



Sponsor and Exhibitor Rules and Regulations

2023 Consumer Rights Litigation Conference

& Class Action Symposium

October 26 - 29, 2023 | Chicago, IL

Sponsor and Exhibitor Table Assignment

Exhibit space will be assigned according to the benefits associated with higher sponsorship rates. If not applicable, table placement will be determined by the date on which the contract and payment are received.

Sponsor and Exhibitor Table Description

NCLC/NACA will provide a uniformly styled exhibit space, access to conference Wi-Fi, skirted table, power strips, and waste basket.

Conference Anti-Harassment Policy

NCLC/NACA are committed to providing a safe and harassment-free conference experience for everyone regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, veteran status, body size, national origin, race, age, or religion.* We do not tolerate harassment of conference participants in any form. Sexual language and imagery is not appropriate for any conference venue, including offsite conference events and event-related social activities. If a participant engages in harassing behavior, event organizers retain the right to take any actions to keep the event a welcoming environment for all participants up to and including expulsion from the conference without a refund. [Click here to review our full policy.](#)

Covid-19 Policy

Sponsors and exhibitors are expected to comply with our Covid-19 Policy for the conference including vaccine verification and daily health checks. [Click here to view our full Covid-19 Policy and expectations.](#)

Use of Table

The advertisement or display of goods or services other than those manufactured, distributed, or sold by the sponsor in the regular course of its business is prohibited. A sponsor 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 sponsor, or elsewhere with the permission of Sponsor 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/NACA does not interfere with the activities of neighboring sponsors. The distribution of outside food or beverage is prohibited.

Sales transactions may be conducted only within the proximity of the sponsor's own exhibit table. Sponsors 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/NACA reserve the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of NCLC/NACA, detracts from the general character of the conference as a whole.

Property Damages

Sponsors 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.

Installation and Dismantling

Exhibits may be set up no earlier than 5:00 pm, Wednesday, October 25, 2023. All exhibits' material must be packed and removed from the exhibit area no later than 3:00 pm, Sunday, October 29, 2023.

Exhibit Staff Registration

Sponsors 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 Sponsors and Exhibitors

General Conference Registration for Exhibitors and Sponsors may have up to three sponsor representatives in attendance. The names of representatives should be provided to NCLC/NACA at least 3 weeks prior to the start of the conference. Registrations and badges are not transferable. Online registration is not required.

Conference Sessions and Events Attendance

Sponsors' or Exhibitors' representatives may not attend the conference informational sessions ('Intensive sessions' or 'Breakout sessions' as indicated on the conference agenda).

Purchasing Additional Receptions

Sponsors are not permitted to attend the Consumer Class Action Symposium Cocktail Party on the evening of Saturday October 28th, 2023, without first purchasing symposium cocktail party ticket(s). The purchase of a ticket will incur an additional fee separate from the sponsorship fee. Cocktail party tickets are limited to two tickets per sponsor except the company or organization sponsoring the cocktail party. Ticket purchases may only be made by sponsors of the conference. Exhibitors and outside companies or organizations are not eligible to attend.

Attendee Lists

NCLC/NACA will send all sponsors and exhibitors a list of attendees and these lists will only include names and organizations. NCLC/NACA ask that sponsors and exhibitors not reach out to attendees prior to the conference based on these lists and simply use them for prospecting while on site. Following the conference, NCLC/NACA will send updated and finalized lists of attendees, including those who registered on site.

Unacceptable Exhibits

The sponsor agrees not to use any displays that NCLC/NACA determine will unreasonably endanger the person or property of the attendees of the exhibit, are in bad taste, are liable to discredit or subject NCLC or NACA to criticism or legal liability, are inconsistent with the stated purposes of NCLC/NACA and the interest and welfare of low-income consumers, are inimical to the property rights of NCLC/NACA, or violate these regulations, or any other provision of this contract. In the event NCLC/NACA determine at any time that any exhibit may or does violate this contract, NCLC/NACA 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

Sponsors 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/NACA 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 sponsor shall protect, indemnify, and hold harmless NCLC/NACA 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 or NACA, 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 sponsor 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 sponsor'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 and NACA's designated freight handling storage area. The sponsor 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 or NACA.

Safety, Fire and Health

The sponsor 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 sponsor 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/NACA, such as, but not limited to, the destruction of the exhibit facilities by an act of God, public enemy, authority of the law, fire, or other force majeure, NCLC/NACA are 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/NACA to the date of the termination allocatable to the exhibitor.

Miscellaneous

NCLC/NACA 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/NACA.

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

In accordance with the items and conditions governing exhibits at the National Consumer Law Center's (NCLC) and the National Association of Consumer Advocates' (NACA) conference and the Hyatt Regency Chicago, the undersigned applies for exhibit space, which application, when accepted by NCLC/NACA becomes a contract. Terms and conditions listed under Rules and Regulations, as well as those conditions under which exhibit space in the hotel is leased to NCLC, are part of this contract.

Complete all sections of this application. Sign and return the application with payment to NCLC/NACA for the full amount owed. Total payment must accompany your sponsor application. No sponsorship will be reserved until NCLC/NACA receive full payment of the total table fee, along with a signed contract.