

NCS D Exhibitor Contract



Please register online for an exhibitor booth at ncsddc.org before submitting this contract.

National Coalition of STD Directors reserves the right to reject applications for sponsorships, or to exhibit products and services at the STD Engage 2019 for any or no reason, including in the event National Coalition of STD Directors believes, in its sole discretion, that an applicant's sponsorship, products or services contradict, conflict with or otherwise are not aligned with National Coalition of STD Directors' purpose or mission.

In accordance with the Exhibit Tradeshow Regulations governing rental of exhibit space on the last page of this Exhibitor Prospectus, the undersign hereby applies for exhibit space at STD Engage 2019, November 19-22, 2019 in Alexandria, VA. Exhibitor has read and agrees to the exhibit regulations. Exhibitor also understands that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted by NWA. We understand that a 25% non-refundable deposit is due with applications made before November 4, 2019 and that the balance is due on or before November 4, 2019. If you are submitting this application after November 4, 2019, the full exhibit fee is to accompany this application. Cancellations will not be refunded after November 4, 2019.

COMPANY: _____

Website: _____

SECTION 1: PRIMARY CONTACT (Name of the person for all exhibit correspondence)

Name: _____ Title: _____

Phone: _____ Email: _____

SECTION 2: COMPANY DESCRIPTION & LOGO (to be used in marketing materials. 50 words or less.)

Please email your logo as a high resolution .png file to sjennings@ncsddc.org.

SECTION 3: PREFERRED EXHIBIT BOOTH LOCATION: Please refer to exhibit booth locations and numbers from the Exhibit Area Floor Plan. All other exhibit booths are awarded on a first-come, first-served basis. All opportunities remain available until completed applications and payments are received by the Director of Meetings/NCS D.

1st Choice # _____ 2nd Choice # _____ 3rd Choice # _____

We do not wish to be next to or across from the below listed company(s). Please note that the exhibit booths purchased prior to your request will not be relocated. You may discuss possible options with the Director of Meetings.

Company #1: _____

Company #2: _____

Continued on the next page.

SECTION 4: SPONSORSHIP

Are you interested in learning more about sponsorship opportunities at NCSD Engage?

Yes _____ No _____

Potential sponsored opportunities include:

Mobile App Banner Ad | \$500

Scholarship Fund | \$1500

Product Theater | \$2000 *(Speaker approval required)*

Reception Drink Ticket Sponsor | \$3000

Mobile App Push Notification | \$1000

Room Drops | \$5000

SECTION 5: AGREEMENT

National Coalition of STD Directors is hereby authorized to reserve space for my/our exhibit at the NCSD Annual Conference to be held at Hilton Alexandria Mark Center. Exhibit dates are November 19-22, 2019. I have read and agree to comply with the exhibit regulations provided with this application and contract.

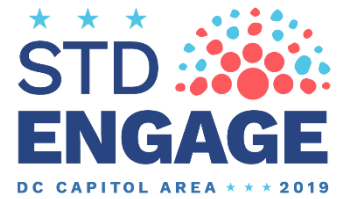
Signature of authorized person _____

Date _____

The NCSD exhibit manager may restrict, prohibit, or evict any exhibitor for any reason, including noncompliance with the rules and regulations, or whose exhibit, because of noise, method of operation, materials, or otherwise, may detract from the general character of the conference. NCSD reserves the right to assign booth space based upon the type of company or organization requesting space.

Please send this completed application to NCSD's Director of Meetings and Partnership Development, Shameka Jennings, via email at sjennings@ncsddc.org.

Exhibitor Schedule



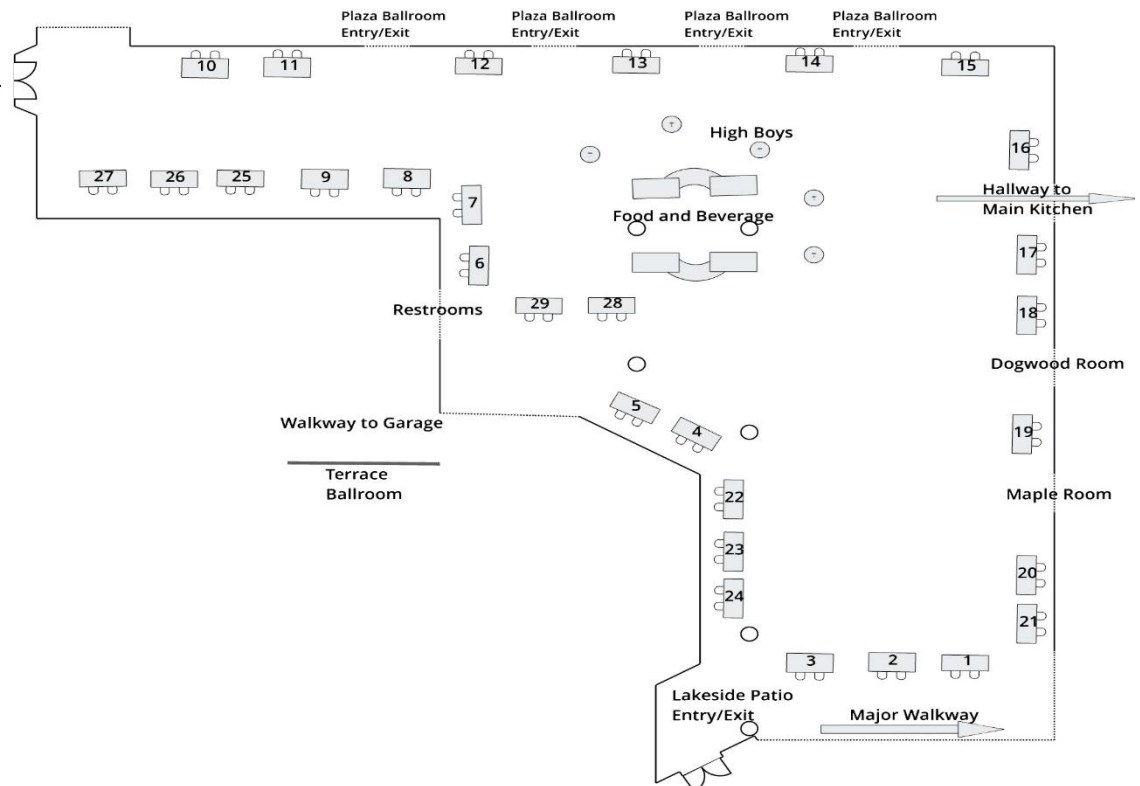
Key Dates to Remember

Exhibitor Contract	Email to sjennings@ncsddc.org upon completion of online registration.
Mobile App Advertisements	October 15
PSAV Form	October 15
Full Payment Due	November 1
Cancellation Date with 25% Penalty	November 4
Hotel Reservations Cut-Off Date	November 4
Exhibitor Registration Deadline	November 4
Exhibitor Move-In & Set-Up	November 19
Exhibitor Tear Down & Move Out	November 21

Exhibit Dates and Hours

Tuesday, November 19	
10:00 a.m. – 4:00 p.m.	Exhibitor Move-In & Set-Up
5:00 – 8:00 p.m.	Exhibit Show Opens
Wednesday, November 20	
8:00 – 9:00 a.m.	Breakfast / Networking & Exhibits
10:30 – 11:00 a.m.	AM Break / Networking & Exhibitors
12:15 – 1:30 p.m.	Lunch
2:45 – 3:00 p.m.	PM Break / Networking & Exhibitors
4:15 – 4:30 p.m.	PM Break / Networking & Exhibitors
Thursday, November 21	
8:00 – 9:00 a.m.	Breakfast / Networking & Exhibits
10:30 – 11:00 a.m.	AM Break / Networking & Exhibitors
11:45 a.m. – 1:00 p.m.	Lunch
3:30 – 3:45 p.m.	PM Break / Networking & Exhibitors
4:00 – 6:00 p.m.	Exhibitor Tear Down & Move Out

Exhibitor Floorplan



2019 NCSD Annual Meeting Official Exhibition Regulations

All exhibits and exhibitors are subject to the following regulations.

Exhibit criteria – Exhibiting firms will be limited to those providing services, products, or publications that meet the professional and practical needs of social studies educators. NCSD reserves the right to restrict and deny prospective exhibiting organizations, for any reasons. This reservation includes persons, things, conduct, printed matter or anything of a character which the management determines offensive to the NCSD membership. In the event of such restriction or violation, NCSD may evict the exhibit and will not be liable for any refunds of rentals or other exhibit expense.

Assignments – Assignment of space is dependent on a number of criteria, including the order in which contracts are received, product type, and number of requested booths/tables. If none of an exhibitor's choices is available, space that is most similar to that exhibitor's choice in location, price, and competitive situation will be assigned. Applications will not be processed without the required deposit. Applications by telephone will not be accepted. No exhibitor will be permitted to erect a display until space rental is paid in full. NCSD reserves the right to alter exhibitor's assigned location at any time at its sole discretion in the best interest of the exhibit.

Exhibit set-up date – Exhibitors shall set up their exhibits on Thursday, November 19, 2019, from 10:00AM to 4:00PM EST, unless other arrangements have been approved by NCSD. It is the duty and responsibility of each exhibitor to install their exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the close of the exhibition.

Exhibit dismantle date – Exhibitors shall dismantle their exhibit after 4:00PM Thursday, November 21, 2019. Exhibits may not be dismantled or removed before 4:00PM Thursday, November 21, 2019 and no later than 6:00PM on Thursday, November 21 2019. Failure to observe this rule will jeopardize the exhibitor's space assignment and the right to exhibit at future NCSD exhibitions.

Staffing of booth – Exhibits must be open and staffed for business during hours when exhibit facility is open to attendees. Each exhibitor must wear an official exhibitor identification badge provided by NCSD.

Arrangement of exhibits – The standard equipment provided the exhibitor by NCSD will consist of an six-foot foot draped table. Displays may not be higher than eight feet in the back and four feet along the dividers and aisles. Display fixtures over four feet high must be confined to the back half of the booth so as not to interfere with the view of adjacent exhibits. No construction or built-up exhibit shall exceed the overall height of the back wall unless approved by NCSS.

Security – Exhibit management will provide necessary security personnel during the hours the exhibit area is closed. However, exhibitors are solely responsible for their own exhibit material and should insure against loss or damage.

Special regulations – (a) Reassignment or subletting of all or any part of booth/table space without approval from NCSD is prohibited. (b) Solicitation and distribution of printed advertising must be confined to booth space only. Aisles must be kept clear at all times. (c) Operation of any objectionable sound devices will not be allowed. (d) Nothing shall be posted on, or tacked, nailed, taped, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. (e) Distribution of helium-filled balloons or adhesive-backed stickers or decals is prohibited. (f) Food and beverage for distribution must be supplied and prepared by the designated catering company.

Sound restrictions – Sound-producing or amplifying devices that project sound must be tuned so as not to exceed 85dbs. NCSD reserves the right to determine at what point sound constitutes interference with other Exhibitors. Public address announcements are prohibited.

Insurance – Exhibitor agrees to procure and maintain adequate insurance coverage during the dates of the NCSD Annual Meeting, including move-in and move-out days, name NCSD as additional insured, and be prepared to furnish a certificate(s) of insurance to NCSD if requested. Exhibitor bears the risk of loss due to the inadequacy or failure of any insurance or any insurer, including any insurance that may be provided by Exhibitor, NCSD or the Hilton Alexandria Mark Center. NCSD shall not in any event be liable to Exhibitor for any damages.

Insurance – NCSD shall not be liable for loss or damage of any article of equipment or property of Exhibitor which exhibitor may suffer during installation or removal or during the exhibit itself due to robbery, fire, accident, or any other destructive cause. Insurance, if desired, must be placed by the Exhibitor.

Liability – Exhibitor must operate and maintain exhibits so that no injury will result to any persons or property. Exhibitor undertakes and agrees to indemnify and hold harmless NCSD and its officers, board, agents, and representatives from any and all claims for damages, suits, etc. (including attorney fees) by any person by reason of negligence of the Exhibitor, its agents, representatives, or employees.

Exhibitor agrees to release and to indemnify and hold harmless NCSD from any and all claims for damages, suits, etc., for injuries to themselves or their employees and for damages to property in their custody, owned or controlled by them, which claims for damages may be incidental to, grow out of, or be connected with their use or occupation of space contracted; however, nothing herein shall release NCSD from any liability for claims, damages, suits, etc., that are the result of negligence of NCSD.

Exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The Exhibitor shall assume all responsibility for damage to the exhibit hall and shall indemnify and hold harmless the Hilton Alexandria Mark Center, the City of Alexandria, and NCSD, and their representatives for all liability which might ensue from any cause whatsoever arising out of the Exhibitor's participation in the exhibit program or in conference activities. In addition, Exhibitor acknowledges that neither Austin Convention Center nor any of the other Indemnities maintain insurance covering such losses by Exhibitor.

NCSD will not be liable in any instance for any unseen expenses incurred by Exhibitor due to the terms of the contract that NCSD has with the Hilton Alexandria Mark Center or any consequential damages.

To the extent permitted by law, the Exhibitor hereby releases NCSD, the Hilton Alexandria Mark Center, its elected and appointed officials, employees and volunteers and others working on behalf of the aforementioned entities from any and all liability or responsibility to the Exhibitor or anyone claiming through or under the Exhibitor by way of subrogation or otherwise, for any loss or damage to property, even if the loss or damage shall have been caused by the fault of negligence of the aforementioned entities, its elected or appointed officials, employees or volunteers or others working on behalf of the aforementioned entities.

Nonflammable materials – All materials including muslin, velvet, silken, or other cloth drape or banner used in the exhibit hall must be nonflammable or conform to the fire regulations of the Hilton Alexandria Mark Center. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense. The exhibitor agrees to accept full responsibility for compliance with city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment under city codes. Fire hose cabinets and extinguishers must be left accessible and in full view at all times.

Circulation and solicitation – Distributing of marketing materials and souvenirs must be restricted to the Exhibitor's booth. Canvassing or distribution of marketing materials or souvenirs in any location other than the Exhibitor's booth is prohibited.

Unions – Exhibitor shall abide by all agreements made by, between and among NCSD, Austin Convention Center, and any unions or other labor groups having jurisdiction at the Exhibit. All work involved with setting up and dismantling exhibits must be performed by authorized personnel.

Regulations and contract – All of the above rules and regulations are construed as part of all space contracts along with the information in Exhibitor Prospectus. Exhibitor recognizes and agrees that NCSD retains the right to interpret and enforce all rules and regulations and make final decisions on all points not covered by the aforementioned rules and regulations.

Sales – Exhibitors are permitted to make direct sales on the exhibit floor. Obtaining the appropriate licensing or permits as required by law, collecting and remitting sales taxes and any other legal business requirements are solely the responsibility of the Exhibitor.

Author signings – Exhibitors must notify NCSD and receive permission for any author signings scheduled in their booths. NCSD reserves the right to schedule all keynote and featured speakers and panelists for signings.