



Sponsor and Exhibitor Rules and Regulations

These rules and regulation apply to exhibitors at People & Places 2017 Expo on May 31 and June 1 in Arlington, Virginia. The National Alliance of Community Economic Development Associations (NACEDA) is the lead host organization. At submission of application, exhibitors agree to abide by:

1. **Booth Timeline:** Booth setup will take place from 9:00 AM until the start of the expo, 10:30 AM, on the first day of the event, May 31. The expo will continue on that day until the close of reception at 7:30 PM. Exhibiting reopens at 8:00 AM the next day, June 1, and continues until 3:00 PM at which point the expo will be over.
2. **Exhibit/Space Assignments.** Booth and event sponsor requests will be given priority in order of receipt of application and payment. In order to emphasize the relevance and importance of your products and services, the Exhibit Hall will be arranged to promote your offerings in a non-competitive environment. NACEDA reserves the right to make final assignments. Within these rules, decisions regarding space are solely at the discretion of NACEDA.
3. **Payment Policy.** Full payment for exhibit space or sponsorship must be received within 30 days of contract signature or by Exhibitor Move-In, May 31, 2017 at 9:00 am, whichever is earlier. NACEDA reserves the right to refuse the use of the space or sponsor benefit if payment is not made by the date indicated above. See Clause 11. Cancellation/Refunds will apply to those that are refused space due to non-payment.
4. **Attendee List.** Depending on your sponsorship level, you may receive a pre- and post attendee list. Conference attendees will be given the opportunity to opt out of having their contact information listed. Each list must only be used **ONE** time to reach out to attendees and only by email.
5. **Liability.** The Sponsor/Exhibitor assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to Sponsor's/Exhibitor's displays, equipment and other property brought upon the premises of the Crystal Gateway Marriott and agrees to indemnify and hold harmless, NACEDA, other host organizations,, its parent affiliates, their heirs, executors, directors and assigns, Meeting Management Services (MMS) and the Hotel, its agent, servants and employers, against any and all liability, losses, damages and

claims. Sponsor/Exhibitor shall be fully responsible to pay for any and all damages to property owned by Crystal Gateway Marriott, its owners and managers which results from any act of omission of Sponsor/Exhibitor. Sponsor/Exhibitor agrees to defend, indemnify and hold harmless NACEDA, other hosts organizations, MMS and Crystal Gateway Marriott, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Sponsor's/Exhibitor's use of the property. Sponsor's/Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Sponsor/Exhibitor, its agents, employees and business invitees which arise from or out of the Sponsor's/Exhibitor 's occupancy and use of the exhibition premises, the Hotel, or any part thereof.

6. **Insurance.** Sponsor/Exhibitor shall obtain and maintain in force and effect, for the dates of the annual conference event, a commercial general liability insurance policy with combined single limits for personal injury and property damage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and shall provide NACEDA with a certificate of insurance confirming such coverage and naming NACEDA and the HOTEL as an additional insured. Such certificate of insurance must be provided to NACEDA at least 30 days prior to the conference event and may not be cancelled without at least 30 days prior written notice to NACEDA.
7. **Property.** The Sponsor/Exhibitor is responsible to the Hotel property. No signs or other articles may be affixed, nailed or otherwise attached to walls, doors, etc. in such a manner as to deface or damage them. Likewise, no attachments may be made to the floor by nails, screws, or any other device that would damage or mark it. Floor loading limits must not be exceeded.
8. **Safety Requirements.** The use or storage of flammable liquids, gases or solids will not be permitted. Only a safety film can be used. Video presentations must be arranged so that aisles are not blocked. Sponsor/Exhibitor must adhere to all municipal and state laws, rules and regulations. All combustible decorations and other materials must comply with fire regulations.
9. **Use of Space.** The subletting of space is prohibited. The Sponsor/Exhibitor, as specified in these Rules and Regulations, will forfeit space not occupied by the close of the move-in period, **Wednesday, May 31, 2017 at 3:00 PM.**

This space may not be resold, reassigned, or used by the exhibit management. Exhibits shall be so installed that they will not in any way project beyond space allotted. They shall not obstruct the view of nor interfere with the exhibit of others. NACEDA/MMS shall have the right to prohibit the use of amplifying equipment or music which in its sole discretion, it considers objectionable. NACEDA/MMS reserves the right to demand modification of the appearance of dress or person used in connection with displays or demonstrations. NACEDA/MMS reserves the right to exclude or require modification of any display or demonstration which in its sole discretion it considers unsuitable or not in keeping of the character of the show.

10. **Early Dismantling of Booths.** Exhibits are to remain up until the afternoon of Thursday, June 1 or the final time to be determined Exhibitor/Sponsor Move-out. NACEDA will contact exhibitors with an exact time closer to the event. Early dismantling of booths may result in loss of Sponsor/Exhibitor privileges in future years.

11. **Amendment of Rules.** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of NACEDA, host organizations and the Hotel.
12. **Cancellation/Refunds.** In the event the Sponsor/Exhibitor cancels its reservation for space, and does so on or before Monday, May 1, 2017, the Sponsor/Exhibitor will be refunded the rental fee less a non-refundable deposit of 50% of the booth rental fee. Cancellations received after Monday, May 1, 2017 will forfeit the entire rental fee. No refunds will be made if space is not used or for space not used part of the time.
13. **Endorsement of Products by NACEDA, Host Organizations and the Conference.** By agreeing to sponsor and/or exhibit at the conference, this does not in any way mean that NACEDA, Host Organizations or the conference supports and/or endorse your product, service, company or organization. Any promotions that the Sponsor or Exhibitor may do before, during or after the event, shall not imply that a product, service, company or organization is endorsed or supported in any way by NACEDA, Host Organizations or the conference.
14. **Participation.** Participation as a sponsor and/or exhibitor does not entitle the company or organization to influence the content planning of the conference.
15. **Guard Service.** NACEDA/MMS will provide guard service when the exhibit hall is closed and exercise reasonable care for the protection of the Sponsor's and Exhibitor's material and display. Beyond this, NACEDA/MMS, its officers, agents, employees, subsidiaries, affiliates and members (separately or collectively) cannot accept responsibility for any damage to or for the loss or destruction of an exhibit or for the property of an exhibitor either from fire, theft, accidents or other causes.
16. **Food and Beverage.** If you plan on distributing food and/or beverage from your booth, you must first receive prior approval from NACEDA/MMS and any additional fees that are levied by Crystal Gateway Marriott will be your sole responsibility. Please contact NACEDA/MMS prior to the event to determine the cost associated for your consumable give-away.
17. **Official Service Contractor.** To assure orderly and efficient installation, operation and removal of the displays and to minimize confusion by the presence or solicitation of unknown or unqualified firms. NACEDA/MMS will select a contractor as our official decorator. The contractor will send all confirmed sponsors and exhibitors a service kit containing information regarding shipping of materials and information regarding furnishings, electrical, signs, labor, booth cleaning, display rental, telephone, audio/visual, photography and computer rental.