

# NPTC 2024 EXHIBITION Rules, Regulations, Terms and Conditions

2024 Annual Education Management Conference & Exhibition – Orange County Convention Center-OCCC, South Hall A2, Orlando, FL – April 21-23, 2024



## 1. Exhibition Dates and Hours

### Saturday, April 20, 2024

8:00 AM – 5:00 PM Exhibitor SETUP

### Sunday, April 21, 2024

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

### Monday, April 22, 2024

1:00 PM – 2:15 PM **2025** Booth Draft/Selection Meeting  
2:30 PM – 5:30 PM Exhibit Hall Open & “Extravaganza” Reception  
5:30 PM – 10:00 PM Exhibitor TEARDOWN

## 2. Exhibit Setup

Exhibitors can begin setting up on Saturday, April 20 at 8:00 AM and may work until 5:00 PM. Booth setup resumes on Sunday, April 21 from 8:00 AM to 1:30 PM. All exhibits must be setup by 1:30 PM on Sunday, April 21 for inspection and grand opening at 2:30 PM. **The Exhibit Hall will not be open or accessible during non-setup, non-show hours.**

## 3. Exhibit Teardown

**All exhibits must remain intact until closing on Monday, April 22 at 5:30 PM.** All exhibitor materials must be removed from the exhibit hall by 10:00 PM on Monday, April 22. NPTC & OCCC 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 are not permitted.
- End-cap horizontal booths are not permitted.
- Solid exhibit construction is not permitted to exceed 3-feet in height in the front 5-feet of the booth; **overall height of booth may not exceed 8-feet.**
- Live/video demonstrations may not block sight lines of other exhibitors.

### B. ISLAND BOOTHS:

- Island booths must be 20' x 20' space or larger.
- Island exhibit fixtures are permitted to a maximum height of 16-feet.
- Overhead hanging signs are permitted; must be hung by OCCC rigging.
- Sidewalls 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.
- Booths with enclosed ceilings are not permitted.

## 6. Display Construction & Guidelines

- Displays must not extend beyond the boundaries of the exact booth space.
- No nails, tacks, fasteners, or any items to be driven into any portion of OCCC, 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 and/or 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 placed into the aisle, or any location elsewhere in the exhibit hall or adjacent public spaces.
- Decorations, drapes, signs, acoustical materials, etc. shall be fireproof.
- Do not dispose of boxes or trash generated during show hours into the aisles. Removal of bulk trash or general garbage to be handled by Freeman.
- Displays or balloons that could rise to the ceiling due to their physical properties and any signs or display materials capable of obstructing the fire-suppression system are not permitted.
- Open flames, flammable liquid/gases, or firearms of any kind are not permitted.
- Outside food and beverage is not permitted inside the facility; contact the in-house food and beverage provider, Centerplate, at (407)685-5562.
- Exhibitors may bring hand-carried, hand-rolled items into the exhibit hall through the front entrance (use of push carts, dollies or the like are not permitted). Any other item(s) must be shipped to the advance Freeman warehouse, shipped direct to Freeman at the show, or unloaded to Freeman on the South Hall A2 loading dock. Exhibitors with personal vehicles wishing to load or unload items must do so via the South Hall A2 loading dock.
- Unless otherwise specified or required herein, NPTC abides by and requires that all exhibitors abide by the [exhibit guidelines](#) of the International Assn. of Exhibition & Events. Questions, contact Freeman at (888)508-5054.

## 7. Exhibitor Services: Carpet, Shipping, Setup, Electricity, Rentals, etc.

All booths **MUST** be carpeted by exhibitors. Refer to [Freeman Online](#) for ordering carpet rental, shipping, booth setup/cleaning, furniture rentals, etc. In-booth electricity and utilities are offered by [OCCC](#). In-booth Internet access and telecommunications services are available from [SmartCity](#), and in-booth audio visual rentals and services are available from [LMG Inc.](#) In-booth catering available from on-site provider [Centerplate](#).

## 8. Booth Cleaning / Carpet Vacuuming

Freeman is responsible for all carpet cleaning – in-booth and aisles.

## 9. Motor Vehicle Display

All motor vehicles on display must be checked-in by security before they are permitted on the exhibit hall floor. **Display vehicles must arrive at the OCCC South Hall A2 Loading Dock between 12:00 PM and 2:00 PM on Friday, April 19, 2024;** exact time-window subject to change. Vehicles may be required to check-in first at the nearby Freeman staging-yard.

Vehicle Inspection Requirements: (1) the vehicle's gas tank is required to have 1/4 tank of fuel or less; (2) the vehicle gas-cap must be locked or taped shut; and (3) after the vehicle is moved into place on the show floor, the battery is required to be disconnected. A Vehicle Safety Inspection Form will be provided that must be submitted at security check-in.

## 10. Good Neighbor Policy

No exhibits 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 are 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 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 and 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 exhibition and shall exercise reasonable care for protection of the exhibitor's material and display. Beyond this, NPTC, OCCC, Orange County, Florida, 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 22, 2024, 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 22 to March 7, 2024 (90 to 45 days out), booth cancellation will result in a penalty of 50% of the total cost of the booth. After March 7, 2024 (less than 45 days out), exhibitor is responsible for full payment of the booth cost; no refunds or credits will be issued after March 7, 2024 – no exceptions.

If exhibitor chooses to downsize by selecting a smaller booth space, the following policy will apply: prior to January 22, 2024, exhibitor will be entitled to a refund of the cost differential; from January 22, 2024 to March 7, 2024 (90 to 45 days out), 50% of the cost differential will be refunded; after March 7, 2024 (less than 45 days out), exhibitor will not be entitled to a cost differential refund but will be responsible for payment in full of the larger booth. *Exhibitor requested booth location moves, if available, may be subject to a \$500.00 administrative move fee.*

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.

If any such occurrence results in the cancellation of the exhibition by the NPTC, the OCCC or Orange County, Florida, the obligations under this agreement shall be automatically terminated and all exhibition 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, the OCCC and Orange County, Florida, 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, the OCCC and/or Orange County, Florida, 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, Orange County Convention Center, and Orange County, Florida, 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

NPTC and the OCCC will not accept or store display materials or empty crates. Exhibitor shall arrange for shipment and delivery, receipt and storage of all exhibit materials through Freeman (see Freeman Online). The OCCC will not accept any shipments prior to the designated move-in date. In the case that exhibitor's material fails to arrive, exhibitor will continue to be responsible for space rental. NPTC will not be held liable in such an event.

20. Exhibit Booth Rental Rates, Payment Terms and Deadlines

Below are the exhibit booth rental rates for standard sizes. Other sizes may also be available; contact NPTC at [info@nptc.org](mailto:info@nptc.org) for additional options and costs.

10' x 10' Booth	NPTC Member	\$ 2,895.00 USD
	Non-Member	\$ 4,340.00
10' x 20' Booth	NPTC Member	\$ 5,495.00
	Non-Member	\$ 8,240.00
20' x 20' Booth	NPTC Member	\$ 9,895.00
	Non-Member	\$14,840.00
20' x 30' Booth	NPTC Member	\$13,350.00
	Non-Member	\$20,020.00

Payment of the booth rental fee constitutes acceptance of the booth contract and agreement to these rules, regulations, terms and conditions. Prior to November 1, 2023, a 50-percent deposit of the booth rental fee is required to be paid-in-advance to reserve an exhibit booth and submitted at time of reservation. The remaining 50-percent balance of the booth rental fee will be invoiced on

January 2, 2024, and due within 30-days. After November 1, 2023, new booth applications must be submitted with FULL payment and in-advance to reserve an exhibit booth.

Prior-year exhibitors who reserved a 2024 booth in advance will be invoiced for 50-percent of the 2024 booth rental fee on June 15, 2023, with payment due within 30-days. The remaining 50-percent balance of the booth rental fee will be invoiced on January 2, 2024, and due within 30-days.

21. Exhibitor Name-Badges and COMP Registrations

An official NPTC attendee name-badge is required for admission to the Exhibit Hall – no exceptions. Exhibitors earn complimentary (COMP), full registrations, based on exhibit booth size, as follows:

10' x 10'	one (1) complimentary registration earned
10' x 20'	two (2) complimentary registrations earned
20' x 20'	three (3) complimentary registrations earned
20' x 30' or larger	four (4) complimentary registrations earned

Over and above the complimentary registration(s) exhibitors earn above, additional personnel from the exhibitor attending the conference and/or assisting in the exhibit booth, must register at following registration rates:

	NPTC Member	Non-Member
Register By 02/21/2024	\$ 675.00/person USD	\$ 1,135.00/person USD
Register After 02/21/2024	\$ 775.00/person	\$ 1,235.00/person
One-Day/Daily Pass:	\$ 315.00/person/day	\$ 430.00/person/day

Full registration includes admittance to all functions including the Exhibit Hall, meals, receptions, general sessions & workshops (daily registration includes only those activities being held for the specified day). 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 2024 Annual Education Management Conference and Exhibition agree to adhere to the following rules as set forth by the NPTC Annual Conference Planning Committee:
- A. No unauthorized literature drops at the Conference host hotel, the Hyatt Regency Orlando, or any overflow hotels.
  - 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 April 21, 2024, through 2:30 PM on April 23, 2024.
  - C. No distribution or substitution of any item in the official NPTC sponsored registration package.
  - D. **Blast or mass promotional emails and/or cold-phone calls to members and/or attendees is strictly PROHIBITED** regardless of how information is sourced. General distribution of any and all promotional materials is not permitted in the exhibit hall, adjacent OCCC meeting rooms and facilities, or the Hyatt Regency Orlando or overflow hotels.
  - E. Sunday, April 21, 2024, is the ACT-1 Gala Reception and Dinner, starting 7:00 PM at the Hyatt Regency Orlando Hotel. No other activity or meeting can be held that evening – no exceptions.

The NPTC Annual Conference Planning Committee requests that all exhibiting companies and their staff obey these rules as well as the spirit of these rules.

24. Entire Agreement

The items outlined above, 1 through 23, 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.

All exhibitors must acknowledge receipt of the Rules, Regulations, Terms and Conditions governing the NPTC 2024 Exhibition at the Orange County Convention Center in Orlando, Florida, contained herein and agree to adhere to them.

**CLICK HERE to complete the form signifying that your company agrees to adhere to the NPTC 2024 Rules and Regulations.**

Thank you for your support of NPTC 2024. Questions? Contact [sporter@nptc.org](mailto:sporter@nptc.org).  
National Private Truck Council | 2300 Wilson Blvd., Suite 700 | Arlington, VA 22201