

RULES AND REGULATIONS & POLICIES

General Provisions

Show Management

The words “Show Management” as used herein shall mean the sponsoring organization, association, or institution, or its officers, agents, or employees acting for it, in the management of the exhibit. All matters and questions not covered by the Exhibit Space Agreement or these Rules and Regulations are subject to the decision of Show Management.

Compliance with Laws

Exhibitors must comply with all laws, rules, regulations, and ordinances.

Code of Conduct / Harassment Policy

All exhibitors and their representatives are expected to conduct themselves professionally. Harassment, discrimination, or inappropriate behavior toward attendees, staff, or other exhibitors will result in immediate removal from the premises without refund.

ADA Compliance

All exhibitor booths must comply with the Americans with Disabilities Act and be accessible to all attendees. <https://www.ada.gov/>

Exhibitor Space Policies

Eligible Exhibits

The Show Management reserves the absolute right, at any time, to determine the eligibility of any company or product for inclusion in the Exhibit. No approved exhibitor may assign or transfer such approval without the written consent of Show Management. No subleasing or sharing of space with another business or firm is permitted unless approved by Show Management.

Booth Abandonment / No-Show Policy

Booths not set up by 3:00 p.m. on Sunday, June 7, may be considered forfeited and reassigned without refund unless prior arrangements have been approved.

Modification to Booth Location

NACM reserves the right to modify booth selection based on its placement, if necessary, such as if the booth is adjacent to or across from a competitor. NACM will consider who selected and paid for the space first when making these changes. You will be notified if a change is necessary.

Exhibit Specifications

Show Management shall supply, at no charge to the exhibitor, the following standard booth decorations for each exhibitor: 8' high curtain background, curtain sidewalls, and one line 44" long x 7" high identification sign. The booth's back wall height may not exceed 8', including signs, electrical lighting holders, or other display items. The 8' height may be maintained at the sides of an exhibit, but no more than 4' from the back wall. When an unfinished portion of an exhibit is exposed, the offending surface must be made presentable at the expense of the exhibitor. Island booth specs vary. Please call Show Management for details.

Exhibitor Representative's Responsibility

Each exhibitor must name at least one person to be a representative in connection with the installation, operation, and removal of the exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. Floor covering is mandatory at the expense of the exhibitor. All booths MUST be set up by 3:00 p.m. on Sunday, June 7. If the setup is not complete, Show Management will have the installation performed at the expense of the exhibitor.

Character of Display

Distribution of samples and printed matter of any kind or any promotional material is restricted to the confines of the booth. Exhibitors may not leave merchandise or printed matter in the convention center registration areas, lounges, meeting rooms, or other facilities of the convention hotels. No noisemakers or items not in keeping with the character and high standards of Show Management may be distributed or used by any exhibitor.

Rejected Displays

The exhibitor agrees that the exhibit shall be admitted and remains, from day to day, solely in strict compliance with the rules set forth herein. Show Management reserves the right to reject or prohibit any exhibit in whole or in part, any exhibitor or its representative, with or without giving cause; and Show Management shall have no liability to the exhibitor as a result of the

cancellation of the exhibit. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of rejection. If an exhibit or exhibitor is rejected for violation of these rules or for any other stated reason, no return of rental shall be made.

Installation, Dismantle & Labor

Installation & Dismantle Schedule

Exhibitors may begin move-in on Saturday, June 6, between 8:00 a.m. and 5:00 p.m. and must complete installation by 3:00 p.m. Sunday, June 7. Move-out begins immediately after the show closes at the official closing time, Tuesday, June 9 at 1:30 p.m. Early teardown may result in a fine or future booth placement restrictions.

Labor

It is mutually agreed that it is the duty and responsibility of each exhibitor to install their exhibit before the opening of the exhibition and to dismantle their exhibit immediately after the close of the exhibition, in accordance with local union regulations. Labor will be made available at the exhibitor's cost and expense.

Official Service Contractor/Decorator

The official service contractor will be designated by Show Management and will provide all services required: drayage, furnishings, carpet, accessories, tables, drapery, electrical power, labor to erect and dismantle your exhibit, signs, etc. An exhibitor service kit will be provided with access to order forms, rates, and instructions on the services offered.

Damage to Premises

Exhibitors or their agents may not allow any article to be brought into the exhibition, or any act done on the premises, which would invalidate the insurance or increase the premium of the policies held by the management of the convention facility. They will also not permit anything to be done by their employees, which will damage the premises, property, or equipment of other exhibitors. No signs or articles can be affixed, nailed, or otherwise attached to walls, doors, etc. in such a manner as to deface or destroy them. Likewise, no attachments can be made to the floors by nails, screws, or any other devices that would damage them.

Exhibitor Registration & Access

Exhibitor Badges / Credentials

Each 10'x10' booth includes four (4) exhibitor personnel registrations. Additional badges may be purchased for **\$349** each. All exhibitor representatives must wear their official badge at all times while in the exhibit area.

Exhibit Hours

All exhibits must be in place and ready for the opening of the show. No part of an exhibit shall be removed during the showing without special permission from Show Management. An exhibitor is not allowed to dismantle or pack any part of his or her exhibit until after the official closing of the exhibition. Exhibitor's booths must be staffed at all times during exhibit hours. (See Exhibitor Daily Entrance and Closure Policy)

Attendance

Show Management shall have sole control over attendance policies at all times.

Technology & Wi-Fi Access

Exhibitors requiring high-speed or hardline access must arrange through the venue's exclusive provider listed in the exhibitor kit.

In-Booth & Promotional Activities

Signage

All signs must be freestanding. No sign may be strung between posts or hung from the ceiling. Signs must be professionally made. No pennants are to be used unless approved by Show Management and no sign may be placed outside the booth area, in doorways, hallways, or aisles.

Sound Devices and Performers

The use of devices for mechanical reproduction of sound or music is permitted, but must receive advance approval from Show Management. Sound of any kind must not be projected outside the confines of the exhibit booth. Exhibits featuring performers or attractions must be large enough to contain the audience within the exhibit. Aisles must be kept clear.

Photography & Video Policy

Photography and video recording of other exhibitors' booths without prior consent is prohibited. Show Management reserves the right to use photos/video taken during the event for promotional purposes.

Food & Beverage Distribution

The distribution of food or beverages must comply with venue regulations and may require advance approval. Alcoholic beverages are prohibited unless arranged through the venue's exclusive catering partner. **Please note, if these guidelines are not followed, the venue's catering partner may impose a corkage fee at their discretion.**

Hospitality Suites and Private Parties

Exhibitors shall be authorized to use hospitality suites in the official hotels. Exhibitors agree not to host hospitality suites and private parties during scheduled hours of NACM's meetings, exhibits, or other functions. No exhibit eligible for the exposition will be permitted in a hotel room.

Safety, Insurance & Security

Fire and Safety Laws

Federal, state, and city laws must be strictly observed. No combustible decoration, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, excelsior, or wrapping paper that must be flameproof are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken, or any other cloth decoration must stand a flameproof test as prescribed by the fire ordinance of the city and/or state in which the show is held. All materials and fluids, that are inflammable, are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not permitted. Exhibits cannot block aisles and fire exits.

Limitation of Liability

The exhibitor agrees to make no claim for any reason whatsoever on its members, agents, employees, lessors, or owners of the exhibit premises, for loss, theft, damage, or destruction of property; nor for any injury to himself/herself or any employees of the lessors or owners of the exhibit premises while in the exhibit facilities. Each exhibitor should have separate insurance to protect it against such liabilities.

Insurance

Exhibitor and exhibitor's contractors shall, at their sole cost and expense, procure and maintain through the term of this License Agreement the following insurance: (a) Commercial General Liability insurance against claims for bodily injury or death, property damage as well as personal and advertising injury occurring in or upon or resulting from the exhibition, with combined single limits of liability of not less than \$1,000,000 per occurrence, with Show Management, added as an additional insured; and (b) Workers Compensation insurance as required by statutory law. Exhibitor shall obtain and shall furnish upon request a certificate of insurance evidencing the required insurance.

Security

Show Management will employ reputable guards during the course of the Exposition. The duty of the guards will be to protect the general exhibit against fire or other catastrophes. Neither Show Management, Exposition Management, nor the owner or lessors of the exhibit premises will assume any responsibility for the exhibitor's property. It is suggested that the exhibitor insure its property against loss and theft.

Data, Privacy & Lead Retrieval

Data Collection, Privacy & Badge Scanning Policies

Exhibitors are responsible for complying with all applicable data protection laws and regulations when collecting, storing, and using personal information from attendees. **NACM offers a custom lead retrieval app, available for purchase through Show Management, which enables exhibitors to scan attendee badges and capture lead data.** Exhibitors must obtain a license for this app and ensure that badge scanning and data collection occur only within their assigned booth space. Any collection of attendee information outside the booth area requires prior written permission from Show Management.

Name badges include QR codes linked to each participant's registration record. **When a badge is scanned by an exhibitor, the attendee consents to share their contact information for follow-up communications.** By participating in the event, attendees also acknowledge and consent to NACM's use of photographs, recordings, and activity tracking during the event.

NACM's Privacy Policy governs the collection, use, and protection of personal data. Exhibitors' contact information may be used by NACM for essential event communications and updates but will not be shared with third parties without consent except to facilitate event operations (such

as official contractors or service providers). Exhibitors must collect, store, and use personal data ethically and securely, respecting attendees' rights and preferences at all times.

Failure to comply with these privacy and data collection requirements may result in restrictions or penalties as determined by Show Management. For full details, exhibitors and attendees are encouraged to review NACM's comprehensive Privacy Policy available at:

<https://nacm.org/privacy-policy.html>.

Financial Terms

Cancellation of Exhibit Space

Payment in full is due upon assignment of space as stated in the Expo Agreement. Cancellation must be submitted in writing to Cherryl Chin at cherrylc@nacm.org. **Cancellations received after February 13, 2026, are non-refundable.** For cancellations made before February 13, 2026, a **\$250 processing fee will be deducted from the refund.**

Please note that NACM is not responsible for paying interest on any refunds. Refunds will be issued using the original method of payment. Allow 10 to 14 business days for processing.

Acts of God, Fires, Strikes

In case the exhibit hall shall be destroyed or damaged, or if the show 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 terrorism or threat of terrorism, an act of God, emergency declared by any governmental agency or by Show Management, or for any other reason, this contract may be terminated by Show Management. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of Show Management shall be to return to each exhibitor its space payment, less its pro-rata share of all costs and expenses incurred and committed by Show Management. In the event the show transitions to a virtual or hybrid format, Show Management reserves the right to adjust exhibit benefits accordingly.

Authority & Amendments

Amendment to Rules

The exhibitor agrees that Show Management shall have the right to make such rules and regulations or changes in floor plan arrangements of the booth for said exhibition as it shall deem necessary and to amend same from time to time. Show Management shall have the final determination and enforcement of all rules, regulations, and conditions.