



NCLGISA - Contract for Exhibit Space - 2020

GENERAL

The terms and conditions, properly executed by sponsor, shall upon acceptance and notification of sponsorship assigned by conference management, constitute a valid and binding agreement. NCLGISA reserves the exclusive and total right to control all aspects of the conduct of this event; and specifically, it reserves the right to determine the eligibility of any sponsor for inclusion in the Conference Sponsorship. Requests for sponsorship may be refused or restricted due to space limitation or other reasons determined by NCLGISA. NCLGISA also reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the Sponsorships and Conference. Conference committee's decisions and interpretations shall be accepted as final in all cases. NCLGISA will have sole control over all admissions of persons to the Conference. The acceptance of this contract does not carry nor imply endorsement of the product or service by NCLGISA.

NCLGISA reserves the right to restrict any exhibit or sponsorship because of noise, method of operation, size of display, or any behavior that is judged dangerous or objectionable; and also to prohibit, or to evict, that which is considered to distract from the general character of the exhibit area and/or sponsorships as a whole. This general restriction includes persons, things, conduct, printed matter, or anything deemed objectionable by NCLGISA. In the event of such restriction or eviction, NCLGISA is not liable for any refund or other sponsor expenses.

Sponsor agrees to conform to all rules and regulations stated below. Breaches or infractions of these rules may jeopardize the right to sponsor at future conferences hosted by NCLGISA.

EXHIBITION TERMS & CONDITIONS

1. **PAYMENT:** Payment is encouraged at the time of registration. To secure a sponsorship must be received within 30 days of registration; otherwise the sponsorship may be forfeited. Checks must be made payable to NCLGISA. Payment by credit card will also be accepted. Sponsors with a balance due will not be allowed on the exhibit floor or at sponsorship event until the balance is paid in full prior to the event start date.

2. **CANCELLATION:** Cancellations must be received in writing sixty (30) days prior to the start of the conference. Cancellations are effective on the date written notification is received by NCLGISA. A fifty percent (50%) refund will be given for cancellations received more than sixty (60) days prior to the start of the conference. Sponsors cancelling within sixty (30) days of the conference will be responsible for payment in full, and may jeopardize the right to sponsor at future conference. Failure to appear at the conference does not release Sponsor/Exhibitor from responsibility for payment of the full cost of the contracted booth space. In the event of cancellation, space reverts back to NCLGISA for use at its sole discretion. NCLGISA's ability to resell the space shall not affect the refund schedule.
3. **RENTAL AND ASSIGNMENT OF BOOTH:** Booth selection will be made at the time of registration by the vendor. NCLGISA, however, reserves the right to make the final determination of all space assignments in the best interests of the conference.
4. **USE OF SPACE, SUBLETTING SPACE:** No Sponsor/Exhibitor may assign, sublet, or portion his space to another business entity or individual without the express permission in writing from NCLGISA. If you have questions about the display size, sound or use of your space, please contact bpchair@nclgisa.org prior to the conference.
5. **OPERATION OF EXHIBITS:** NCLGISA reserves the right to restrict the operation of, or evict completely, any exhibit, which in its sole opinion, detracts from the general character of the conference as a whole. This includes, but is not limited to, an exhibit, which because of noise, size, flashing lights, method of operation, display of unsuitable material, is determined by NCLGISA to be objectionable to the successful conduct of the conference as a whole. All demonstrations or other promotional activities must be confined to the limits of the contracted booth space. Sufficient space must be provided within the booth space for the comfort and safety of attendees watching demonstrations and other promotional activities. Each Sponsor/Exhibitor is responsible for keeping the aisles near its booth space free of congestion caused by demonstrations or other promotions.

Literature Distribution: All demonstrations or other activities must be confined to the limits of the Sponsor/Exhibitor's contracted booth space. Distribution of circulars may be made only within the booth space assigned. Sponsor/Exhibitors in the aisles or grounds hosting the conference shall distribute no advertising circulars, catalogs, folders, or devices.

Booth Representatives: Must be properly registered and wear their NCLGISA badges at all times.

Sound: Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent Sponsor/Exhibitors and their patrons, nor cause the aisles to be blocked. Operators of

noisemaking exhibits must secure approval of operating methods before the exhibit opens. NCLGISA shall be the sole judge of what constitutes appropriate sound levels.

Sales: Cash and carry sales are prohibited. Samples or souvenirs may not be sold.

6. **EXHIBITS AND PUBLIC POLICY:** Each Sponsor/Exhibitor is charged with knowledge of all state, county, and city laws, ordinances, and regulations pertaining to health, fire prevention and public safety, while participating in the conference. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped, or otherwise affixed to any pillars, doors, walls, or other parts of the building.

All booth decorations must meet flame proofing codes. All exits, hallways, aisles, and fire control apparatus must remain clear and unobstructed at all times. Electrical equipment and wiring must conform to the National Electrical Code Safety Rules.

If unusual equipment or machinery is to be installed, the Sponsor/Exhibitor must communicate with NCLGISA Business Partner Coordinator for information concerning facilities or regulations. Sponsors/Exhibitors must comply with city and state fire regulations

7. **INSTALLATION AND REMOVAL:** NCLGISA reserves the right to fix the time for the installation of a booth prior to the conference opening and for its removal after the conclusion of the conference. Any space not claimed and occupied three (3) hours prior to the conference opening may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition.
8. **STORAGE OF PACKING CRATES AND BOXES:** Unattended freight in/outside any booth space at the time of opening of the conference will be removed and stored at the Sponsor/Exhibitor's sole risk and expense.

Sponsor/Exhibitors will not have packing crates and boxes visible in their booths during the exhibit hours. It is the responsibility of the Sponsor/Exhibitor to mark and identify their crates. Crates not properly marked or identified may be destroyed. NCLGISA assumes no responsibility for the contents of crates or boxes improperly labeled as "empty."

Crates, boxes, or other exhibit materials must be shipped and stored with the convention center according to their rules and regulations. (This information will be in the Exhibitor Kit). Unclaimed materials by the Sponsor/Exhibitor after the conference will be removed at the Sponsor/Exhibitor's expense. NCLGISA will bill Sponsor/Exhibitors for removal time and materials at prevailing rates. NCLGISA nor the conference facility shall not assume any liability whatsoever for loss or damage to any Sponsor/Exhibitors' property.

9. **SPONSOR/EXHIBITOR'S GUESTS/AUTHORIZED REPRESENTATIVE:** The exhibiting firm assumes responsibility for its authorized representatives to follow all

NCLGISA contract rules and regulations.

10. **AMERICANS WITH DISABILITIES ACT:** Sponsor/Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter “ACT”) to make their booths accessible to handicapped persons. Sponsor/Exhibitors shall also indemnify and hold harmless NCLGISA and the conference facility against cost, expense, liability, or damage which may be incident to, arise out of, or be caused by Sponsor/Exhibitor’s failure to comply with the ACT.
11. **LIABILITY:** The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on The Wilmington Convention Center premises, and hereby waives any claim or demand it may have against the Wilmington Convention Center arising from such loss, theft or damage. The exhibitor agrees to comply with all policies for exhibitors and all applicable laws, codes and regulations. subsidiary and other affiliated or related companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees and costs through and including any appeals, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission or willful misconduct of the exhibitor or its employees, contractors, subcontractors or agents.

Neither NCLGISA nor the conference facility can or will be responsible for damage to, loss, or theft of property belonging to or injury to any Sponsor/Exhibitor, his agent, employees, business invitees, visitors, or guests. Each Sponsor/Exhibitor is expected to carry his/her own appropriate insurance.

NCLGISA shall not be liable for failure to perform its obligations under this agreement as a result of strikes, riots, acts of nature, government intervention, or any other causes that shall make it impossible or inadvisable to hold the conference or portion thereof at the time and place herein provided. Then and thereupon this agreement shall terminate and said Sponsor/Exhibitor shall and does not hereby waive any claim for property or other damages or compensation except the pro rata refund on the amount paid after deduction of actual expenses incurred in connection with the show and there shall be no further liability on the part of either party.

12. **SOCIAL FUNCTIONS/SPECIAL EVENTS:** Any social function or special event planned by a Sponsor/Exhibitor to take place during the conference must be approved by NCLGISA and may not conflict with any event or program scheduled by NCLGISA.
13. **NCLGISA NAME/LOGO USE GUIDELINES:** The use of NCLGISA and NCLGISA logos in Sponsor/Exhibitor marketing materials must receive prior authorization from NCLGISA Business Partner Coordinator. [Please email requests to bpchair@nclgisa.org or quarters@gmis.org.] Sponsorship of and/or exhibiting at the NCLGISA event does not imply endorsement by NCLGISA of the Sponsor/Exhibitor’s products or services.

14. **SHOWCASE EVENTS:** NCLGISA makes no guarantees for attendance or member participation at the Vendor Showcases. The Sponsor/Exhibitor acknowledges it is their responsibility to provide timely and relevant information to draw members to their session.
15. **CHANGE OF VENUE:** If for any reason the NCLGISA Board deems it necessary to change the location of the Symposium exhibits, NCLGISA reserves the right to reassign all booth spaces, as the NCLGISA deems best.
16. **SPECIFIC CHANGES TO REGULATIONS:** Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of NCLGISA. NCLGISA shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of the Sponsor/Exhibitors. Each Sponsor/Exhibitor, for himself and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto to conformance with the proceeding sentence.
17. **DOOR PRIZE:** A door prize is to be provided by each Business Partner (Company) with a minimum value of \$100. All door prizes will be given away on Thursday, May 21, 2020 during the last break in the Exhibit Hall, approximately 4:15pm, or at the discretion of the NCLGISA Business Partner coordinator. Each Business Partner (Company) will come before the membership in the break area of the Exhibit Hall, draw the winning name, and present their door prize to the winner. NCLGISA Member can win only one prize. Business Partners will be responsible for collecting their own NCLGISA member names for their prize giveaway. Please provide a means of collection of member names/business cards for the drawing.

NCLGISA's decision and interpretation shall be accepted as final in all cases.

Exhibit Booth Levels:

Platinum Level: \$5,600 (20)

- 1 Exhibitor package including 5 conference attendee registrations
- Choice of 12' X 12' Booth in Platinum Booth area
- Company logo and bio in all conference material
- 4 Business Partners (different companies) may occupy the same booth
- Opportunity to purchase one (1) of eighteen (18) Showcase sessions (\$1,000)
- Platinum Booths are numbered 27, 32-49, and 54.

Gold Level: \$4,100 (14)

- 1 exhibitor package including 4 conference attendee registrations

- Choice of 12' X 12' Booth or a 10' X 10' Booth in Gold Booth area
- **3** Business Partners (different companies) may occupy the same booth
- Gold 12' X 12' Booths are numbered 28 through 31 and 50 through 53
- Gold 10' X 10' Booths are numbered 24 through 26 and 55 through 57

Silver Level: \$2,850 (46)

- 1 Exhibitor package including 3 conference attendee registrations
- Choice of 10' X 10' Booth in Silver Booth area
- Company logo and bio in all conference printed material
- 2 Business Partners (different companies) may occupy the same booth
- Silver 10' X 10' booths are numbered 1 through 23 and 58 through 80

Bronze Level: \$1,850 (10)

- 1 exhibitor package including 2 conference attendee registrations
- Choice of 10' X 10' Booth in Bronze Booth area
- Company logo and bio in all conference printed material
- 1 Business Partner (Company) may occupy the booth
- Bronze 10' X 10' booths are numbered 81 through 90
- **Restrictions apply to register for this booth level. TOTAL Company employees not to exceed 10 and total company sales not to exceed \$2.5 million.**

Exhibitor Package:

- Platinum booths (numbered 27, 32 through 49, 54 are 12' X 12') come equipped with standard drape, two 3' high side rail curtains, two 6' x 24'' tables, carpeted floor, and four chairs. (Up to 5 registered Business Partner attendees may occupy a Platinum booth at the same time).
- Gold booths (numbered 28 through 31 and 50 through 53 are 12' X 12') come equipped with standard drape, two 3' high side rail curtains, two 6' x 24'' table, carpeted floor, and four chairs. (Up to 4 registered Business Partner attendees may occupy a Gold booth at the same time).
- Gold booths (numbered 24 through 26 and 55 through 57 are 10' X 10') come equipped with standard drape, two 3' high side rail curtains, one 6' x 24'' table, carpeted floor, and two chairs. (Up to 4 registered Business Partner attendees may occupy a Gold booth at the same time).

- Silver booths (numbered 1 through 23 and 58 through 80 are 10' X 10') come equipped with standard drape, two 3' high side rail curtains, one 6' x 24'' table, carpeted floor, and two chairs. (Up to 4 registered Business Partner attendees may occupy a Silver booth at the same time).

Bronze booths (numbered 81 through 90 are 10' X 10') come equipped with standard drape, two 3' high side rail curtains, one 6' x 24'' table, carpeted floor, and two chairs. **Restrictions apply to register for this booth level. TOTAL Company employees not to exceed 10 and total company sales not to exceed \$2.5 million. Registration for a Bronze booth space is limited to small companies that have less than 10 employees in the entire company and their sales are less than \$2,500,000.** If a Business Partner (Company) is found to incorrectly register for the Bronze booth they will not be allowed to attend the Spring Symposium nor the Fall 2020 symposium and may be listed as an unfavorable Business Partner (Company) for future symposiums. (Up to 3 registered Business Partner attendees may occupy a Bronze booth at the same time).

Additional Information:

- One Electrical supply will be provided in each Exhibit booth. **Bring your own surge suppressors/power strips.**
- Wireless Internet connection is available for limited/general use.
- Wired high-speed Internet will be provided by request only. Please indicate your need at time of registration in the appropriate registration section.
- Business Partner will not be listed in the conference materials **if completed registration and full payment is not received by April 9, 2020.** Showcase information must meet this deadline as well.
- Business Partners are invited to participate in all Breaks, Wednesday Lunch, Wednesday Night Reception, Wednesday Night Game Night, Thursday Breakfast, Thursday Lunch, Thursday Dinner and other Social Events.
- Wednesday evening May 20, 2020, the Business Partner Appreciation Reception begins in the Exhibit Hall at 5:00PM and ends at 6:30PM.
- See NCLGISA Spring 2020 program for the times and the locations for the schedule of events.
- Business Partners are welcome to attend sessions on a space-available basis; priority seating is given to NCLGISA members.
- **Platinum Business Partners are offered a Showcase session.** Showcases are offered for an additional \$1,000 where you have the opportunity to address the NCLGISA members. This is a first come, first served offering. Please pick an informative/educational topic that is relevant to the Symposium theme.

Attract NCLGISA members to your booth with innovative showmanship and a professional partnership attitude.

Program Requirements:

1. **If you purchase a Showcase, you will need to get your showcase information to the NCLGISA Business Partner Committee Chair by April 9, 2020 to make the Symposium Program deadline.** You will need to provide (1) Showcase title, (2) Showcase description – 150 words or less, (3) Speaker name, (4) Speaker Bio – 150 words or less.
2. **Company Logo and Bio are required at time of registration.** Company **bio** should be 150 words or less and your company **logo** file must be in one of these formats - .jpg, .ai., or .eps. You may provide a company Logo and Bio for each company that you partnered with in your booth.

Exhibit Contract Conditions

Move-in: Tuesday, May 19 - Exhibit Hall opens at 2:00PM and closes at 5:00PM for Exhibitor setup. Wednesday, May 20 - Exhibit Hall opens for Business Partners at 8:00AM for Exhibitor setup.

Set-up Complete: All Exhibits must be set-up by 10:30AM on Wednesday, May 20, 2020.

Hours of Exhibit: Exhibit Hall opens at 11:00AM on Wednesday, May 20, 2020 and closes at 6:30PM that evening. Exhibit Hall reopens at 8:00AM on Thursday, May 21, 2020 and closes at 5:30PM.

Move-Out: Booth breakdown begins **no earlier** than 4:30PM on Thursday, May 21, 2020. All booth material must be removed by 5:30PM on Thursday, May 21, 2020.

Please see Business Partner Exhibitor Kit for Shipping and Hotel information: