Contract Conditions, Rules & Regulations for Exhibitors 2020 NCBFAA Annual Conference

1. Contract for Exhibit Space: Contracts for exhibit space must be made on forms provided for this purpose. These forms are available from the National Customs Brokers & Forwarders Association of America, Inc. (hereinafter called “NCBFAA”). The rental of exhibit space is subject to the following terms and conditions agreed to by the Exhibitor.

2. Assignment of Exhibit Space: All exhibit booth space will be assigned by NCBFAA. The decision to accept an exhibitor remains solely within the discretion of NCBFAA and no contractual relationship is formed until the NCBFAA accepts and countersigns this agreement.

3. Exhibit Rental Fees: Refer to the schedule of fees found on the Exhibit Registration Form. Exhibitor also agrees to pay the proportionate amount of any charges, taxes, or fees, levied by the City, County or State authorities, and/or assessed solely by reason of the exhibit space.

4. Booth Space Rental Fee Includes: Alliance Nationwide Exposition & Event Services will install, maintain, and dismantle the required amount of 8x10 booths with standard 8’ high back wall drape and 3’ side rail drape. Each booth package consists of: (1) Pipe and draped booth space; (1) 7’x44” Identification sign; (1) 6’ Draped table; (2) Side chairs; (1) Wastebasket; one complimentary registration (permitting access to all conference events, and functions); a mailing list of all registered NCBFAA attendees (as of 4/20/20) via e-mail; a follow-up mailing list will be sent after the NCBFAA Annual Conference is over, and your company listed in the “Exhibitor” section of the conference app.

5. Shipping: All Exhibitors must make their own shipping and set up arrangements with Alliance Nationwide Exposition & Event Services. NCBFAA selected a decorator who will be available to handle receipt and setup of exhibits. Alliance Nationwide Exposition & Event Services will send each confirmed Exhibitor an exhibit Services Package, which will include all necessary info on shipping and setup, as well as necessary order forms, electrical, furniture, and equipment rental, floor coverings, backgrounds, pegboards, poster panels, AV carts, booth vacuuming & porter service, floral service, etc. DO NOT SHIP ARTICLES directly to Hotel c/o NCBFAA. The Red Rock Casino, Resort & Spa does not have facilities to store exhibit materials and will not accept exhibit materials.

6. Setup of Exhibits: Exhibitors may begin setting up at 10 a.m. on Sunday, April 19, 2020. Exhibitors must complete set up of exhibits by 5 p.m. on Sunday, April 19, 2020, due to the Grand Opening of the Exhibit Marketplace held in the exhibit hall that evening. The failure of the Exhibitor to occupy the exhibit space by 5 p.m. on Sunday, April 19, 2020, shall be considered a breach of this agreement, in which event Exhibitor agrees that it shall forfeit the right to recover any payment made by the Exhibitor pursuant to this contract.

7. Exhibit Times: Exhibition will open, and Exhibitors must staff their booths, on Sunday, April 19, 2020, from 7 to 8 p.m.; on Monday, April 20, 2020, open 8 a.m. to 2 p.m., closed 2-4 p.m., and reopening 4:30 p.m.; on Tuesday, April 21, 2020, from 9:30 a.m. to 3:30 p.m. At specific times during Exhibition hours, NCBFAA will serve food and beverages in the Exhibition area for registered attendees, Exhibitors, and registered guests. Exhibitors will be allowed to enter the Hall one hour before each official opening. During hours that the Exhibition is closed no one is allowed admission. Setup & exhibit hours specified here are subject to change, in which case all Exhibitors will be notified in writing.

8. Removal of Exhibits: Exhibits must not be disturbed, dismantled, or removed before 3:30 p.m. on Tuesday, April 21, 2020. All exhibits must be fully removed by 5 p.m. on Tuesday, April 21, 2020. If the exhibits are not removed by that time, the hotel management will remove exhibits with the charges for such removal payable by the Exhibitor.

9. Exhibitor Registration: Each Exhibitor is entitled to one NCBFAA registration for each booth contracted. Exhibitor may purchase one Exhibitor Assistant Pass at the reduced rate indicated on the registration form. The Exhibitor Assistant Pass entitles the registrant to attend all open NCBFAA functions and sessions. Any additional registrants must pay the full fee as noted on the Online Registration Form. No one will be allowed into the Exhibition area at any time without an NCBFAA Conference attendee, Spouse/Guest, or Exhibitor name badge. No exceptions.

10. Entertainment of Attendees: The hosting of private functions, cocktail parties, special events, etc., by Exhibitors during the NCBFAA Annual Conference is prohibited if they conflict in any way with NCBFAA scheduled events, without the expressed consent of NCBFAA. Obscene, distasteful or lewd behavior on Estre is strictly prohibited in the Exhibition area. Exhibit personnel must be dressed in appropriate attire. Bathing suits, shorts, robes, exercise tights, and other close-fitting or revealing clothing is considered inappropriate attire. Inappropriately dressed exhibit personnel will be asked to leave. NCBFAA will make no refund of fees to Exhibitors who must leave for reasons of inappropriate attire or behavior.

11. Fire Regulations: All materials used for booth decoration must be nonflammable. Electric signs and equipment must be wired to meet specifications of local fire authorities. Fire extinguishers on walls, on the floor or elsewhere must not be removed or obstructed in any manner.

12. Insurance and Liability: Exhibitor shall be strictly liable for any losses, damages, and claims arising out of injuries to persons or damage to Exhibitors’ displays, equipment, or other property brought upon the premises of The Red Rock Casino, Resort & Spa in Las Vegas, NV, and their parent, subsidiary, and other affiliated or related companies and agrees to indemnify, defend, and hold harmless NCBFAA, The Red Rock Casino, Resort & Spa in Las Vegas, NV, the City of Las Vegas, NV, the county of Clark, its members, officers, representatives, owners, servants, agents, and employees, against all claims or expenses for such losses, including reasonable attorney fees, arising out of Exhibitor’s use of hotel premises, with the exception that Exhibitor shall not be liable for damages caused by the negligence of the NCBFAA, and/or The Red Rock Casino, Resort & Spa in Las Vegas, NV, the City of Las Vegas, the county of Clark, its members, officers, representatives, owners, servants, agents, and employees. The Exhibitor understands that neither NCBFAA nor The Red Rock Casino, Resort & Spa in Las Vegas, NV, maintains insurance covering the Exhibitor’s property or loss revenue.

13. Space Limitations: Exhibit personnel and equipment must remain within the confines of their booth and are not permitted to occupy aisle space or fire lanes. Fire regulations require that aisles and fire lanes remain clear. Exhibitors who violate this regulation are subject to the immediate closing of the exhibit space, without refund of rental fees, as violations could result in the closure of the entire show by the fire marshal.

14. Selling of Products for Show Delivery Is Strictly Prohibited: Selling of products for delivery at the Exhibition is strictly prohibited. NCBFAA provides display space to manufacturers, consultants, and vendors to exhibit and demonstrate products based on their potential information and educational value, and not for sales on the Exhibition floor.

15. Payment and Provisions in Case of Default: If any Exhibitor fails to pay, when due, any sum required by the Exhibitor Registration Application, or fails to observe or abide by these Contract Conditions, Rules, and Regulations, NCBFAA reserves the right to terminate this contract immediately without refund of any monies previously paid.

16. Cancellation of Exhibit Space Contract: A request for cancellation of an exhibit space contract must be made in writing to NCBFAA, by March 27, 2020. A $75 service charge applies to all cancellations. Cancellation and refund requests received after March 27, 2020, will not be considered unless and until such space has been resold. Should any rented space remain unoccupied on the opening day, or any time thereafter, NCBFAA reserves the right to rent such space to any other applicant and no refund shall be made to the original renter.

17. Exhibitor Guests: Exhibitors wishing to invite guests, other than registered attendees, to the Exhibition area, should be prepared to purchase one Exhibitor Assistant registration or full registration, whichever applies as outlined in Item #9, above. Please do not issue invitations to local customers without first considering this fee.

18. Amendments: NCBFAA reserves the right to interpret, amend, and enforce these Contract Conditions, Rules, and Regulations. Written notice of any amendments or interpretations will be provided to each Exhibitor. Each Exhibitor, for himself/herself, his/her agents, and employees agree to abide by all Contract Conditions, Rules, and Regulations set forth herein or any subsequent amendments or interpretations. A faxed copy of this contract shall be deemed binding.

Agreed to: __________________________________________________________________________  __________________________________________________________________________
Exhibitor Name: ___________________________ Host: National Customs Brokers & Forwarders Association of America, Inc.

By: __________________________________________________________________________ Signed Name and Title ___________________________
Dated: __________________________

Signature and Title ___________________________ Dated: __________________________
Exhibitor Meeting
Held on Tuesday, April 21, 2020, from 2:30 to 3 p.m. to discuss the 2020 and 2021 exhibits.