

# **NALMS 2017 Exhibitor Rules and Regulations**

## **Contract**

The applicant agrees that the North American Lake Management Society (NALMS) has the sole right to determine the eligibility of any company, agency, product, or service to be included in the exhibition, and retains that right through the end of the exhibition. No contract is formed until NALMS accepts an application and the applicant is notified. Should NALMS accept the application and later determine to prohibit the entire exhibit, the applicant agrees that its damages shall be limited to a refund of its registration fee.

## **Assignment of Exhibition Space**

Exhibition space will be assigned on a priority system, based on your organization's total financial commitment to NALMS from the prior year including exhibition space, sponsorships and advertising as well as the number of previous NALMS symposia your organization has exhibited and your organization's corporate membership status in NALMS. NALMS will attempt to accommodate exhibitor location and other preferences; however, such accommodations cannot be guaranteed in the event of a conflict regarding space or other material conditions. NALMS has the right to assign space to the Exhibitor, rearrange the floor plan, or relocate any exhibit at any time before or during the exhibition.

## **Exhibit Payment and Occupation of Exhibition Space**

No exhibit reservation is firm without full payment. Exhibition space on a courtesy hold may be forfeited if full payment is not received within 30 days, or upon arrival at the symposium if registered less than 30 days prior to the start of the symposium.

Exhibitors may not assign or sublet any space and may not advertise or display goods other than those manufactured or sold by it in the regular course of its business.

## **Cancellations**

Cancellation of exhibit space must be directed in writing to NALMS. Cancellations shall be effective upon receipt of notice to NALMS. Exhibitors who cancel will not receive a refund.

## **Use of Exhibition Space**

The exhibition space must be staffed by at least one company representative at all times during the symposium exhibit program. All demonstrations and exhibits must be confined to the contracted space. No exhibitor shall assign, sublet, or share any part of his space without express written consent from NALMS.

## **Admission**

NALMS shall have sole control over all admissions. All persons who visit the exhibit area will be admitted according to the rules and regulations of the exhibition, as NALMS may amend from time to time.

## **Exhibit Dates and Hours**

The exhibition area is open the following hours:

Tuesday, November 7, 2017

7:00 am – 7:00 pm

Wednesday, November 8, 2017

7:00 am – 3:30 pm

Thursday, November 9, 2017

7:30 am – 1:30 pm.

## **Exhibit Setup**

Exhibit setup will be 12:00 pm – 4:45 pm on Monday, November 6, 2017. Exhibits must be fully installed by 8:15 am on Tuesday, November 7, 2017. After this hour no installation work will be permitted.

## **Exhibit Construction and Arrangement**

NALMS will provide the standard draped exhibition space consisting of an 8'high backdrop, 3' draped side rails, and one identification sign with exhibit numbers. All exhibits must be confined to the spatial limits of the exhibition space as indicated on the floor plan. Additional exhibit furnishings and other services (*i.e.*, labor to install exhibits, special signs, cleaning services, internet access, electrical power, etc.) can be obtained from the official show contractor as outlined in the Exhibitor Service Kit.

## **Exhibit Teardown**

All exhibits must remain intact until 1:30 pm on Thursday, November 9, 2017, and may not be dismantled or removed until that time. Exhibits should be packed and ready to move by 4:00 pm on November 9, 2017. If this deadline is not met, NALMS reserves the right to remove materials from the show floor, and charge the expense for doing so to the participant. NALMS is not liable if such removal causes loss or damage to the materials.

## **Exhibitor Services**

Brede Colorado, Inc. can provide all usual trade show services including labor and will provide drayage service for all exhibitors. That service will include receipt of freight, delivery of exhibitor's freight to exhibitor's assigned space, storage of exhibitor's empty containers until the close of the show, and return of the freight to the destination of exhibitor's choice.

At the time of space assignment, contracts will be executed, confirmations emailed to the exhibitor and an Exhibitor Service Kit will be sent. This kit will include any amended or additional rules and regulations, official show hours, set-up and teardown hours, all service contractor related order forms, and all auxiliary services order forms. Please review all information carefully and be aware of all required cut-off dates.

### **Exhibitor Service Desk**

Provisions have been made to maintain an Exhibitor Service Desk throughout the exhibition's set-up and teardown periods.

### **Material Handling**

All shipments must be prepaid and consigned by the shipping instructions as specified in the Exhibitor Service Kit. Exhibits and related materials will not be accepted in advance as freight by the Westin Westminster and will be redirected to Brede Colorado, Inc. at the exhibitor's expense.

### **Care of Exhibition Space**

Exhibitors shall care for and keep in good order all space occupied by them. Special cleaning and dusting of booth, display, and equipment and material will be the exhibitor's responsibility and shall be performed at the exhibitor's expense.

### **Exhibit Standards**

NALMS shall have the right to prohibit and remove any exhibit or part of an exhibit that in NALMS' sole judgment is not suitable to or in keeping with the character or purpose of the exhibition. Exhibitors and exhibit materials should focus primarily on aspects of lake and reservoir management. NALMS Exhibit Management will notify the exhibitor and detail what modifications, if any, will avert the prohibition or removal. If an exhibitor is asked to remove an exhibit, or part thereof, and fails to do so promptly, NALMS will remove the exhibit or part thereof, and the exhibitor agrees to pay the reasonable costs of such removal.

### **Conduct of Exhibitors**

Exhibitors shall conduct themselves in a professional, ethical, and otherwise appropriate manner at all times and in conformance with these regulations. NALMS reserves the right to deny the privileges of the floor to any and all exhibitors who do not do so.

### **Safety & Fire Laws**

All exhibitors must strictly observe all applicable fire and safety laws and regulations. Cloth decorations must be flameproof. Wiring must comply with local fire department and the symposium facility's rules. Exhibits must not block aisles and fire exits. No combustible decoration, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, wrapping material, etc., are to be removed from the exhibit floor and may

not be stored under tables or behind the exhibit. Open flames, butane gas, and oxygen tanks are not permitted.

### **Americans with Disabilities Act**

Exhibitors shall be responsible for making its exhibit space accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold NALMS, its agents, and employees harmless from any consequences of exhibiting companies that fail in this regard.

### **Security**

NALMS will work with the Westin Westminster to provide appropriate security during the days of the exhibition. The provision of security shall not increase the liability of NALMS. Neither NALMS nor the Westin Westminster will guarantee exhibitors against loss and will not be responsible for loss of any material by or for any cause. Each exhibitor must make provisions for safeguarding of their goods, materials, equipment, and display at all times, and exhibitors are urged to carry their own insurance through their own sources at their own expense.

### **Insurance, Liability and Indemnification**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Westin Westminster premises and will indemnify, defend, and hold harmless NALMS, the Westin Westminster, its owner, and its management company, as well as their respective officers, directors, agents, servants, and employees from any and all such losses, damages, and claims.

Exhibitors are advised to carry sufficient insurance that will fully protect the exhibition management from any and all claims, including claims under the Worker's Compensation Laws, and for personal injury, including death, which may arise in connection with the installation, operation, or dismantling of the exhibitor's display. Exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as exhibitor deems appropriate.

### **Amendments to Regulations**

These rules and regulations are to be construed as a part of all space applications and contracts. All interpretations as well as answers to questions and matters not specifically covered by these rules and regulations will be decided by NALMS Exhibit Management. NALMS reserves the right to change or add to the rules and regulations if such addition or change is, in NALMS' judgment, reasonably required for the appropriate conduct of the exhibition.

I have read and accept all of the NALMS 2017 Exhibitor Rules and Regulations

---

Exhibiting Organization (please print)

---

Name (please print)

---

Signature

Date