

General Information and Regulations for Exhibit Booth Rental

1. Payment for exhibit booths must accompany the application for exhibit space.
2. NCTE reserves the right to transfer assigned booths to prevent congestion, to avoid confusion in firm names, or for similar reasons. No transfer will be made without written notice to the exhibitor.

Cancellations

Cancellations must be made in writing (email or fax will be accepted). Any exhibitor cancelling booth space four months before Convention will receive a refund less \$100 of the total rental cost. Any exhibitor cancelling booth space two months before Convention will receive a refund less 50% of the total rental cost. Any exhibitor cancelling less than two months before the show date will forfeit the entire rental fee. Reductions or downsizing in booth space will be treated as cancellations and refunds will be made accordingly.

Freight Shipment

1. Shipping instructions are sent to exhibitors two months before the Convention. Do not ship materials directly to the hotel.
2. NCTE (including all agents and employees of NCTE, CCCC, and/or the host facility) assumes no responsibility for damage to exhibitor's property, lost shipments, or moving costs. If exhibit materials fail to arrive, the exhibitor is nevertheless responsible for booth rent.

Damage and Injury

1. Exhibitor assumes responsibility and agrees to indemnify and defend NCTE and the host facility and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.
2. The Exhibitor understands that neither NCTE (including CCCC) nor the host facility maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.
3. Neither NCTE (including CCCC) nor the exhibit hall will assume liability for loss or for damages and/or injury caused by any exhibit to persons, property, or rights of other parties, including exhibit hall property. However, NCTE will provide round-the-clock security for the hall from the beginning of set-up time through the conclusion of breakdown time. Exhibitors may wish to contract separately (at their expense) for security for their displays; NCTE will supply the name of the security firm if requested.
4. NCTE will undertake to exercise care to protect and inform exhibitors, and will assume responsibility for its own misconduct or negligence, in good faith.

Floor Rules

1. Exhibitor badges should be worn at all times.
2. Exhibitors are no longer prohibited from making sales which result in the exchange of merchandise and/or money in the exhibit hall.
3. All booths must be set up and ready for the official opening of the exhibit hall at the time specified in the Exhibit Information brochures.
4. Exhibitors are not to begin breaking down booths before the official closing time as given in the Exhibit Information

brochures. Any exhibitor who begins breakdown early will lose points earned for the current year (see #14 under Floor Rules).

NOTE: At the close of the exhibit hall, packing of books and the like as well as self-contained display units can begin. However, in an effort to control costs that might mount up with a Sunday closing time, the return of empty shipping crates will be delayed until Monday morning. Moreover, all labor should be scheduled for Monday morning, not Sunday afternoon.

5. NCTE reserves the right to direct the show decorator to uncrate and set up any exhibit display that is on the floor, in its booth, but has not been uncrate by the hour before the opening time. (This does not apply to packing boxes of the exhibitor's product but to booth structures—shelving, backdrops, lights, and the like.) The exhibitor will be billed for labor and other costs involved.
6. Exits and aisles must be clear of boxes and materials during show hours.
7. Under no circumstances are exhibitors to leave packing cases, materials, etc. in the back of their booth backdrops. Electrical lines must be accessible at all times.
8. Nothing shall be attached to any of the pillars, walls, doors, floors, etc. in such a manner as to deface or destroy the property. The use of cellophane or masking tape, or similar products, on painted or papered surfaces is specifically prohibited. All posters, signs, and similar advertisements should be posted on billboards designed for that purpose. Nails, hooks, tacks, and screws must not be driven into pillars, walls, doors, floors, etc.
9. Exhibits must be designed and erected in such a manner as to avoid blocking the view of adjacent exhibits.
10. Exhibits that include the operation of audiovisual equipment may not operate the equipment in a manner that will disturb other exhibitors.
11. All demonstrations or other sales activities in the exhibit hall must be confined to the limits of an exhibitor's own exhibit booth or the Demonstration Center at scheduled times.
- 12. No food or beverage can be served from exhibit booths.**
13. All exhibits should be in good taste. NCTE reserves the right to control or remove any exhibitor, or exhibitor's representative, who performs any act or practice that is annoying and, in the opinion of the Council, is objectionable or detracts from the dignity of the exhibit.
14. Assignment of booths is based on a point system. Each firm accumulates five points for each year during the past five years that it has exhibited. An additional point is added to each year's total for each booth in excess of one. Points accumulate separately for each event. Points accumulated at an NCTE Annual Convention can only be used at an NCTE Annual Convention. Points accumulated at an CCCC Convention can only be used at an CCCC Convention. Exhibitors can lose points from their accumulated total by dismantling their exhibits earlier than the designated time for dismantling, or by not being set up in time for the opening of the exhibit hall.

For more information, contact Melissa Burnett, Exhibit Specialist, at mburnett@ncte.org.