



Annual Convention and Tradeshow EXHIBITOR RULES AND REGULATIONS

As of 3.19.19

1. CONDITIONS TO EXHIBIT

Anyone interested in offering any product or service to the interNational Association of Lighting Management Companies (NALMCO) audience MUST register in advance. Anyone offering any product or service to the NALMCO audience without proper registration will be subject to immediate dismissal from the Convention and Trade Show. The Exhibit contract becomes valid and space is reserved only upon receipt of payment for the total cost of exhibiting.

2. EXHIBIT SPACE

The space contracted for herein is to be used for the Exhibitor whose name appears on the contract for space. Exhibitors may not sublet or resell any portion of their contracted space nor allow their badges to be used by unauthorized persons. Firms, companies or organizations that have not contracted for exhibit space or paid the exhibit hall rate, will NOT be permitted to solicit business within the exhibit area. NALMCO reserves the right to prohibit or restrict and, if necessary, remove or require correction of any exhibit that is unsuitable or objectionable for the NALMCO Trade Show or the exhibit area. Partners are given premium exhibit space, otherwise, exhibit space is assigned on a first-come, first-served basis. NALMCO has the right to modify the exhibit hall floor plan if necessary.

3. UNOCCUPIED SPACE

If unoccupied on opening day, said space is considered forfeited. NALMCO reserves the right to rent such space to any other Exhibitor or use said space in any other manner. NALMCO has the right to modify the exhibit hall floor plan if necessary.

4. EXHIBITOR PERSONNEL

During official exhibit hours, a representative for the exhibiting company must be in the booth at all times. Booth registration includes two (2) representatives per purchased booth space. Additional representatives may be added by registering at the appropriate fee listed on the registration form.

5. SECURITY

The exhibit hall will be locked during after-exhibit hours; however, hotel personnel will have access at all times. NALMCO has no liability for any loss or damage sustained by an exhibitor during such hours or at any time, whatever the cause.

6. INDEMNITY

It is expressly understood and agreed that the Exhibitor will hold harmless and make no claim against NALMCO or its officers, members or agents for any loss, damage to or destruction of property, nor for any injury that may occur to the Exhibitor, its agents or its employees while in the exhibit facilities, nor for any damages of any nature or character whatsoever, including direct or indirect damage as a result of loss of business arising out of the exhibition or cancellation thereof. 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, its owner and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

7. DAMAGE TO EXHIBIT FACILITIES

The exhibiting company must leave space assigned and occupied in the same condition as when possession began. Exhibitor is liable for damage to walls, columns, floor, carpet, ceiling, etc.

8. CHANGE OF FLOOR PLAN

NALMCO reserves the right to change the exhibit hall floor plan and/or exhibit locations without prior permission from the Exhibitor.

9. NON-ENDORSEMENT

The exhibiting of products and services at the NALMCO Convention and Trade Show does not constitute an endorsement by NALMCO or any product or service exhibited. Exhibitors are not permitted to represent in any manner that NALMCO has endorsed goods or services by the exhibiting company.



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10. CANCELLATION OF CONTRACTED SPACE

Cancellations received prior to August 30, 2019, will be refunded less a \$300 processing fee. No refunds will be given after August 30, 2019. No refunds will be given for no-shows. No refunds will be given for cancelled Partnerships (sponsorships).

11. CANCELLATION OF EXHIBITION

Should any cause (such as fire, strike or Acts of God, etc.) beyond the control of NALMCO arise prior to the opening date of the Trade Show causing its cancellation, it is understood and agreed that NALMCO will attempt to reschedule the event as near the original date and site as possible. If the event is not rescheduled, each prepaid exhibitor/Partner will receive a copy of the conference handouts and any other materials that would have been distributed. Fixed conference expenses will be paid from the pre-registration funds. Remaining funds will be refunded to pre-registrants. NALMCO is not responsible for any other costs incurred by pre-registrants in connection with the conference.

12. AMENDMENTS

These Rules and Regulations have been formulated for the best interest of the Exhibitors and NALMCO Convention and Trade Show. All matters and questions not covered by these Rules and Regulations may be amended at any time by NALMCO and all amendments so made shall be equally binding on all parties affected by them as the original Rules and Regulations.

13. COMPLIANCE WITH LAWS

Exhibitor/Sponsor shall abide by all laws, rules, regulations, and ordinances of any applicable government authority and all rules of the Radisson Blu Mall of America, including but not limited to compliance with the Americans with Disabilities Act.

14. GOVERNING LAW

This Agreement shall be governed in accordance with the laws of the State of Iowa without giving effect to any choice or conflicts of law principles. The parties agree to submit to the exclusive personal jurisdiction and venue of the state courts in Polk County, Iowa, or the federal court in the Southern District of Iowa for disputes relating to this agreement.

CONVENTION REGISTRATION AND CANCELLATION POLICIES

- Registration fees are per person and include admission to all outlined Convention functions.
- Please note that registration fees do not include hotel accommodations, airfares or optional tours and activities. Spouses, significant others and children must pay the applicable registration fee if attending Convention functions. Only those individuals who register and have NALMCO Convention name badges/tickets may attend Convention events.
- Booth purchase cancellations received on or prior to August 30, 2019, will be refunded, less a \$300 processing fee. No booth purchase refunds will be made after August 30, 2019.
- No refunds will be given for no-shows.
- No refunds will be given for Partnership (sponsorship) cancellations.

DISCLAIMER

If NALMCO cannot hold the Annual Convention and Trade Show due to acts of God, war, government relations, disaster, strikes, civil disorder or curtailment of transportation facilities and other emergencies making it inadvisable, illegal or impossible for the facilities to hold the meeting, each prepaid attendee will receive a copy of the conference handouts and any other materials that would have been distributed. Fixed conference expenses will be paid from the pre-registration funds. Remaining funds will be refunded to pre-registrants. NALMCO is not responsible for any other costs incurred by pre-registrants in connection with the conference.