



Return to: Kathy Maguire kmaguire@sheriffs.org 770-432-8410 ext. 153

**BILLING INFORMATION**

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
E-Mail \_\_\_\_\_

**SPACE SELECTION**

List space selection in order of preference (see website for available space.)

1st \_\_\_\_\_ 2nd \_\_\_\_\_  
3rd \_\_\_\_\_ 4th \_\_\_\_\_

Reservations are accepted on a first come first serve basis until sold out.

Organizations we wish to be near:  
\_\_\_\_\_

Organizations we do not want to be near:  
\_\_\_\_\_

*NSA will do our best to accommodate your requests, but cannot guarantee them.*

**PAYMENT**

Tabletop Exhibit: \$1,650 for 6' skirted tabletop  
*A 50% deposit is due with contract and must be paid in full by December 15, 2018.*

**Credit Card**

NEW! Online payment via secure portal. Instruction will be included with invoice.

**Pay by Check**

Send to: National Sheriffs' Association, Winter Conference, 1450 Duke Street, Alexandria, VA 22314-3490

**CANCELLATION POLICY**

Exhibitors cancelling prior to November 15, 2018 will forfeit 50% of exhibit fee.

Exhibitors cancelling between November 15 and December 15, 2018 will forfeit 75% of exhibit fee.

Exhibitors cancelling after December 15, 2018 will forfeit 100% of exhibit fee.

The undersigned hereby authorizes the National Sheriffs' Association to reserve exhibit space in the JW Marriott Hotel for use by the above company/organization during the 2019 NSA Winter Legislative & Technology Conference. The undersigned agrees to abide by the Exhibition Rules and Regulations and to all conditions under which exhibit space is leased to NSA, and ensures that all representatives working in the space are aware of the terms, conditions, and rules pertaining to the exhibition.

I have read and agree to all Exhibition Rules and Regulations and to the Important Information Sheet.

Authorized Signature  
\_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**2019 EXHIBITOR SCHEDULE\*\***

**Exhibits Setup**

Saturday, February 9 . . . . . 12 noon - 5:00 p.m.  
Sunday, February 10 . . . . . 7:00 a.m. - 9:00 a.m.

**Exhibits Open**

Sunday, February 10 . . . . . 9:00 a.m. - 3:00 p.m.  
(9:00 a.m. - 12 noon\*)  
Monday, February 11 . . . . . 10:00 a.m. - 2:00 p.m.  
(10:00 a.m. - 12 noon\*)

*\*Exclusive Hall Hours*

**Exhibits Tear Down**

Monday, February 11 . . . . . After 2:00 p.m.

*\*\*times subject to change*



# Exhibition Rules & Regulations

2019 Winter Legislative & Technology Conference  
Washington, DC February 9-12, 2019

## 1. Standard Booth Description and Height Restrictions

Definition: One or more standard units in a straight line.

Depth: All display fixtures over 4 ft./1.22m height and placed within 10 linear ft./3.05m of an adjoining exhibit, must be confined to that area of the exhibitor's space which is within 5 ft./1.52m of the back line.

Intent: Each exhibitor is entitled to a reasonable sight line from the aisle, regardless of the size of his exhibit. Exhibitors with larger space (30 linear ft./9.14m or more) should also be able to effectively use as much of the total floor space as possible, as long as they do not interfere with the rights of others. The limitation on display fixtures over 4 ft./1.22m and within 10 linear ft./3.05m of a neighboring exhibit is intended to accomplish both of these aims.

## 2. Set-up and Removal of Exhibits

Exhibit set-up begins Saturday, February 9.

All exhibits must be completely set by 9:00 am on Sunday, February 10. Space not claimed and occupied by 9:00 am on Sunday, February 10, will be forfeited and may be reassigned. Booth installation will not be permitted after the show opens. Exhibits must be removed from the hotel between 2:00 p.m. – midnight on Monday, February 11. However, exhibitors may not remove, dismantle, or begin to pack materials or displays before 2:00 p.m. on Monday, February 11. Any exhibitor who begins to tear down prior to this time will jeopardize participation in future shows.

## 3. Tentative Show Hours

Sunday, February 10 9:00 am - 2:00 p.m.

Monday, February 11 10:00 am - 2:00 p.m.

At least one company representative must be present in the booth at all times during show hours.

## 4. Proper Use of Exhibit Space

Exhibitors may not reassign, sublet, or allow other companies to use the whole or a part of the space assigned by NSA. Exhibitors may not display or advertise any goods or services not manufactured, distributed, or otherwise provided by the exhibiting company during the normal course of business. All displays, demonstrations, sales activities, etc., must be contained within the reserved booth space. Exhibitors may not impede traffic through the aisles.

Only those companies exhibiting or sponsoring with NSA can promote their products or services and only in their assigned space. NSA policy firmly restricts representatives or organizations that have not been assigned an official exhibit booth space from soliciting business and from distributing promotional materials of any type within the Exhibit Hall area or any other areas. Those caught doing so will be immediately asked to leave. NSA's status as a nonprofit organization precludes direct sales of any goods from the exhibit floor. Delegates may place orders with exhibitors for goods or services. The use of audio-visual or other special effects equipment may not obstruct or otherwise interfere with adjacent booths.

## 5. Shipping, Decorating, and Services

An exhibitor service kit will be emailed to registered exhibitors, which will provide complete instructions, shipping information, and cost of available services and hotel guidelines. Rental furniture, special booth decorations, signs, labor, and electrical and janitorial services can be ordered in advance at prevailing rates. Brede is the official NSA service contractor.

## 6. Liability

NSA shall not in any manner or for any cause be held liable or responsible to any Exhibitor or any person for any injury or damage to any person, business or property in any related to or arising in connection with NSA's Exhibition. Each Exhibitor agrees to indemnify and to hold harmless NSA and its directors, officers, employees and agents (the Indemnified Parties) against any and all claims, liabilities, losses and expenses incurred or asserted against the Indemnified Parties which are caused by any act or omission of the Exhibitor or which occurs within the leased Exhibit Space by the Exhibitor or arises in connection with the activities of the Exhibitor with regard to the NSA Exhibition.

## 7. Insurance

Exhibitor acknowledges that NSA and the J.W. Marriott DC do not maintain insurance covering the Exhibitor's Property; and it is the sole responsibility of the Exhibitor to obtain business interruption coverage and property damage insurance covering any such property losses incurred by the Exhibitor.

## 8. Weapons and Explosives

Because of insurance restrictions, all weapons displayed in the exhibit hall must be rendered inoperative. This may be done by the removal of a critical component or by using trigger locks. An armorer will inspect all weapons before opening the exhibit hall. Live explosives of any type, that includes but is not limited to ammunition, smoke grenades, or other devices, are not permitted in the exhibit hall under any circumstances. Be sure to check the District of Columbia law pertaining to bringing weapons into the district.

## 9. Cancellation/Failure to Occupy Rented Space/Downsize

Exhibitor may cancel or otherwise reduce space requirements only by giving written notice to NSA and complying with the terms hereof. In the event an exhibitor cancels all or part of the exhibit space contracted, exhibitor agrees to pay as liquidated damages the following: Exhibitors cancelling prior to November 15, 2018 will forfeit 50% of exhibit fee. Exhibitors cancelling between November 15 and December 15, 2018 will forfeit 75% of exhibit fee. Exhibitors cancelling after December 15, 2018 will forfeit 100% of exhibit fee.

In the event that an exhibitor fails to remit all of the liquidated damages on the cancelled space, the exhibitor shall not be permitted to participate in future NSA events. Payment of unused space may not be applied towards the purchase of space at other NSA events. Subletting of space by exhibitor is prohibited.

## 10. No-Show Policy

Any exhibit space unoccupied by 9:00 am on Sunday, February 10, 2019, unless other arrangements have been made in advance with NSA, may be regarded as a "no-show." The exhibitor will be deemed to have cancelled the exhibit space contract and, as such, the exhibitors will pay as liquidated damages 100% of the total contracted space fee. All freight will be removed from the exhibitor's booth and returned to the loading dock at the exhibitor's expense, and NSA will be free to assign the space to other exhibiting companies or utilize the space at its discretion.

## 11. Rejection of Application

NSA reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of the show manager, incompatible with the general character and objectives of the exhibition.

## 12. Compliance with the Law

NSA and the exhibitor shall comply with all laws and/or ordinances of the United States, the District of Columbia and wherever applicable, all rules and regulations of the local police and fire departments during the exhibition and during the preparation, set-up, and tear down of the exhibition.

## 13. Interpretation and Amendment

NSA and the show manager shall have full power to interpret or amend these Rules and Regulations. The exhibitor agrees to abide by any rules or regulations that may be adopted hereafter by NSA. These Rules and Regulations become a part of the contract between the exhibitor and the National Sheriffs' Association. They have been formulated in the best interest of the exhibitors. The show manager respectfully asks the full cooperation of the exhibitors in complying with these Rules and Regulations. All points not covered are subject to the decision of NSA.

## 14. Financials

All exhibiting companies must be in good standing with NSA, i.e., all outstanding invoices (over 30 days) for advertising, or any other item, must be paid in full before exhibiting companies will be allowed to set up their display.

## 15. Good Neighbor Policy

NSA requires all exhibitors to abide by the good neighbor policy. All exhibitors must consider those across the aisle and those on either side of them when their display involves lights, sound, etc. Pictures or videos cannot be taken of another person's booth without their expressed permission.

## 16. Suitcasing

Please note that while all meeting attendees are invited to the exhibition, any attendee who is observed to be soliciting business in the aisles or in other public spaces, in another company's booth, or in violation of the IAEE Exhibition Policy will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to show management.

## 17. Promotional Activities, Contests and Giveaways

NSA reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways, or similar promotions. All promotional activity must be within the confines of the exhibitor's booth. Distribution of products, promotional materials or brochures outside contracted booth space is strictly prohibited. No announcements will be made of exhibitor's contests, drawings or winners during the exposition and it is the exhibitor's responsibility to inform the winner and to make arrangements for winner to receive the prize or giveaway. All exhibitors are expected to follow the rules of the state in which the exhibition is being held as pertains to giveaways, contests, raffles, etc.