

NASSTRAC 2012

Contract Conditions, Rules & Regulations for Exhibitors

- 1. Contract for Exhibit Space:** This form serves as the Contract for exhibit space. These forms are available from NASSTRAC, 9382 Oak Avenue, Waconia, Minnesota, USA; 952/442-8850, ext. 208.
- 2. All exhibits will be in The Empire Ballroom** of the Buena Vista Palace & Resort in Orlando, the same ballroom in which NASSTRAC's main conference sessions will take place. Integrating the expo with the main conference space will help to give maximum marketing exposure to exhibitors.
- 3. Assignment of Exhibit Space:** For applications that include a deposit or payment in full, deposit, booth selection will be made on the basis of the postmarked date on the transmitted envelope, or in the case of a faxed reservation and credit card payment, based on the time/date included on the cover sheet. Consideration will be given to booth requests with assignments made on a first-come, first-serve basis.
- 4. Exhibit Rental Fees:** Refer to the schedule of fees found in the 2012 Sponsor and Exhibitor Packet.
- 5. Booth Space Rental Fee Includes:** one unfurnished piped and draped exhibit space and identification sign.
- 6. Conference and Expo Registration Fees:** Complimentary registrations are included in the booth space rental fee, depending upon size of booth reserved and sponsorship commitment made. See Booth Reservation Form for the number of comped registrations you receive. Additional registrations can be purchased at the discounted exhibitor rate \$450, regardless of whether or not you are a NASSTRAC member. A Conference & Expo Registration Form must be received for each individual registered. Register online at www.NASSTRAC.org, or call the NASSTRAC Office at 952/442-8850, ext 208.
- 7. Shipping:** All exhibitors must make their own shipping arrangements. The Buena Vista Palace does not have space for the storage of booth shipments. Exhibitors can make arrangements for storage with the exhibit decorating company Audie Expo (see packet at www.NASSTRAC.org for details on services available through Audie Expo). Shipping instructions will be provided by Audie Expo prior to the event. For packages of materials not shipping with the booth, please have them shipped to the attention of a company representative who will be checked into The Buena Vista Palace at the time of delivery.
- 8. Set-up & Tear-down of Exhibits:** Details of dates, times and location is available at www.NASSTRAC.org
- 9. Exhibit times:** The NASSTRAC Logistics Conference and Expo is unique in that the conference and expo are integrated. Exhibit times can be found at www.NASSTRAC.org.
- 10. Entertainment of Attendees:** The hosting of private functions (such as cocktail receptions, golf outings or special parties) during the time the Conference Expo is open or during NASSTRAC educational sessions is strictly prohibited. Obscene, distasteful or lewd behavior or attire is prohibited in the Conference Expo. Exhibit personnel must be dressed in appropriate attire. NASSTRAC will make no refunds to exhibitors who must leave for reasons of inappropriate attire or behavior.
- 11. Fire Regulations:** All materials used for booth decoration must be of a non-flammable nature. Electric signs and equipment must be wired to meet specifications of local fire authorities. Fire extinguishers on walls, on the floor or elsewhere must not be removed or obstructed in any manner.
- 12. Insurance and Liability:** Exhibitor assumes the full responsibility and liability for losses, damages and claims arising out of injury to persons or damage to Exhibitor displays or other property brought upon the premises of The Buena Vista Palace and agrees to indemnify, defend and hold harmless NASSTRAC, The Buena Vista Palace, and members, officers, representatives, owners, servants, agents, and employees of both organizations. The Exhibitor understands that neither NASSTRAC nor The Buena Vista Palace maintains insurance covering the Exhibitor's property or lost revenue, and it is the sole responsibility of the Exhibitor to obtain such insurance.
- 13. Space Limitations:** Exhibitor personnel and equipment must refrain from blocking aisles and fire lanes. Exhibitors who violate this regulation are subject to the immediate closing of the exhibit space, without refund or rental fees, as violations could result in the closure of the entire show by the fire marshal.
- 14. Payment and Provisions in Case of Default:** If an exhibitor fails to pay, when due, any sum required by the Exhibitor Registration Application, or fails to observe or abide by these Contract Conditions, Rules and Regulations, NASSTRAC reserves the right to terminate this contract immediately, without refund of any monies previously paid.

15. Cancellation of Exhibit Space Contract: A request for cancellation of an exhibit space contract must be made in writing to NASSTRAC, 9382 Oak Avenue, Waconia, Minnesota, USA. If the exhibit space is cancelled, exhibitor shall be liable for 50% of the total amount owed if cancellation occurs on or before February 4, 2012; 100% if cancellation occurs after this date. For year-round sponsorships, no refund is made. Cancellations must be received in writing by NASSTRAC.

16. Exhibitor Guests: Exhibitors wishing to invite guests, other than registered attendees, to the Conference or Expo, must purchase additional conference registrations. These may be purchased by visiting online at www.NASSTRAC.org or contacting the NASSTRAC office at 952/442-8850, ext. 208.

17. Amendments: NASSTRAC reserves the right to interpret, amend and enforce these Contract Conditions, Rules and Regulations. Written notice of any amendments or interpretations will be provided to each exhibitor. Each exhibitor, for himself/herself, his/her agents and employees agrees to abide by all Contract Conditions, Rules and Regulations set forth herein or any subsequent amendments or interpretations.

revised 10/12/2010