Exhibit Hall Terms and Conditions

By registering for the exhibit hall you agree to the following terms and conditions as part of a binding agreement between NODA and those who exhibit at the 2019 NODA Annual Conference. Failure to comply with any exhibit guidelines, terms or conditions may result in forfeiture of exhibit privileges. In the event of forfeiture, no refund of exhibit fees will be issued.

**Associate Membership Requirement:**
Exhibiting at the 2019 NODA Annual Conference requires a current NODA Associate Membership and updated contact information prior to and during the conference. The $525.00 (USD) Associate Membership fee is set by the NODA Board of Directors and are non-refundable.

**Location:**
Hilton Americas-Houston, 1600 Lamar St, Houston, TX 77010. NODA reserves the right to make such modifications to the exhibit space as may be necessary to meet the needs of the exhibitors and/or the conference committee.

**Exhibit Hall Registration:**
Registration will be available online beginning June 3, 2019. All attendees are required to be registered individually prior to exhibiting, including attendees whose registration is complimentary. Only registered exhibitors will be provided with conference badges that must be worn at all times during the exhibit hall and any other conference activity.

**Exhibit Hall Fee:**
The conference registration fee starts at $1,250 and covers two attendees. Exhibit hall placement is based upon the day that registration is submitted. The fee includes - two conference registrations, (1) 10’x10’ carpeted booth space, which includes the following: (1) 6’ draped table, (2) chairs, (1) booth identification sign, (1) wastebasket, and pipe and drape. Additional furnishings and electrical needs will be at the expense of the exhibitor.

**Conference Cancellation:**
All NODA membership fees are nonrefundable once payment has been processed. Conference registrants requesting a cancellation that is received in writing to the NODA Association Office on or before 4 p.m. CT, October 4, 2019, will receive a refund minus a $500 cancellation fee. Absolutely no refunds will be made to individuals canceling after 4 p.m. CT on October 4, 2019. Conference organizers cannot accept refund requests that result from cancelled flights and/or natural disasters. Highlight Session fees are nonrefundable.

**Assignments:**
Assignment of space will be determined by the NODA Association Office. Exhibitors will be assigned space in the order in which the registration materials and fee payment are received. NODA has more Associate Members than booth space available. You will be informed of your booth assignment in October 2019. NODA reserves the right to transfer the location of a booth space or the exhibit location without notice. Priority placement is provided to sponsors with a signed contract in place by September 2.

**Shipping:**
Exhibitors should ship freight, if applicable, to Shepard, the designated drayage company, which will deliver boxes to the appropriate exhibit booth. The conference hotel will not accept shipments. Shepard will handle freight being sent back to your business. Freight will be at the expense of the Exhibitor and will be billed separately. Shipping and freight information and coordination materials will be sent out in a confirmation email.

**Set-up and Removal:**
Exhibitors are permitted install their displays on Sunday, October 20, 1:00 p.m. – 4:00 p.m CT. Removal of all display items must be completed on Monday, October 21 by 4:00pm CT.
Exhibit Hours:
Exhibit space must be staffed during the exhibit hours of 6:00 – 8:00 p.m. CT, Sunday, October 20 and 10:30 a.m. – 2:30 p.m. CT, Monday, October 21. Removal of exhibits may not begin before 2:00 p.m. CT, Monday, October 21 without prior authorization from the association office. NODA reserves the right to change exhibit hours if necessary.

Advertising:
Exhibitors will be permitted to display their products or services and approach conference attendees in designated areas and during the times designated as “Exhibit Area Open” only.

Exhibit Etiquette:
No walls, partitions, painting, decorations, or any other type of obstruction may be created that may interfere in any way with the view of the exhibits.

Exhibit Appearance:
NODA reserves the right to reject any Exhibitor registration that might be deemed objectionable to conference attendees and to prohibit and/or remove any exhibition that might detract from the general character of the conference.

Sales:
Exhibitors may sell their products or services at the Annual Conference. NODA-branded items may not be sold or otherwise distributed by Exhibitors.

Insurance Certification:
Each exhibitor must provide a certificate of liability insurance from their insurance carrier naming NODA as additionally insured with limits of not less than $1 million combined single limit for each occurrence for bodily injury and/or property damage. Exhibitors who desire to carry property insurance on their exhibits must carry it at their own expense. Failure to provide an insurance certificate will result in forfeiture of the right to exhibit. In the event of forfeiture, no refund of exhibit fees will be issued.

Sublet:
Exhibitors may not sublet or assign any portion of their booths to any other company or organization.

Indemnification:
The Exhibitor agrees to protect, save, and keep NODA, its agents and representatives, and the hosting facilities free from any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as strictly comply with the applicable terms and conditions contained in the agreement between the hosting facilities and NODA regarding exhibition premises. Further, Exhibitors shall at all times, protect, indemnify, save, and keep harmless NODA and the facilities against any and all loss, damage, liability, or expense arising from or out of or by reason of said exhibitors’ occupancy and use of the exhibition premises or a part thereof.

Injury, Damage/Loss:
NODA, shall not be liable for any personal injury, property damage or loss suffered by the exhibitor, its agents or employees during the course of the exhibition, including loss or damage sustained by the exhibitor resulting directly or indirectly from the exhibition being closed at any time for any reason.

Security:
During non-exhibit hours the exhibit area will be secured and/or patrolled. Exhibitors will be solely responsible for any items missing from their booth at any time during the conference.

Failure to Occupy:
Space not occupied will be forfeited by the exhibitor. Forfeited space may be resold, reassigned, or used by NODA at its sole discretion.

Concerns or Grievances:
NODA expects its Exhibitors to respect NODA’s members and conference participants. If Exhibitors have any problems, concerns, or issues with the conference or their NODA membership, they are expected to direct those concerns to the NODA Association Office.