

# NACE 2019 RULES & REGULATIONS

The following entities will be referred to in this Rules and Regulations: the National Association of County Engineers (NACE), the Century II Performing Arts & Convention Center, and the vendor signing contract for exhibit space.

**1. Contract for Exhibit and Equipment Space:** Contracts for exhibit and equipment space must be made on forms provided for this purpose (paper or online registration). This form is in this brochure or on the NACE website at [www.naceevents.org](http://www.naceevents.org).

**2. Assignment of Exhibit and Equipment Space:** Space will be assigned on the following basis: For Applications received with deposit, exhibitors will have priority according to the date received with NACE Corporate Members receiving priority in the availability and selection of booth space. For those exhibit applications received without a deposit, booth space will be held at the discretion of NACE and are not secure until the deposit or full payment is received.

For booth selections when all choices are already taken, NACE will try to contact you to make another selection; otherwise, it will be made at the discretion of NACE. Depending upon the total spaces sold and their locations, NACE reserves the right to change space assignments as needed to consolidate and improve the overall exhibit flow, including changing booths to equipment spaces or vice-versa. NACE will try to keep the positioning of your space assignment; however, space assignments are not guaranteed. You will be notified in advance of the show if your exhibit space is changed for any reason.

**3. Exhibit Rental Fees:** 10'x10' booth - \$1950. 20'x50' equipment space - \$7650.

**4. Rental Fees Include:** For 10'x10' booth: 8' backwalls, 3' sidewalls, 6' table, 2 chairs and exhibit representative registrations. The booth floors are not carpeted. For 20'x50' equipment space: the space allotted and complimentary exhibit representative registrations plus the full standard 10'x10' booth package (space available basis). The space floor is not carpeted.

**5. Expo Services & Shipping:** The official NACE 2019 expo services provider is Henry Helgerson Co. The provider will provide an exhibitor kit for shipping, special items or services. Electricity will be ordered through the convention center. Your freight must be received by the deadlines set in the exhibitor kit.

**6. Set-up / Removal:** NACE reserves the right to set the time for the set-up of booth/equipment space prior to the show and removal after the conclusion. Any exhibit space under contract that is not set up by these deadlines may be confiscated by NACE and resold to any other party, without compensation to the exhibitor.

**7. Exhibit Times:** NACE will publish the final exhibit show times at least 2 months prior to the opening date of the exhibit show. At specified times during exhibit hours, NACE will serve food and beverages in the exhibit areas for delegates, exhibitors, and registered guests. During hours that the exhibits are closed overnight, security will be provided.

**8. Removal of Exhibits:** Exhibits must not be disturbed, dismantled or removed before set hour as established by NACE. All booths must be fully removed by 10 p.m. on Tuesday, April 16, 2019. For exhibits not removed by that time, management will remove exhibits and charge expenses to the exhibitor. Equipment spaces will be notified of their removal deadline.

**9. Exhibitor Registration / Additional Representatives:** Each exhibitor is entitled to complimentary exhibit registrations for each 10'x10' booth space contracted or 20'x50' equipment space contracted. The exhibit show registration entitles the bearer to attend all conference functions held on Monday and Tuesday. No one will be allowed on the exhibit floor at any time without a proper NACE badge.

**10. Entertainment of Delegates:** The hosting by exhibitors of private functions, cocktail parties, special events, etc. when the exhibit show is open, or the period of official NACE educational or social functions, is prohibited. Obscene, distasteful or lewd behavior or attire is strictly prohibited in the exhibit areas. Exhibit personnel must wear appropriate attire (business or business casual). Bathing suits, robes, or other revealing clothing are considered inappropriate attire. Inappropriately dressed exhibit personnel will be asked to leave. No refunds will be made to exhibitors who must leave for reasons of inappropriate attire or behavior.

**11. Fire Regulations:** All materials used for booth decoration must be of nonflammable nature. Electric signs and equipment must be wired to meet specifications of local fire authorities. Fire hoses/extinguishers on walls or on the floor or elsewhere must not be removed or obstructed in any manner.

**12. Insurance and Liability:** Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to exhibitor's displays, equipment or other property brought upon the premises of the Center and agrees to indemnify, defend and hold harmless NACE, the Century II Center and its members, officers, representatives, owners, servants, agents and employees against all claims or expense for such losses, including reasonable attorney fees arising out of the use of the Center premises excluding any liability caused by the negligence of NACE or the Center. The Exhibitor understands that neither NACE nor the Center 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 remain within the confines of their exhibit space (width and height) and are not permitted to occupy aisle space or fire lanes. Fire regulations require that aisles and fire lanes must remain clear. Exhibitors who violate this regulation are subject to immediate closing of their exhibit space, as violations could result in the closure of the entire show by the fire marshal. Also exhibit display must not block the view of other exhibit booths. Exhibit set-up is subject to NACE approval.

**14. Selling of Products for Show Delivery is Strictly Prohibited:** NACE provides display space to manufacturers, consultants and vendors to exhibit and demonstrate products on the basis of their potential information and educational value and not for the purpose of direct sales on the exhibit floor.

**15. Payment and Provision in Case of Default:** If any exhibitor fails to pay, when due, any sum required by the Application/Contract for Exhibit Space, or fails to observe or abide by these Rules and Regulations, NACE reserves the right to terminate this contract immediately without refund of any monies previously paid. A 50% deposit is required at the time the contract is signed and space is reserved. Final payment is due by 5:00 pm EST on March 1, 2019.

**16. Cancellation/Refund:** A request for cancellation of an exhibit space contract must be made in writing to NACE (email acceptable). All deposits include a nonrefundable processing fee of \$150. Cancellation/Refund requests received prior to December 31, 2018, may be granted at the discretion of NACE. Requests received after December 31, 2018, will not be considered until all exhibit space has been sold, including the cancelled space. Any refunds owed will be made after the conference. Space not fully paid for by March 1, 2019, is subject to cancellation or reassignment at the option of NACE, without obligation for refund of exhibitor's deposit. No refund shall be made for no-shows.

**17. Amendments:** NACE reserves the right to interpret, amend and enforce these Rules and Regulations. Written notice of any amendments or interpretations will be provided to each exhibitor.

**18. Questions or Comments:** Contact NACE.T: 202-393-5041 E: [nace@nace.org](mailto:nace@nace.org) W: [www.countyengineers.org](http://www.countyengineers.org)