NPA 2019 Convention Exhibitor Terms & Conditions

Exhibit Space
The 2019 Exposition rates for National Parking Association Supplier members begin at $3,545 for a 10’x10’ booth (see floor plan and contract for other sizes and costs). The lower rates apply to NPA members while the higher rates apply to non-members. Formal notice of booth assignments from NPA will constitute the complete agreement for the right to use the allocated space. NPA reserves the right to assign space or relocate space in an area other than that selected by the exhibitor. No exhibitor shall assign, sublet, or share allocated space and doing so could result in exhibitor removal from the exposition. NPA, in its discretion, shall have the right to postpone or cancel the conference and the exhibit hall and shall be liable in no way to the exhibitor for losses resulting from such delay or cancellation. The Association will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: act of God, public enemy, lockouts, riots, terrorism, threats of terrorism, epidemics, government regulations or advisory (including travel advisory warnings by the government or World Health Organization), hurricane, flood, unavailability of communication or utility lines, earthquakes, war or insurrections, strikes, the authority of the law, postponement or cancellation of the exposition, or for any cause beyond its control.

The Mobility Lab Exhibit Space
The Mobility Lab 10x10 exhibit space is a pre-set 10x10 booth space shell that includes two stools, one credenza, white carpet and exhibitor graphics on the back wall. The set-up fee, labor and materials are an additional $2,300. This is a pre-approved, pass-through cost to NPA’s official decorator The Expo Group. The exhibitor agrees to pay the $2,300 when reserving the booth.

Outstanding Debt
Exhibitors must be current with all obligations and any debts owing to NPA. Should exhibitor have outstanding debts with NPA, any booth fees received may first be applied to the outstanding debt. Any balance on booth space as a result must be paid immediately by exhibitor.

Cancellation Policy
Booth Personnel: Cancellation requests for booth personnel registrations must be received by StacyHudson@WeAreParking.org by October 1, 2019, to qualify for a refund. NPA will refund your convention registration, less a $50 administrative fee. No refunds will be extended for
booth personnel registrations received after October 1, 2019, and are subsequently cancelled. No refunds are extended to no-shows.

**Booth Space:** No refunds for booth space will be made after July 26, 2019. All cancellations must be submitted in writing and received by StacyHudson@WeAreParking.org on or before the applicable cancellation dates. Cancellations prior to May 31, 2019 will receive a full refund, less a 20% administrative fee. Cancellations received between May 31, 2019 and July 26, 2019 will receive a 50% refund, less a 20% administrative fee. There will be no refunds issued after July 26, 2019. Additionally, no refunds will be issued for contracts received after July 26, 2019. There are no refunds for no-shows.

**No-Shows:** There are no refunds issued for booth space and all registrations of no-show exhibiting organizations and/or booth personnel.

**Rules and Regulations**

Failure to comply with the rules and regulations for the exposition as outlined forfeits all rights to assigned space, which may be reassigned to another exhibitor with no obligation for refund. In no case will an exhibitor be allowed to install an exhibit until booth space is paid in full. No refund will be made for space that is unused during all or part of the exposition. Should any booth space not be setup at the required time for the opening of the exposition, that space will be reassigned without obligation or refund, unless prior written arrangements have been made with the NPA show manager.

**Installation and Dismantling**

Exhibits must be set up and ready no later than 1 p.m. on Tuesday, October 22, 2019. Dismantling of exhibits cannot begin before Noon on Thursday, October 24, 2019. NPA reserves the right to remove and store—at the exhibitor’s expense and risk—any materials that have not been removed at the close of the exposition. *Exhibitors packing, vacating, dismantling, or removing their exhibits prior to Noon on October 24, 2019, agree to pay NPA a fine of $500.*

**Official Service Contractor**

To conform with the facility rules and regulations, all exhibitors will be required to use official contractors for the various services required for material handling with the exposition. The official service contractor is The Expo Group (TEG). Fully paid exhibitors will be able to access an Exhibitor Service Manual online. The Manual will include order forms for: decorating, signs, drayage, labor, Internet, electrical requirements, furniture, carpet and more.

**Security**
NPA will arrange to provide security for the exhibit hall during the entire exposition. While every precaution will be taken, NPA and Loews Sapphire Falls Orlando (hereafter referred to as “Hotel”), and the service contractors will not assume any financial responsibility for damaged, missing, or stolen equipment or displays. Exhibitors should (1) never leave their booths unattended during set-up, show hours or teardown; (2) never leave items that could be carried away from booths during hours the exhibits are closed. Exhibitors should take these items to their rooms or secure them in the security lock-up cages, which can be rented from Service Contractor at the exhibitor’s expense.

**Hospitality Events**

NPA encourages exhibitors to hold hospitality events during Convention. These events may not be scheduled at times that conflict with NPA events. All exhibitor events must be approved by NPA before arrangements are made with the Hotel, and before invitations are sent. Any exhibitor holding one of these events during already scheduled NPA functions will be penalized with a reduction in priority points for the next year’s booth selection.

**General Restrictions**

Exhibits shall be installed so they will not project beyond the space assigned. Booth equipment and displays shall not exceed 8’ (eight feet) in height unless approved in advance by NPA show management; nor shall they extend further out than one-half the distance from the back wall of the exhibit booth to the front of the booth to permit a clear view from adjoining booths. Additionally, no audiovisual, projection equipment, or any other equipment may be situated in such a way that it blocks or interferes with the view of exhibits on either side of exhibitor’s booth. Exhibitors in violation of this policy agree, at their own expense, to move and/or reposition the offending portion of their exhibits to correct the problem. Exhibitors must, at their own expense, maintain and keep in order their exhibit space. Motion picture, sound equipment or other distracting sounds that might interfere with other exhibitors are prohibited. Exhibitors agree to pay any music licensing fees which may result for music played or performed as part of their exhibits. No part of any exhibit or any signs relating thereto shall be posted, nailed, or otherwise attached to walls, pillars, posts, or in any way deface the exhibit hall or Hotel’s property. Damage arising from failure to comply with these regulations shall be at the sole expense of the exhibitor. All decorations must be on non-flammable or flame-proofed materials. No combustible material or decorations, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All storage containers, excelsior and wrappings are to be removed from the exhibit hall and may not be stored in the exhibit booth. Volatile, explosive or any other flammable matter or substances prohibited by law are not permitted in the exhibit hall. Exhibitors
must comply with fire regulations as set by the City and the Hotel. Electrical wiring must conform to the City Electrical Code as well as regulations of the Hotel. Order forms provided in the Exhibitor Service Manual should be used to order electrical requirements. The exhibitor will bear the costs for any electrical requirements. No food and beverage may be brought into the exhibit hall that is intended to be dispensed from exhibitor booths, unless such food and beverage has been approved in advance by the show manager and the Hotel.

**Liability**
The intent of the following indemnity agreement is to protect NPA, the service contractors and the Hotel against any and all liabilities from such loss or damage by the exhibits and/or exhibitors on the premises. By executing this contract, you acknowledge its intent and realize that it will be interpreted with that intent. The exhibitor assumes the entire responsibility and liability and hereby agrees to protect, defend, indemnify and save NPA and its officers, directors, employees, agents, and service contractors agents and employees, against any and all claims, losses, and damages to person and property, as well as fines and attorney fees arising out of, or caused by, exhibitor’s displays, equipment, maintenance, occupancy, or use of the exposition premises or any part 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 officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney’s fees (collectively “Claims”) arising out of or caused by exhibitor’s negligence in connection with the use of Hotel facilities. Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor’s activities on the Hotel’s premises except for any claims, loss or damages arising directly from its negligence. Due to the layout of the Hotel, storage space is not available for display materials and/or show merchandise. At the conclusion of the set-up operation, all related equipment, crates, trash, etc. must be removed from the premises no later than the last day of the exhibit show period. In addition, exhibitor acknowledges that NPA, the Hotel and service contractors do not maintain insurance to cover the exhibitor’s property and that it is the sole responsibility of each exhibitor to obtain business interruption and/or property damage or theft insurance.