

NPTC 2022 EXHIBITION Rules, Regulations, Terms and Conditions

NPTC 2021 Annual Education Management Conference & Exhibition – Duke Energy Convention Center (DECC), Cincinnati, Ohio – April 10-12, 2022



⇒ Read Rules & Sign (next page)

1. Exhibition Dates and Hours

Saturday, April 9, 2022

8:00 AM – 5:00 PM Exhibitor Setup

Sunday, April 10, 2022

8:00 AM – 1:30 PM Exhibitor Setup
2:30 PM – 5:30 PM Exhibit Hall Grand Opening & Reception

Monday, April 11, 2022

1:00 PM – 2:15 PM **2023 Booth Draft/Selection Meeting**
2:30 PM – 5:30 PM Exhibit Hall Open & “Extravaganza”
5:30 PM – 10:00 PM Reception Exhibitor Teardown

Tuesday, April 12, 2022

8:00 AM – 10:00 AM Exhibitor Teardown

2. Exhibit Setup – Exhibitors can begin setting up on Saturday, April 9 at 8:00 AM and may work until 5:00 PM and continue on Sunday, April 10 from 8:00 A.M. to 1:30 PM. All exhibits must be setup by 1:30 PM on Sunday, April 10 for inspection and grand opening at 2:30 PM.

3. Exhibit Teardown – All exhibits must remain intact until closing on Monday, April 11, at 5:30 PM. All exhibitor materials must be removed from the exhibit hall by 10:00 AM on Tuesday, April 12. NPTC & DECC 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. 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. See section 20 below for booth fees and payment terms.

5. Booth Construction

A. In-Line Booths:

- 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.

B. Island Booths:

- Island exhibit fixtures are permitted to a maximum height of 16-feet.
- Overhead hanging signs are permitted; signs to be hung by Freeman.
- Side-walls or towers may not obstruct the view of in-line booths behind and beside the island.
- Equipment and/or structure must be located so as not to place the viewer or exhibit personnel in the aisle.
- Exhibitor booths with enclosed ceilings are not permitted.

6. Display Construction & Guidelines

- Exhibitors shall not cause nails, tacks, fasteners or any items to be driven into any portion of DECC, 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 electric raceway between/behind booths – this area is for electrical purposes only.
- 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 in-house food and beverage provider, Spectra Food/Ovations, (513)419-7251.
- When loading and unloading items, exhibitors may enter and exit through the main front DECC entrance. Exhibitor’s personal vehicles may also access the loading dock; refer to the Exhibitor Service Manual for details.
- 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 Support at (888)508-5054.

7. Decorator Services: Carpet, Shipping, Setup, Electricity, Furniture, etc.

All booths MUST be carpeted by exhibitors. Refer to the Freeman Exhibitor Service Manual for PDF order forms and online ordering of carpet rental, shipping, booth setup, furniture rentals, etc. In-booth electricity, utilities and

booth cleaning are offered by DECC. In-booth Internet access and telecommunications services are available from SmartCity, and in-booth equipment/audio visual rentals and services are available from Prestige A/V.

8. Booth Cleaning / Carpet Vacuuming – The DECC is responsible for all carpet cleaning – booth and aisle.

9. Motor Vehicle Display / Fire Department Inspection – All motor vehicles on display must be inspected by the City Fire Department before they are permitted on the exhibit hall floor. **Your vehicle must arrive at the Hall A Loading Dock of DECC by 12:30 pm on Friday, April 8 for inspection.** Vehicle must have: (1) an operating gas gauge; (2) vehicle’s gas tank is required to have 1/4 tank of fuel OR less; and, (3) after the vehicle is moved into place on the show floor, the battery is required to be disconnected.

Action: At least 30-days prior to the start of the exhibit, Exhibitors displaying motor vehicles must [Download the Motor Vehicle Display Inspector Form](#) and return to DECC Exhibitor Services and NPTC per form instructions.

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 – Exhibitor must obtain all necessary licenses from the copyright-owner or representing agency of the copyright-owner for the performance of any copyrighted music, be it live or recorded (in any format). Licensing guidelines include any copyrighted music, whether it is the essence of the display or is only used as background, on a video or other presentation. Any and all fees incurred are the sole responsibility of the exhibitor. The license must be available upon request for inspection. NPTC will not be held liable for exhibitor’s failure to obtain license.

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. A fire marshal is required on-site to have smoke and haze or cooking demonstrations in exhibitor booths. 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 – NPTC shall provide general security-guard service during the course of the exhibition and shall exercise reasonable care for protection of the exhibitor’s material and display. Beyond this, NPTC, City of Cincinnati, DECC 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. Cancellation, Downsizing and/or Postponement

Exhibitor’s failure to occupy booth is not subject to refund. Prior to January 25, 2021, there will be a \$500.00 penalty if exhibitor **Cancels** booth reservation (unless booth is greater than 800-square-feet in which 50% of booth cost is non-refundable). From January 25 to March 11, 2021 (90 to 45 days out), booth cancellation will result in a penalty of 50% of the **total cost** of the booth. After March 11, 2021 (less than 45 days out), exhibitor is responsible for full payment of the booth cost; no refunds or credits will be issued after March 12, 2021 – no exceptions.

