

EXHIBITION Rules, Regulations, Terms and Conditions

NPTC 2020 National Safety Conference & Exhibition – Omni Orlando Resort, ChampionsGate, Florida – September 9-11, 2020



1. Exhibition Dates and Hours

Wednesday, September 9, 2020

10:00 AM – 6:00 PM Exhibitor **SET UP**

Thursday, September 10, 2020

7:00 AM – 8:00 AM Exhibit Hall Open – Continental Breakfast

12:00 PM – 2:00 PM Exhibit Hall Open – Buffet Lunch

6:00 PM – 7:30 PM Exhibit Hall Open – Networking Reception

Friday, September 11, 2020

7:00 AM – 8:00 AM Exhibit Hall Open – Continental Breakfast

8:00 AM – 11:00 AM Exhibitor **TEARDOWN**

2. Exhibit Set Up – Exhibitors can begin setting up their booth on Wednesday, September 9, 2020, at 10:00 AM and may work until 6:00 PM. Exhibits must be setup by 6:00 PM on Wednesday, September 9, 2020, for inspection.

3. Exhibit Teardown – All exhibits must remain intact until official closing on Friday, September 11, 2020, at 8:00 AM. All exhibitor materials must be removed from the exhibit hall by 11:00 AM on Friday, September 11, 2020. NPTC and the Omni Orlando Resort will be held harmless for removal/disposal of exhibitor material remaining in the hall after the stated time.

4. Space Assignment – Exhibit booth space will **NOT** be confirmed without payment in full. NPTC cannot guarantee but will make every effort to honor your request in assigning space. NPTC reserves the right to make final determinations of all space assignments in the best interests of the exhibition. See section 20 below for booth fees and payment terms.

5. Booth Construction – Only in-line booths are permitted (island booths are not available), with the following restrictions:

- Overhead hanging signs not permitted.
- Solid exhibit construction not permitted to exceed 3-feet in height in the front 5-feet of the booth; and, overall height of booth may not exceed 8-feet.
- Live/video demonstrations may not block sight lines of other exhibitors.
- Booths with enclosed ceilings are prohibited.

6. Display Construction & Guidelines

- If exhibitor uses an outside contractor for booth setup, display management and/or booth teardown, an EAC form is not required.
- Exhibitors shall not cause nails, tacks, fasteners or any items to be driven into any portion of Omni Orlando Resort, nor cause any changes, alterations, damages, repairs, painting or staining of any part of the premises, its furnishings or equipment.
- There is no storage space available in the raceway between/behind booths.
- Tape or other adhesives may not be applied to walls or other surfaces.
- Easels, signs, furnishings, equipment, etc., shall not be put into the aisle.
- Decorations, drapes, signs, acoustical materials, etc., shall be fireproof.
- Do not throw boxes or trash generated during show hours into the aisles.
- All products or balloons that could rise to the ceiling due to their physical properties and any signs or display materials capable of obstructing the sprinkler system are not permitted.
- Open flames or flammable liquids are not permitted.
- Outside food and beverage is not permitted inside the facility; contact the hotel's in-house food and beverage department for details at (407)238-6537.
- When loading and unloading items, exhibitors may enter and exit through the main front Omni Orlando Resort entrance. Exhibitor's personal vehicles may access the loading dock but must load/unload and vehicle must exit the dock area immediately; no waiting or standing in the loading dock area.
- Unless otherwise specified or required herein, NPTC abides by and requires that all exhibitors abide by the [exhibit guidelines](#) of the International Association of Exhibition and Events. For further booth construction questions, contact Freeman Exhibitor Services at (615)391-5522.

7. Decorator Services: Setup, Shipping & Handling, Carpet, Furniture, etc. Your exhibit booth rental includes one (1) 8-foot high back-drape and two (2) 3-foot high side drape dividers; one (1) 6-foot x 30-inch draped table; two (2) limerick chairs; one (1) wastebasket; and, one (1) 7"x 44" one-line booth identification sign displaying exhibitor company name (all provided by Freeman).

For additional rentals and services, including booth shipping/material handling, booth setup, additional furniture rentals, booth cleaning, etc., refer to the **Freeman Exhibitor Service Manual** (PDF) and/or [FreemanOnline](#). In-booth electricity, internet access, telecommunications services, and equipment/audio visual rentals and services are also listed.

8. Booth Cleaning / Carpet Vacuuming – Freeman is responsible for all carpet cleaning – booth and aisle. Please see the [Exhibitor Service Manual](#) for details.

9. Motor Vehicle Display – Motor vehicles are not permitted for display in hall.

10. Good Neighbor Policy – No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Display material exposing an unfinished surface to neighboring exhibits is not permitted. Booth personnel and their representatives are required to confine their activities within the booth space. Booth personnel and their representatives should be modestly attired to maintain the professional and business-like climate of the exposition. Sound presentations, slides or videos will be permitted if tuned to a conversational level.

11. Performance of Music – Performance of live or recorded music is prohibited.

12. Exclusion – NPTC shall have the right to exclude, or at the exhibitor's expense, remove or require modification of any display or demonstration that it considers to be unsuitable to or not keeping with the character of the exhibition. NPTC shall have the right to demand modifications of the appearance or dress of persons or mannequins used in connection with displays or demonstrations & to exclude or remove at exhibitor's expense the offending persons or mannequins.

13. Inspections – Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exposition. All materials and installations must comply with the requirements of all inspection authorities having jurisdiction. All booth material must be non-flammable and electrical devices must conform to the fire codes. NPTC reserves the right to reject any exhibit deemed to be inconsistent with the goals of this show. Additionally, exhibitors shall be solely responsible for assuring that their exhibit space is in full compliance with the Americans with Disability Act and with the regulations implementing that Act.

14. Subletting Space Not Permitted – Exhibitor shall not assign or sublet any space allotted to him/her and not advertise goods other than those manufactured or sold by him/her in the regular course of business. Canvassing by non-exhibitors, or exhibitors outside of booths, is prohibited.

15. Security – The exhibition ballroom will be locked when not in use. During the course of the exhibition, NPTC, the Omni Orlando Resort and Freeman shall exercise reasonable care for protection of the exhibitor's material and display. Beyond this, NPTC, Omni Orlando Resort, Freeman or any officer or employee of the above shall not be responsible for the safety, loss or damage of the property or person of the exhibitor, its employees or agents by any cause. Exhibitor shall be responsible for providing all insurance and/or policy riders to cover its exhibit, including its contents and the person and property of its employees and agents.

16. Booth Cancellation / Exhibit Postponement – Refunds or credits of booth rental fees paid are not available under any circumstances; except as outlined below. Exhibitor is responsible for full payment of the booth rental cost; exhibitor's failure to occupy booth is not subject to refund.

In the event that the exhibition is postponed due to any occurrence not caused by the NPTC or exhibitor, whether such occurrence be an Act of God or common enemy, or the result of war, civil commotion, sovereign conduct, or the act or conduct of any person(s) not party or privy to this Agreement, then the performance of the parties under the Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement.

In the event that any such occurrence results in the cancellation of the exhibition by the NPTC or the Omni Orlando Resort, the obligations under this agreement shall be automatically terminated and all exhibition rental fees paid by the exhibitor shall be refunded less any expenses reasonably incurred by NPTC in connection with exhibitor's exhibit.

17. Liability – The relationship between the National Private Truck Council and exhibitor shall be that of independent contracting parties and the Agreement shall not be construed as creating a relationship of employer/employee, a partnership, joint venture or any form of agency between the NPTC and exhibitor.

Exhibitor assumes responsibility and agrees to indemnify, hold harmless and defend the National Private Truck Council and the Omni Orlando Resort and its employees and agents against any claims or expenses arising out of the exhibitor’s use of the exhibition premises. The exhibitor understands that the NPTC does not maintain insurance covering the exhibitor’s property and it is the sole responsibility of the exhibitor to obtain such insurance.

The exhibitor shall be liable to the NPTC and/or the Omni Orlando Resort for any damage done to the building and/or the furniture and fixtures contained therein that shall occur through the acts or omissions of the exhibitor, its employees, agents or servants.

18. Insurance – Exhibitor and exhibitor’s contractors shall, at their sole cost and expense, procure and maintain through the terms of this contract, comprehensive general liability insurance against claims for bodily injury or death, and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000. **Such insurance shall name National Private Truck Council and Omni Orlando Resort as an additional insured.** Exhibitor shall furnish to NPTC a certificate of insurance (COI) evidencing the above requirements upon reasonable request by NPTC.

19. Shipping, Handling and Storage – Exhibitor is encouraged to ship exhibit booth materials in advance to the Freeman warehouse as this will ensure that your items will be waiting in your booth when you arrive for set up; it includes storage of empties and return of empties at conclusion of show (see [Exhibitor Service Manual](#) for details). Exhibitors may ship materials directly to the Omni Orlando Resort which will accept shipments up to five-days prior to the move-in date. However, NPTC is not responsible for lost or undelivered exhibitor shipments sent to the Omni Orlando Resort; further, exhibitor must arrange with the Resort for receipt and delivery of items to the hall and your booth. In the case that exhibitor’s material fails to arrive, exhibitor will continue to be responsible for space rental fees. NPTC will not be held liable in such event.

20. Exhibit Booth Rental Rates and Payment Terms

Below are the exhibit booth rental rates.

10’ x 10’ In-Line Booth	NPTC Member	\$ 2,500.00 USD
	<u>Non-Member</u>	<u>\$ 3,700.00</u>
10’ x 20’ In-Line Booth	NPTC Member	\$ 5,000.00
	<u>Non-Member</u>	<u>\$ 7,400.00</u>

Payment of booth rental fee constitutes acceptance of the booth contract and agreement to these rules, regulations, terms and conditions. Booth rental fee is required to be paid in advance and in-full to reserve exhibit booth and must be submitted with exhibit contract/application.

21. Exhibitor Badges and Registrations

A REGISTRATION NAME-BADGE IS REQUIRED FOR ADMISSION TO THE EXHIBIT HALL -- NO EXCEPTIONS. Exhibitors earn one (1) complimentary, full registration with their exhibit booth, regardless of booth size. Over and above the complimentary registration, additional personnel from the exhibitor attending the conference and/or assisting in the exhibit booth, must register at following regular, published registration rates:

<u>NPTC Member</u>	<u>Non-Member</u>
\$495.00/person USD	\$695.00/person USD

Full registration includes admittance to all functions including the Exhibit Hall, meals, receptions, general sessions & workshops. NPTC does not offer registration, passes or tickets exclusively for admission to the Exhibit Hall.

22. Admissions – NPTC will have sole control over admissions to the exhibit of all persons, including exhibitor personnel and registrants. Admittance to the hall by exhibitors is restricted to the scheduled hours in Section 1. All persons visiting the exhibit will be subject to the Rules and Regulations of the exhibition as issued or amended (with or without advance notice) by NPTC.

23. General Rules – All employees and contractors of companies exhibiting at the NPTC 2020 National Safety Conference agree to adhere to the following:

- A. No unauthorized literature drops at the Omni Orlando Resort and/or any other Conference overflow hotels, if applicable. No distribution or substitution of any item in the official NPTC sponsored registration package.
- B. No entertainment of customers (or prospective customers) or meetings or gatherings when an official NPTC event is scheduled, either during the day or evening, from September 9 through September 11, 2020 with the exception of the evening of Wednesday, September 9, 2020, which is a free-night. Thursday, September 10, 2020, is the Exhibit Hall Networking Reception starting at 6:00 PM at the Omni Orlando Resort. No other activity or meeting can be held during that evening – no exceptions.
- C. Advance blast or mass promotional emails and/or cold-phone calls to members and/or attendees is strictly PROHIBITED regardless of how information is sourced.

NPTC requests that all exhibiting companies and their staffs obey these rules as well as the spirit of these rules.

24. Entire Agreement – The items outlined above, 1 through 24, and the booth application constitute the entire Agreement between exhibitor and National Private Truck Council. This agreement may not be modified except in writing. In the case that any one or more provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such provision(s) will be deemed omitted and the remaining provisions will continue in full force and effect.

SIGNATURE REQUIRED

I acknowledge that I have read the Rules, Regulations, Terms and Conditions governing the NPTC 2020 National Safety Conference and Exhibition at the Omni Orlando Resort contained herein and do hereby agree to adhere to them.

AGREED TO:


Authorized Signature **X** _____

Name (please print) _____

Exhibiting Company _____

Date _____

Please return this signature page to NPTC at:

 **FAX to (815) 642-0317 or (703) 683-1217**

or...  **EMAIL to conference@nptc.org**

Thank you for your support of the NPTC 2020 National Safety Conference. Questions? Please contact Serena Porter at sporter@nptc.org.

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