



NATIONAL CONFERENCE of STATE LEGISLATURES

The Forum for America's Ideas

EXHIBITOR APPLICATION

NCSL 2010 LEGISLATIVE SUMMIT

Kentucky International Convention Center

Louisville, Kentucky

July 25-28, 2010

In accordance with the exhibit regulations governing rental of exhibit space on the reverse side of this contract, the undersigned hereby applies for exhibit space at NCSL's Legislative Summit in Louisville, Kentucky, July 25-28, 2010. We have read and agree to the exhibit 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 NCSL. We understand that a 50% nonrefundable deposit is due with application made before March 12, 2010. The balance is due on or before March 12, 2010. If we are submitting this application after March 12, 2010, full exhibit fee is to accompany the application.

SECTION 1: Exhibit Company Information (as you wish it to be listed in the Legislative Summit Program)

Organization : \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web-site: \_\_\_\_\_

SECTION 2: Official Exhibit Representative (Designate below the name of the person in your organization who is to receive all relevant exhibition material, including booth confirmation, housing information, exhibitor updates and exhibit services.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Additional Contacts:

On-site: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Advertising: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

SECTION 3: Booth Request

All booths are assigned on a first-come, first-served basis.

Booth Choice 1: \_\_\_\_\_

Booth Choice 2: \_\_\_\_\_

Booth Choice 3: \_\_\_\_\_

List any organizations you do not wish to be located near:

SECTION 4: Booth Charges & Payment Information

Each booth is 10' wide by 10' deep, or multiples thereof.

Per booth charge for 10' by 10' space:

Corporation, foundation, association, non profit group: \$1,795

State, local or federal government agencies: \$1,625

Booth size requested: \_\_\_\_\_

Total amount due: \_\_\_\_\_

50% nonrefundable deposit enclosed (required if application is submitted before March 12, 2010)

100% payment enclosed (required if application is submitted after March 12, 2010)

Please charge the card listed below for the remaining booth balance on March 12, 2010

Check Number: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

Cardholder's Signature: \_\_\_\_\_

NCSL TAX ID: 84-0772595

SECTION 5: Signature

Note: All applications must be signed in order to confirm booth reservations. I understand, and agree to abide by, the official regulations on the reverse side of the contract.

Signature of Representative in Charge \_\_\_\_\_ Date \_\_\_\_\_

SECTION 6: Exhibit Description

Attach or e-mail to amanda.korte@ncsl.org, a 25-word-or-less description of your organization or services for inclusion in the 2010 Legislative Summit Program.

Return this completed contract and at least a 50% payment to:

Director, Sales & Revenue  
NCSL Marketing Department  
7700 East First Place  
Denver, CO 80230  
Phone: 303-364-7700 Fax: 303-364-7800

Please note: An exhibit is not confirmed (will not be able to register booth staff, order show services or be listed in any show material) until NCSL Exhibit Management has received a signed copy of this form and payment.

## OFFICIAL EXHIBITION REGULATIONS

(Note: A \$100 cancellation fee and the 50% booth deposit will be retained for booths cancelled prior to March 12, 2010.)

All exhibits and exhibitors are subject to the following regulations. The words "Management," "Association," and letters "NCSL" herein refer to the National Conference of State Legislatures acting through its officers, employees or agents in the management of the Exhibition.

### DATES AND HOURS OF EXHIBITION

Monday, July 26, Noon-5 p.m.\*

Tuesday, July 27, 10 a.m.-4 p.m.\*

Wednesday, July 28, 9 a.m.-Noon.\*

\*Hours are tentative and subject to change.

- 1. Exhibition Sponsorship and Objectives**—The NCSL Exhibition is produced by, and is the property of the National Conference of State Legislatures, herein referred to as NCSL. The Exhibition is a practical, education adjunct to the professional meetings held during the NCSL Legislative Summit. The Exhibition is meant to supplement the professional meetings by providing state legislators and 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 NCSL members. NCSL 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 Legislative Summit.
- 2. Exhibitor Representative Responsibilities**—Each exhibitor must name at least one person to be the official on-site representative and responsible party. The official representative will receive all relevant materials relating to the Exhibition. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to NCSL and to other contractors and subcontractors. At least one representative must be at the display during all official hours of the exhibition.
- 3. Contract for Space**—This application for exhibit space, the notices of space assignment by NCSL and the full payment of rental charges, together constitute a contract for a right to use the space. Applications should be filed promptly and must be accompanied by a 50% nonrefundable deposit per booth reserved if made before March 12, 2010, the balance to be paid on or before March 12, 2010. A \$100.00 cancellation fee and the 50% booth deposit will be retained for booths canceled prior to March 12, 2010. Full payment of space applied for after March 12, 2010, will be due on assignment. No payment for space will be refunded on cancellations made after March 12, 2010. Management reserves the right to reassign space not completely paid for by March 12, 2010.
- 4. Arrangements 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 8 foot high drape backwall and 3 foot high side drape dividers. A) Standard In-Line Booth: one or more standard booth units in a straight line. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum of 8 feet. Depth: All display fixtures over 4 feet in height and placed within 10 linear feet of an adjoining exhibit must be confined to the back half of the booth (no closer than 5 feet to the aisle line). B) Perimeter Booth: Exhibit booth located on the outer perimeter of the exhibit floor. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12 feet. Depth: All display fixtures over 4 feet in height and placed within 10 linear feet of an adjoining booth must be confined to the back half of the booth (no closer than 5 feet to the aisle line). C) Island Booth: one or more display levels with aisles on all four sides. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16 feet. Depth: Full use of the floor plan is permitted, however, the exhibit must remain accessible from all sides.
- 5. Installation & Dismantle**—Exhibits may be installed in the Kentucky International Convention Center between 8 a.m. and 5 p.m. on Saturday, July 24, 2010, and Sunday, July 25, 2010. The NCSL Exhibition officially closes on Wednesday, July 28, Noon. 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 and a 50% financial penalty being assessed and added to their invoice the next time they exhibit with NCSL for the first offense, and the loss of the right to exhibit at forthcoming NCSL exhibitions for the second offense. All exhibits and accompanying supplies must be dismantled and removed from the exhibit hall by Noon on Thursday, July 29, 2010.
- 6. Registration of Exhibitor Personnel**—Each exhibiting organization is entitled to four exhibitor floor pass registrations per 10' x 10' exhibit space assigned. Additional floor passes may be purchased for \$100 each. Exhibitors may also purchase full conference registrations for an additional fee. In order to register booth personnel in advance, a registration must be completed online for each person prior to the registration deadline. Online registration and complete instructions will be available online at [www.ncsl.org](http://www.ncsl.org) under the tab "Meetings" in the spring of 2010. Use of these registrations is restricted to booth personnel only. All personnel in exhibit booths are required to display proper name badges throughout move-in, show hours and move-out. Security guards will be checking for badge identification on all exhibit representatives.
- 7. Unclaimed Space**—Any space unclaimed by 5 p.m. on Sunday, July 25, 2010, may be reassigned without refund of rental paid; the Management 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 or dismantle, decoration or use of equipment must be ordered through the official service contractor. Tipping is strictly forbidden for any personnel providing services to exhibitors.
- 9. Care of Buildings**—Exhibitors or their agents shall not injure or deface the walls or floors of the buildings, the booths and/or the equipment or furnishings in the booths. 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, sublet 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 hall will be permitted to solicit business in any manner within the exhibition hall.
- 11. Sound Devices and Noise Level**—The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so that nearby exhibitors are not bothered.
- 12. Entertainment**—The exhibitor agrees not to sponsor group functions such as hospitality suites, tours, film showings, speeches or other activities during the meeting and exhibition hours that would in any way interfere with delegate attendance at regular NCSL meetings or induce visitors away from the Exhibition. The exhibitor must clear with Management any intended group functions.
- 13. Circulation and Solicitation**—Distribution by the exhibitor 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 aisle space belongs to NCSL. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.
- 14. Direct Selling**—In the event that an 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) Exhibitors can distribute only those food and drink samples which are manufactured or handled by them in the regular course of business. (B) The Management reserves the right to restrict exhibits that, because of noise, methods of operation or for any reason become objectionable, and also to prohibit or evict without refund any exhibit or person that in the opinion of the Management may detract from the general character of the Exhibition or who interferes in any way with another exhibiting organization or their exhibit staff. (C) No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted. (D) Exhibitors are not permitted to set up displays in hotel rooms, hotel suites or lobbies.
- 16. Location of Exhibits**—The Management reserves the right to alter the location of exhibits or booths shown on the official floor plans as it deems advisable, and in the interest of the Exhibition; however, no change of location will be made without full discussion with the exhibitor affected by such changes.
- 17. Contractor Services**—Complete information, instructions and schedules or prices regarding shipping, drayage, labor, electrical, furniture, carpet, etc., are included in the exhibitor service manual to be forwarded from the official service contractor. Exhibitors that intend to use non-NCSL designated contractors for installation and dismantling or other services must complete an intent to use non-official contractor form, included in the exhibitor service manual, 30 days in advance of move-in. Non-official contractors must order labor from the official service contractor. All outside contractors must comply with NCSL exhibition rules and regulations, and provide a certificate of insurance for liability and workers compensation, and report to the exhibitor registration counter for a pass before entering the exhibit hall.
- 18. 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 NCSL that all parties doing business with the Association adhere to the principles of, and take reasonable affirmative action to ensure positive progress in Equal Opportunity Employment.
- 19. Liability and Insurance**—The Management will employ reputable guards and will take reasonable precautions to safeguard the exhibit; however, the Management will not be liable for loss or damage to property of the exhibitor or his representatives or employees 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. Exhibitors must have workers' compensation insurance in place. 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.
- 20. Fire Regulations**—All material used in the exhibit booths must be made of flame-proof 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.
- 21. Failure to Open Exhibition**—In case the premises of the Kentucky International Convention Center shall be destroyed or damaged, or if the NCSL 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 government agency, or for any other reason, this contract may be terminated by NCSL. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of NCSL shall be to return to each exhibitor his space payments, less his pro rata share of all costs and expenses incurred and committed by NCSL.
- 22. Regulations and Contract**—These regulations have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and NCSL. All matters and questions not covered by these regulations are subject to the decisions of the Management.