

# **Sponsor Rules and Regulations**

## **National Consumer Law Center (NCLC)**

### **Applicable to ALL NCLC Conferences**

#### **Exhibit Table Assignment**

Space will be assigned according to the date on which the contract and payment are received.

#### **Exhibit Table Description**

NCLC will provide a uniformly styled exhibit space, skirted table, three chairs, and identification sign.

#### **Use of Exhibit Table**

The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of its business is prohibited. An exhibitor may not assign, sublet, or apportion any part of the contracted table space. Interviews, demonstrations, canvassing, and distribution of literature or samples must be made within the tabletop area assigned to the exhibitor, or elsewhere with the permission of Exhibitor Coordinator. Products and furnishings should be arranged with the safety of exhibitors and attendees in mind. Audiovisual and other sound devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of NCLC does not interfere with the activities of neighboring exhibitors. The distribution of outside food or beverage is prohibited. Exhibitors may not order exhibit furniture or supplies from the hotel without the approval of the Exhibit Coordinator.

Sales transactions may be conducted only within the proximity of exhibitor's own table. Exhibitors are responsible to the Internal Revenue Service and local government authorities for the collection and submission of the applicable federal, state and local taxes and for other taxes which occur on the exhibit floor.

NCLC reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of NCLC, detracts from the general character of the conference as a whole.

#### **Property Damages**

Exhibitor must not in any way damage the building, table or hotel equipment. No signs, parts of exhibits, supplemental lighting or any other exhibit material may be taped, posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or any interior or exterior surface of the hotel or furniture.

#### **Exhibit Staff Registration**

Exhibitors should first check in at the main conference registration where they will be given appropriate conference badges, which they must wear during the conference.

#### **General Conference Registration for Exhibitors**

Complimentary registration is available for up to three exhibitor representatives. Names of representatives should be provided to SarahEmily Lekberg (slekberg@nclc.org) at NCLC at least 3 weeks prior to the start of the conference. Registrations and badges are not transferable.

#### **Conference Sessions and Events Attendance**

Exhibitor may *not* attend the conference informational sessions without prior permission from the Exhibitor Coordinator.

#### **Unacceptable Exhibits**

The exhibitor agrees not to use any displays that NCLC determines will unreasonably endanger the person or property of the attendees of the exhibit, are in bad taste, are liable to discredit or subject NCLC to criticism or

legal liability, are inconsistent with the stated purposes of NCLC and the interest and welfare of low-income consumers, are inimical to the property rights of NCLC, or violate these regulations, or any other provision of this contract. In the event NCLC determines at any time that any exhibit may or does violate this contract, NCLC may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense.

### **Insuring Exhibits**

Exhibitors are responsible for obtaining any insurance that may be necessary to protect their exhibits, merchandise, and display materials against theft, fire, the space surrounding their exhibit, etc., at their own expense. Neither the hotel nor NCLC will be responsible for loss or damage to any property in storage, in transit to or from the exhibit area, or while in the exhibit area, nor for any loss of income as a result of any reduced sales due to such loss or damage.

### **Liability for Damages and Losses to Property**

The exhibitor shall protect, indemnify, and hold harmless NCLC and the hotel from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any person or property or loss of property or income that might be derived there from occurring in or about the exhibit premises, including that caused by or resulting from the negligence of NCLC, and from any and all liability for breach of exhibitor's representation and warranties herein. The exhibit facility shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the exposition premises.

### **Shipping Instructions**

The exhibitor will ship, at his or her own risk and expense, all articles to be exhibited. All shipments must be prepaid. The address on all crated shipments shall include the exhibitor's name. Exhibit material cannot be received at the hotel prior to the show staging dates. Such freight will be directed to and stored at NCLC's designated freight handling storage area. The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at their expense and without liability to NCLC.

### **Safety, Fire and Health**

The exhibitor is charged with knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety affecting his or her participation in the exhibition. Compliance with such regulations is mandatory. No exhibitor shall use any flammable decorations or coverings, and all fabric or other materials used shall be flameproof.

### **Cancellation of Table Space**

If for any cause beyond the control of NCLC, such as, but not limited to, the destruction of the exhibit facilities by an act of God, the public enemy, authority of the law, fire, or other force majeure, NCLC is unable to comply with the terms of this contract, it will be terminated and any payments made hereunder by the exhibitor will be refunded to the exhibitor less expenses incurred by NCLC to the date of the termination allocatable to the exhibitor.

### **Miscellaneous**

NCLC shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to decision by NCLC.

Exhibitors are responsible for making the exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act. Exhibitors must comply with all union regulations where applicable.