All representatives of the company listed on this form understand and agree that this application is subject to the conditions on page two of the NACAC Exhibitor Information and Regulations Agreement and all other Rules and Regulations listed online at www.nacacconference.org.
APPLICATIONS FOR EXHIBIT SPACE

The Application for Exhibit Space contains discounts for advertising and conference mailing lists as part of the Special Exhibitor Advertising Packages. If you prefer to purchase these separately, you may contact the NACAC Conference Department at 703/299-6839 or visit NACAC’s Web site at www.nacacconference.org to receive pricing. NACAC reserves the right to refuse any Application for Exhibit Space for any reason and/or to remove any exhibit that might detract from the general character of the national conference. The contract for exhibit space, when properly executed by the exhibitor and accepted and confirmed in writing by NACAC, shall be considered a binding agreement between the two parties, henceforth to become subject to the rules and regulations stated herein. (Please note: Exhibit space purchased at the national conference is done so by a company or organization, as opposed to a division of such. NACAC will include the name of the parent company on signage and in the Conference Program Book. The company description may list division and affiliate names.)

ASSIGNMENT OF SPACE

NACAC retains complete authority over the assignment of all booth space on the floor. NACAC will attempt to honor spaces requested by exhibitors; however, final booth assignment will be confirmed in writing with a copy of the countersigned contract. There will be no combination of booths if requested booth sizes remain on the original floor. Exhibit space will be assigned in the order in which applications and payment is received. Exhibit space will not be confirmed until a deposit is received. Confirmation of final booth assignment(s) will be sent to the exhibitor. It is strongly recommended that exhibitors refrain from printing any promotional material or advertisements that indicate a specific booth assignment until written confirmation is received from NACAC.

CANCELLATION – JUNE 2, 2017

No refunds will be made if the exhibitor cancels the contracted space after June 2, 2017 or if the exhibitor fails to occupy the exhibit booth space on-site. Payment for booth rental will be refunded in full, less a $100 per 10’ x 10’ space processing fee, if a written request for cancellation is received by NACAC no later than June 2, 2017.

DECORATOR SERVICES

NACAC’s official service contractor for the 2017 National Conference is The Expo Group. Exhibitors paid in full by June 2, 2017, will receive an official Exhibitor Service Kit online in late June 2017 from the NACAC decorator containing information regarding booth requirements/restrictions and materials and furnishings included in your booth fee, such as back and side wall height, pipe and drape and signage. You will also receive information about those materials, furnishings and services not included in your booth fee, such as carpeting (required), telecom and electrical hookups, utilities, furniture rental (tables, chairs and wastebasket), material handling and labor charges, etc. Please note that carpeting is required in all exhibit booths. It is strongly recommended that exhibitors refrain from printing materials and signage and ordering booth supplies until the exhibitor service kit is emailed to ensure you are utilizing the correct vendor.

Furnishings: Each 10’ x 10’ booth comes with pipe and drape. Carpeting and furniture are not included; however, carpeting is required. Exhibitors may order these items from the exhibitor service kit sent to all fully paid exhibitors in late June 2017.

EXHIBIT BOOTH STAFFING

NACAC requires that each organization open its exhibit booth on time each day and that all booths be staffed throughout the day until closing announcements have been made. Failure to comply with this rule will result in NACAC deducting exhibitor priority points from a company’s total and/or barring of the company’s exhibit from the following year’s NACAC national conference.

EXHIBITOR RECEPTIONS AND MEETINGS

Exhibitors interested in holding a reception, meeting or event in conjunction with the national conference are required to complete and submit an Auxiliary Meeting form to the NACAC national conference team for approval before booking the event. No events may be scheduled during times that conflict with conference sessions or events.

FIRE REGULATIONS AND TRAFFIC MANAGEMENT

Fire regulations and traffic management require that exhibit floor aisles be open at all times. Each exhibitor is solely responsible for keeping the aisles near its booth free of congestion caused by demonstrations or other promotions. Booth personnel must remain in the booth space during conversations (overflow into aisles may not occur).

FLOOR PLAN

NACAC retains the right to modify the floor plan to the extent necessary for the best interest of NACAC and the exposition.

MAILING LIST

Advertisements in the Conference Program Book include a one-time use mailing list, which is provided approximately 5 weeks prior to the conference; or can be exchanged for a discounted email list.