



2024 WINTER EXHIBITOR CONTRACT

Washington, DC • February 3-6, 2024

Return completed and signed contract to:

Kathy Maguire: KMaguire@sheriffs.org

BILLING INFORMATION:

Company Name _____
Contact Name _____
Title: _____
Street Address _____
City, State, Zip _____
Phone _____ Cell _____
E-Mail _____
Website URL _____

SPACE SELECTION:

List space selection in order of preference:

1st _____ 2nd _____ 3rd _____ 4th _____

TABLE TOP EXHIBIT

- \$1,950
This is a tabletop exhibit event. No 10' x 10' exhibit space is available or provided.

Includes: 6' skirted tabletop, 2 chairs, carpet, wastebasket, and 2 full conference registrations.

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 **2024 NSA Winter Conference**. The undersigned agrees to abide by the Exhibition Rules an 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

Signature _____
Print Name _____
Date _____

PAYMENT INFORMATION:

Total Booth Cost: _____
Corporate Partner Discount: _____
Total Contract Amount: _____

- **Payment in full due upon receipt of invoice.**
- **Credit Card:** Online payment via secure portal. Instructions 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 canceling **prior to November 1, 2023**, will forfeit 50% of exhibit fee.

Exhibitors canceling **after November 1, 2023**, will forfeit 100% of exhibit fee.



2024 WINTER EXHIBITOR CONTRACT RULES & REGULATIONS

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1. STANDARD BOOTH DESCRIPTION AND HEIGHT RESTRICTIONS

One or more standard units in a straight line. The NSA Winter Conference is a tabletop exhibition. Limited space does not allow for larger exhibit booths such as 10' x 10' displays or vehicles and they will not be permitted.

2. SET-UP AND REMOVAL OF EXHIBITS

Exhibit set up dates and times will be determined at a later date and provided to exhibitors.

3. TENTATIVE SHOW HOURS

Sunday, February 4, 2024: 9:00am to 3:00pm

Monday, February 5, 2024: 8:00am to 12:00pm

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. 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

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 canceling prior to November 1, 2023, will forfeit 50% of exhibit fee. Exhibitors canceling after November 1, 2023, will forfeit 100% of exhibit fee.

In the event that an exhibitor fails to remit all of the liquidated damages on the canceled 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 the published opening time of the Exhibit Hall, unless other arrangements have been made in advance with NSA, may be regarded as a "no-show."

The exhibitor will be deemed to have canceled 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.

If for any reason beyond NSA's control (including a Force Majeure Event as hereafter defined), the Winter Conference must be canceled, shortened, delayed, re-located or otherwise altered or changed, exhibitor understands and agrees that, all losses, liabilities, damages, costs and expenses which exhibitor may suffer as a consequence thereof are its responsibility and not that of Show Management, the JW Marriott or any of their respective directors, trustees, officers, employees, agents or subcontractors. Exhibitor understands that it is solely responsible for all expenses it incurs in connection with the Exhibit Contract and the transactions described therein, including, without limitation, for travel to the Conference, setup, lodging, freight, employee wages, and any and all other expenses. Exhibitor, as a condition of being permitted by NSA to be an exhibitor at the Winter Conference agrees to release, indemnify and hold harmless Show Management their respective directors, trustees, officers, employees, agents and subcontractors from any and all damages, liabilities, losses, costs and expenses which exhibitor may suffer as a result of the cancellation, shortened duration, delay, rescheduling, relocation or other alteration or change in the Winter Conference (in whole or in part) caused by any reason outside NSA's control (including a Force Majeure Event as hereafter defined); provided, however, that the foregoing shall not limit or nullify any NSA obligation to apply exhibitor's exhibit space fees to a future conference as hereafter specified. Causes not within the control of NSA shall include, but are not limited to: fire, casualty, flood, epidemic, pandemic, outbreaks of infectious disease or other public health crises, quarantine, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, government regulations, declarations or other acts of government authority, act of a public enemy, war, riot or civil disturbance, terrorist acts, impairment or lack of adequate transportation, inability to secure sufficient labor, curtailment of transportation, technical or other personnel, labor union disputes, unavailability or loss of use of the JW Marriott, municipal, state or federal laws, loss of internet, utilities or communications services, or other acts of God (each, a "Force Majeure Event").

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 exhibit hours or the Winter Conference.

18. ENTIRE AGREEMENT MODIFICATIONS

The Exhibit Contract (comprised of the Exhibit Space Application and Contract and these Rules and Regulations), and any other rules or requirements of the J.W. Marriott provided to exhibitor by Show Management, contain the complete and entire agreement between NSA on the one hand and exhibitor on the other hand, with respect to the matters contained herein and therein, and supersede any prior or contemporaneous agreements, commitments, proposals, or communications with respect to the transactions contemplated hereby and thereby. The Exhibit Contract may not be modified, or its provisions waived, except by a writing signed by NSA and exhibitor. No course of prior or subsequent dealings between NSA and exhibitor and no usage of trade shall be relevant or admissible to supplement, explain, or vary any of the terms of the Exhibit Contract.