products to be Displayed: _____

_____ Tables Requested at \$1,350 Each

Display Includes:

- 10x10 draped booth
- One 6'2 skirting table with two chairs
- ID sign
- One full NSPC registration (includes all conference events, receptions, parties, and meals)
- Online Listing

_____ Exhibit Truck Space at \$3,000

Display includes

- 10x30 exhibit space for vehicle
- One full NSPC registration (includes all conference events, receptions, parties, and meals)
- Online listing

Important Information

100% non-refundable payment due upon contract acceptance by NECA.

Tables will be assigned in the order in which the contract and payment are received.

Early breakdown of displays is strictly prohibited. If any exhibitor dismantles their display before the end of the event, they will be prohibited from participating in future NECA events.

Agreement and Signature

By submitting this contract, we understand that it is a binding agreement upon acceptance by NECA and is subject to all NECA Conditions of Contract and Regulations governing participation in the 2025 NECA Safety Professionals Conference. NECA reserves the right to reject this application for any reason.

Authorized Signature: _____ Date: _____

National Electrical Contractors Association/Traci Walker, NECA CFO: _____ Date: _____

Payments:

No. of tables x \$1,350 per table: \$ _____

Exhibit Truck x \$3,000: \$ _____

Total Due (non-refundable): \$ _____

Exclusive Payment Method

Exhibitor will sign into their Exhibitor Hub and pay online with credit card.

Exhibiting company will receive a confirmation email upon receipt of this signed contract. This email will include payment instructions. Exhibitor will have 10 business days to complete payment or the space will be released.

CONTRACT AND REGULATIONS GOVERNING PARTICIPATION

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 show management, for the right to use space in the NECA Safety Professionals Conference 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 Safety Professionals Conference 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 100% payment of the total exhibit space value is due within 10 business days of submitting this completed application or space can be released. Failure to pay the balance due on the contract as specified will subject exhibitor to cancellation of contract. Show management reserves the right to reassign space for which complete payment has not been made by the remittance date. 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 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 and completion of erection of exhibits will take place on the dates hereinafter shown. The exhibits must be ready for inspection no later than 4:00pm on the first show day. The show management reserves the right to authorize the installation of any exhibit on the floor not installed by 5:00pm of the day prior to the first show day at the expense of the exhibitor. Freight delivered to a booth but unopened by 4:00pm of the first show day will be removed from the hall at the expense of the exhibitor. 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 4:00pm of the first show day, 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 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 behind exhibit booths. Prior to 4:00pm on 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 the 2025 NECA Safety Professionals Conference. 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/goods to its next destination. Exhibitors should be aware that NECA Show Management, as well as the Iowa Events facilities, and Freeman Companies, take no responsibility for loss, theft, pilferage, or mysterious disappearance. Exhibitors must carry commercial general liability insurance for the 2025 NECA Safety Professionals Conference including bodily injury/property damage, products and complete operations, personal injury, and contractual liability of at least the minimum amount of \$1 million per occurrence and \$2 million aggregate, against injury (including sickness or death) to a person and property of others. Note: Show Management is required to provide similar proof of insurance to the venue. Insurance certificates must include the following organizations under additionally Insured: National Electrical Contractors Association, The Freeman Company, The Iowa Events Facilities and its offers, agents & employees are named as additional insured as respects in general liability regarding 2025 NECA Safety Professionals Conference, to be held May 19-21, 2025. 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 Show Management 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 any other exhibitors or the exposition in general. Show Management has 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 AND USE OF SPACE

All demonstrations and 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 exceeding the tabletop exhibit area must be approved by Show Management at least 30 days prior to the opening of the show. Exhibitors shall not assign, sublet, or share the space. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business, except for prizes. Exhibitor representatives staffing 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 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 Show Management. Setup rules must adhere to the Guidelines for Tabletop Display Rules & Regulations, see Exhibitor Service Manual for details. The standard booth equipment furnished under this contract will consist of a 6'x2' skirted tables, two chairs, name sign, and wastebasket. Each display is limited to 5' from the top of the table, 8' wide and 5' deep, two feet of which is taken up by the table. 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.

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 Show Management and request for such approval must be received at least 30 days prior to the opening of the show. (e) Display of prizes must conform to the aforementioned rules for tabletop displays.

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 a 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 30 days prior to the opening of the show to Show Management for approval. Sideshow tactics, scantily attired models, or other undignified promotional methods will not be permitted.

12. SALES

The 2025 NECA Safety Professionals Conference is strictly an order writing trade show. Cash sales are NOT permitted.

13. TERMINATION FOR CONVENIENCE

Show Management may terminate this agreement without cause and for convenience, provided written notice is given to exhibitor. Exhibitor shall receive a prorated refund for any fees paid.

14. FORCE MAJEURE

Should events beyond the reasonable control of Show Management or exhibitor, including, but not limited to, acts of God, war, strikes, pandemic or epidemic, government regulation, civil disturbance, terrorism, disaster, fire, earthquakes, unseasonable extreme inclement weather, or any other comparable conditions occur, which events make it illegal or impossible to fully perform under this agreement as the parties originally contracted, the affected party may terminate this Agreement without liability (except for the administrative fees and circumstances discussed herein), upon written notification. The ability to terminate this Agreement without liability pursuant to this paragraph, is conditioned upon delivery of written notice to the other party setting forth the basis of such termination as soon as reasonably practical, but in no event longer than ten (10) days after learning of such basis.

15. 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 conference 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 Show Management 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.

16. 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.

17. SHOW LOCATION, DATES, AND TIMES

Iowa Events Center 730 Third Street, Des Moines, IA 50309

Move-in/Set-up

May 19, 2025 12:00pm – 4:00pm

Show Hours

May 20, 2025 4:00pm – 6:00pm

May 21, 2025 5:00pm – 6:30pm

Move-out/Dismantle

May 21, 2025 6:30pm – 8:00pm