



## NatCon 18 Exhibitor Rules and Regulations

### Exhibit Facilities

Exhibits for NatCon18 are located in the Prince George's Exhibition Hall at Gaylord National Resort & Convention Center. Exhibition dates are Monday, April 23, and Tuesday, April 24.

### Public Space/Outboarding

The National Council must approve all public room space requests at Gaylord National Resort & Convention Center (ballrooms, conference rooms, board rooms, suites, etc.) before it is contracted to either an exhibitor or any other individual, company or entity.

**Gaylord National Resort & Convention Center will not enter into a public space agreement with any outside third-party unless approved by the National Council.**

### Exhibit Criteria

Exhibiting firms will be limited to those providing services, products, or publications that are directly applicable to the management or provision of behavioral health and addictions – unless previously approved by National Council. National Council, as show manager, reserves the right to deny an application or require any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of Management, is misleading or deceptive, in poor taste, or unsuitable to or not in keeping with the character and objectives of the Conference.

### Application for Booth Space

**Application for exhibit space should be made online and must be accompanied by full payment to be accepted.** Exhibitors must submit application and payment prior to Friday, February 9, 2018 to be listed in the printed final program, virtual exhibit hall, and mobile app. Telephone reservations for booth space will only be accepted with credit card payment.

### Space Cancellation

**Booth reservations may be canceled and a refund issued, less a 25% cancellation fee, by Friday, February 9, 2018. Cancellation after February 9, 2018 obligates the**

**exhibitor to pay full rental, unless the space is resold. At that point, only the 25% cancellation fee will be forfeited by the exhibitor.** In case the exposition shall not be held, for any reason, the rental and lease of space to the exhibitor shall be terminated, in which case the limit of claim for damage and/or compensation by the exhibitor shall be the pro rata amount paid. Cancellations must be received in writing.

### Installation and Removal of Displays

**Exhibit Installation Date: Sunday, April 22, 2018 from 12:00 pm to 9:00 pm. Exhibit Dismantle Date: Tuesday, April 24, 2018, from 4:00 pm to 8:00 pm.**

All displays must be erected and completely arranged for viewing by 10:00 pm on Sunday, April 22, for official inspection by Management. Noisy or unsightly work in any exhibitor's booth area is prohibited during official exhibit hours.

Goods received after the opening of the exposition must be delivered to the booth and arranged at times other than the official exhibit hours. Goods and materials used in any display (except bona fide samples) may not be removed from the Exhibit Hall until the exposition has been officially closed without the approval of Management.

All materials must be cleared from the Exhibit Hall by 8:00 pm on Tuesday, April 24, 2018. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment at that time. **Management reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirement, or to order such work to be done at the sole expense of the exhibitor.** Exhibits must not be disturbed, dismantled, or removed before 4:00 pm, on Tuesday, April 24, 2018 or a fee of \$1,000 will apply.

### Use of Display Space

In the event the exhibitor fails to install the display by 10:00 pm on Sunday, April 22, 2018, or fails to pay the full space rental at the time specified, or fails to comply with any provisions concerning the use of display space, Management shall have the right to take possession of said space and resell same, or any part thereof. All demonstrations, sales activities, and distribution of circulars and promotional materials must be confined to the limits of the exhibitor's booth except that which is specifically authorized by

Management. Exhibitors must display only goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by Management. Exhibits, which include the operation of audiovisual equipment or any noise-making machines, may not operate the equipment in a manner that will disturb other exhibitors and their patrons. Exhibitors who play music within their booth space are solely responsible for securing all licensing rights for that music prior to performance at the Conference. Exhibitor hereby indemnifies and holds harmless Management from any expense or damage resulting from Exhibitor's performance or playing of music at this Conference. The above and any other special or unusual exhibit construction or installation must be approved, in advance, by Management.

### Staffing of Exhibit Booths

Exhibit booths must be staffed during official show hours. Exhibitor representatives are restricted to persons engaged in the display, demonstration, application, or sale of the company's products and services. Booth personnel shall wear an Exhibitor badge identification furnished by Management at all times while they are in the Exhibit area. Booth personnel have access to the Exhibit Hall thirty (30) minutes before and after published show hours.

### Official Decorator

The official show decorator and drayage firm is J&J Exhibitors Services. An Exhibitor's service kit will be emailed to each Exhibitor approximately 60 days prior to the Conference.

### Booth Configuration and Decorations

Booth size is 10' x 10' unless otherwise noted on the hall map. Standard booth construction will be 8' high backdrop with 3' high fabric side dividers. A standard booth sign, 7" x 44", of two lines with company name and booth number, will be furnished. **Specialty carpeting, tables, and trash cans will not be furnished and should be ordered through the official decorator, J&J Exhibitors Services.**

### Linear Booth

Linear Booths have only one side exposed to an aisle and are usually arranged in a series along a straight line. Exhibitors in Linear Booths should arrange display materials in such a manner so as not to obstruct sight lines of neighboring exhibitors. A maximum height of 8' is allowed only in the rear half of the booth space, with a 4' height restriction

imposed on all materials in the remaining space forward to the aisle.

### **Booth Configuration and Decorations** (continued)

#### *Corner Booth*

A Corner Booth is a Linear Booth exposed to the aisle on two sides. All the guidelines of Linear Booths apply.

#### *Perimeter Booth*

A Perimeter Booth is a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 10'.

#### *End-Cap Booth*

An End-Cap Booth is exposed to aisles on three sides and composed of two booths. The maximum back wall height of 8' is allowed only in the rear half of the booth space within 5' of the two side aisles with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.

#### *Peninsula Booth*

A Peninsula Booth is exposed to aisles on three sides and composed of a minimum of four booths. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4' high within 5' of each side, permitting adequate line of sight for adjoining Linear Booths. When a Peninsula Booth backs up to another Peninsula Booth the back wall and signage is restricted to 20' high within 5' of each side.

#### *Island Booth*

An Island Booth is any size booth exposed to aisles on four sides. The entire cubic content of an Island Booth may be used up to 20', including signage. Approval of booth drawings should be received from Show Management at least 60 days prior to installation for approval.

### **Hanging Signs & Graphics**

Hanging signs and graphics are permitted in all standard Peninsula and Island Booths to a maximum height of 20'. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. Hanging signs should be set back 10' from adjacent booths. Approval for the use of hanging signs should be received from Show Management at least 60 days prior to installation. Drawings should be available for inspection.

### **Towers**

A Tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used.

Towers in excess of 8' should have drawings available for inspection.

Exhibitors and their agents shall not injure or deface the walls, floors, or any part of the hotel, booth materials, or equipment of another exhibitor. When such damage occurs, the exhibitor causing such damage is liable to the owner of the property so damaged. Each exhibitor is charged with knowledge of and compliance with the laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. All booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform to all applicable electrical codes. If inspection indicates neglect in complying with these regulations, or otherwise indicates a fire hazard or danger, Management may cancel all or such part of a display as may be irregular, and effect the removal of same at the exhibitor's expense.

### **Shipping and Storage**

**Shipments will be received and stored by the official drayage agent, J&J Exhibitors Services, prior to the Conference. Delivery of the shipment to the booth, removal of the empty crates to storage, return of empty crates at the close of the show, and delivery of your shipment to the loading platform will be provided by J&J Exhibitors Services at the prevailing rates.** A drayage information rate sheet will be included in the Exhibitor's kit. It is the Exhibitor's responsibility to mark and identify their own crates. Crates not properly marked and identified may be destroyed.

### **Operating Restrictions**

Management reserves the right to restrict displays which, because of noise, methods of operation, materials, or for any reason, become objectionable and to prohibit or remove any displays which, in the opinion of Management, detract from the general character or appearance of the exposition.

### **Exhibitor's Representative**

The Exhibitor will name one individual as its duly authorized representative to have charge of the exhibit, and thereby accept and assume responsibility for such representative being in attendance at the exhibit throughout exhibit periods. This individual will be responsible

for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter such service contracts as may be necessary, for which the exhibiting company shall be responsible.

### **Liability and Insurance**

**Management will provide 24-hour security guard service in the Exhibit Hall beginning on Sunday, April 22, 2018, and continuing through teardown on Tuesday, April 24, 2018.** No registrants will be allowed into the Exhibit Hall outside of regular show hours; Exhibit Hall personnel will only be allowed into the Exhibit Hall 30 minutes before, during, and 30 minutes after published show hours. However, this does not imply that Management or Gaylord National Resort & Convention Center assumes any obligation or duty with respect to the protection of the property of exhibitors, which shall, at all times, be the sole responsibility of each Exhibitor. Each party involved in the exhibit agrees to be responsible for any claims arising out of their own negligence or that of their employees or agents. Each party agrees to be responsible for their own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policy.

### **Hold Harmless Clause**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel and management, its agents, servants, and employees from any and all such losses, damages, and claims. Neither the Hotel nor Management is responsible or liable for any loss, damage, or claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of Gaylord National Resort & Convention Center.

### **Agreement**

The Exhibitor agrees to abide by these Rules and Regulations and all amendments thereto, as well as all decisions of Management.

### **For Additional Information:**

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