



**2017 Mid-Year Policy & Leadership Forum**  
**Hilton Alexandria Mark Center • Alexandria, VA**  
**March 19-24, 2017**

**Exhibitor Application & Contract**

In accordance with the regulations governing the rental of exhibit space detailed in this contract, the undersigned hereby applies for exhibit space at the NEMA 2017 Mid-Year Policy & Leadership Forum in Alexandria, Virginia, March 19-24, 2017. We have read and agree to the stated regulations. We understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by NEMA. We understand that all fees are to be paid in full upon submission of the signed application and contract.

**Section 1: Organization Information**

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Organization Name \_\_\_\_\_  
(As it will be listed)  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Website \_\_\_\_\_

**Section 2: Exhibit Charges**

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Each exhibit space is 10 feet wide by 8 feet deep. Spaces will not be piped and draped. NEMA will provide a 6-foot clothed and skirted table, 2 chairs, and a wastebasket for each exhibitor. If additional equipment or services are needed, please contact the hotel directly. Additional costs incurred for items not supplied by NEMA will be the responsibility of the exhibitor. Additional exhibitor information will be provided at a later date.

Exhibits will be located at the Hilton Alexandria Mark Center in the pre-function area outside the meeting rooms.

Booth charge for NEMA Members: \$2,000 \_\_\_\_\_  
Booth charge for non-NEMA Members: \$3,000 \_\_\_\_\_

The Exhibitor fee is due in full to reserve your space.

Check enclosed \_\_\_\_\_

Credit Card \_\_\_\_\_

Circle One: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Signature: \_\_\_\_\_

**Section 3: Pre-Planning Contact**

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Designate below the name of the person in your organization who is to receive all pre-forum correspondence and information, including confirmations, scheduling updates and alerts. It will be the responsibility of this person to share any and all forum information and updates with other affected staff within the organization.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

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#### Section 4: Complimentary Registration

All Forum exhibitors receive one complimentary forum registration. Please complete the information below listing the person to receive the complimentary registration. Additional attendees from the exhibiting organization must register on-line at the current prevailing rates and are subject to availability.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

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#### Section 5: Optional Exhibitor Registrations

Each exhibiting organization has the option to register up to three (3) additional individuals to work the exhibit. Exhibitor Registration will allow these individuals to participate in all forum scheduled activities on the two exhibition days. The cost is \$350 per person.

Exhibitor Registrations are open until February 24, 2017. To register exhibit staff, email full contact information for each individual to the NEMA administrative assistant at [nemaadmin@csg.org](mailto:nemaadmin@csg.org). No additional registrations will be accepted after that deadline.

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#### Section 6: Deadlines

To realize the full benefit of NEMA Forum sponsorship, it is very important to make note of all deadlines associated with the Forum. A list of important dates and deadlines is listed on the NEMA website. The pre-planning contact for each sponsor will be notified of changes in advance and with reasonable notice to respond, however, if submission deadlines are missed it could result in loss of benefits or opportunities all together.

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#### Section 7: Cancellation

All cancellations must be received at NEMA Headquarters in writing. A cancellation fee equal to 50% of the total cost of the exhibit will apply to any exhibitor cancellation received by January 13, 2017. After that date, no refunds will be given.

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#### Section 8: Signature and Acceptance of Terms

*This contract must be signed in order to confirm reservations. No changes may be made to this contract.*

I have read and understand the information provided and agree to abide by the rules and provisions set forth in this document, the forum brochure, the Private Sector Guidelines and those, which govern the membership and board of directors of the National Emergency Management Association.

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail this completed contract and payment to:

National Emergency Management Association  
2017 Mid-Year Policy & Leadership Forum  
2760 Research Park Drive  
Lexington, KY 40511  
(859) 244-8239

Or fax to:

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#### Official Exhibit Rules and Regulations

All exhibits and exhibitors are subject to the following regulations. The words "Management", "Association" and "NEMA" herein refer to the National Emergency Management Association acting through its officers, employees or agents in the management of the Forum.

##### Dates and Hours of Exhibition

As of this publication, the dates and hours of the exhibition are:

Set-up	Tuesday, March 21, 2017
Exhibits Open	Wednesday, March 22, 2017
	Thursday, March 22, 2017
Exhibits Reception	Wednesday, March 22, 2017
Tear-Down	Thursday, March 23, 2017

*\*All times are tentative and subject to change.*

1. Exhibition and Sponsorship objectives – The NEMA Policy & Leadership Forum Exhibition is produced by, and is the property of the National Emergency Management Association, herein referred to as NEMA. The Exhibition is a practical, education adjunct to the professional meetings held during the NEMA Policy & Leadership Forum. The Exhibition is meant to supplement the professional meetings by providing state staff with the various types of products, services and information available to them. Exhibitors are expected to display their products and/or discuss their services

with awareness of the professional and practical needs of NEMA members. NEMA reserves the right to refuse space to any applicant, which, in the opinion of the Association, is unlikely to contribute to the overall objectives of the Forum.

2. **Exhibitor Representatives Responsibilities** – Each exhibitor must name at least one person to be the official on-site representative and responsible party and a pre-planning coordinator. These can be the same individual. The pre-planning contact will receive all relevant materials including confirmations, scheduling updates and alerts relating to the Forum Exhibition. The pre-planning representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to NEMA and to other contractors and subcontractors. At least one representative must be at the display during all official hours of the exhibition. Exhibit representatives must comply with NEMA's rules and regulations contained in this agreement, the Private Sector Guidelines, the forum brochure and the rules and regulations which govern the Association.
3. **Contract for Space** - This application for exhibit space, confirmation, the notices of space assignment by NEMA and the full payment of rental charges, together constitute a contract for a right to use the space. Application should be filed promptly and must be accompanied by payment. No fees will be refunded on cancellations received after **January 13, 2017**. A cancellation fee equal to 50% of the total cost of the sponsorship will apply to any cancellation received by **January 13, 2017**. All cancellations must be received in writing at NEMA Headquarters office in Lexington, Kentucky. Space is limited and will be assigned at the sole discretion of the NEMA staff.
4. **Arrangement of Exhibits** – All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard booth equipment provided to the exhibitor by the Management will consist of an exhibit area 10 feet wide by 8 feet deep, a table, 2 chairs, and a waste basket. A maximum height of 10 feet will be permitted on all exhibit fixtures, components and identification signs.
5. **Set-Up and Dismantle** – Exhibits may be installed and dismantled in the designated exhibits area at the designated set-up time and date only. Exhibitors may not dismantle or disturb their exhibits until after the official closing. Failure to observe this rule will result in a verbal and written reprimand for the first offense. Financial penalties, to be determined by the NEMA staff, will apply for subsequent offenses. All exhibits and accompanying supplies must be dismantled and removed from the exhibit area by the designated time. Times are tentative and subject to change.
6. **Registration of Exhibitor Personnel** – Each exhibiting organization is entitled to 1 complimentary forum registration. No additional registrations will be provided. Additional registrations can be purchased at prevailing rates. Additional fees will apply. All personnel in exhibit booths are required to be registered and display proper name badges throughout move-in, show hours and move-out. NEMA staff and security will be checking for badge identification on all exhibit representatives. Registrations and/or badges may not be shared or transferred once credentials have been picked up from the registration desk.
7. **Unclaimed Space** – Any space unclaimed by 6:00 pm on **Tuesday, March 21, 2017** may be reassigned without refund; NEMA will not be liable for any incurred expenses.
8. **Union Labor** – Exhibitors are required to observe all union contracts in effect among show management, official contractors, facilities and various labor organizations represented. Any labor required for installation, dismantle, decoration or use of equipment must be ordered through the official service contractor.
9. **Care of Building** – Exhibitors or their agents shall not injure or deface the walls or floors of the buildings, the exhibit space, equipment or furnishings. The exhibitor will be held liable for any such damage caused by him or his agent.
10. **Use of Exhibit Space** – No exhibitor shall assign or share the whole or any part of the space allotted without the consent of the Management and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled by him in the regular course of business. No firm or organization not assigned space in the exhibition room will be permitted to solicit business in any manner within the exhibit room.
11. **Sound Devices and Noise Level** – The use of devices for the mechanical reproduction of sound is prohibited. Any demonstration or presentation must be conducted at a low volume so that nearby exhibitors are not bothered.
12. **Entertainment** – The sponsor agrees not to sponsor group functions such as hospitality suites, tours, films, showings, speeches or other activities during the meeting and exhibition hours that would in any way interfere with delegate attendance at regular NEMA Forum meetings or activities or induce visitors away from the Exhibition. The sponsor must clear with Management any intended group functions.
13. **Circulation and Solicitation** – Distribution by the sponsor of any printed matter, souvenirs or other articles must be confined to the space assigned. No undignified manner of attracting attention will be permitted. All isle space belongs to NEMA. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.
14. **Direct Selling** – In the event that the exhibitor engages in on-location transactions, the exhibitor will be responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales.
15. **General Restrictions** – (A) The Management reserves the right to, restrict, prohibit or evict without refund any exhibit or person that, in the Management's opinion, because of noise, method of operation or for any reason, becomes objectionable and may detract from the general character of the Exhibition, who interferes in any way with another exhibiting organization or their exhibit staff or who displays a disregard for the rules and regulations set forth in this document or that govern the Association. (B) No display material exposing an unfinished surface to neighboring booths or an isle will be permitted. (C) Exhibitors are not permitted to set up displays in hotel rooms, hotel suites or lobbies. (D) Exhibitors can distribute only those food and drink samples, which are manufactured or handled by them in the regular course of business unless approved in advance by NEMA.
16. **Location of Exhibits** – The Management reserves the right to alter the location of the Exhibition and/or individual exhibits or booths as it deems advisable and in the interest of the Exhibition. Notice of such changes will be sent to the Pre-Planning Contact.
17. **Fair Employment** – The exhibitor agrees that during the life of this contract he will not discriminate against any employee or applicant for employment because of race, color, creed, national origin or ancestry. It is the policy of NEMA that all parties doing business with the Association adhere to the principles of, and take responsible affirmative action to ensure positive progress in Equal Opportunity Employment.
18. **Liability and Insurance** – The Management will take certain precautions to safeguard the exhibit; however, the Management will not be liable for loss or damage to property of the exhibitor or his representatives, employees or agents from theft, fire, accident or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. Management's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. The exhibitor shall indemnify the Management against and hold it harmless from, negligence of the exhibitor in connection with exhibitor's use of display space.
19. **Fire Regulations** – All material used in the exhibit booths must be made of flameproof materials and conform to all fire department regulations. Exhibitors planning to display gasoline or diesel powered vehicles must comply with all city and state fire codes and applicable permit requirements. If the exhibitor neglects or violates these regulations, or otherwise incurs fire hazards, the Management may cancel, without refund, all or such part of the exhibit that may be irregular.
20. **Failure to Open Exhibition** – In case the premises shall be destroyed or damaged, or if the NEMA Forum Exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any US government agency, or for any other reason, this contract may be terminated by NEMA. In the event of such termination, the exhibitor waives any and all damages and claims for damages.
21. **Regulations and Contract** – These regulations have been formulated in the best interests of all concerned and become part of the contract between the exhibitor and NEMA. All matters and questions not covered by these regulations are subject to the decisions of the Management.