



## **NAPIM Fall Technical Conference Exhibitor Rules & Regulations**

- 1. Assignment of Space:** Assignment of exhibit tabletops will be made on a first-come, first-served basis. Space is limited. Exhibitors are limited to one (1) tabletop. NAPIM reserves the right of the final decision and the right to amend floor plans to relocate table tops as necessary.
- 2. Payment for Space:** Total payment for the Supplier Showcase must be paid prior to the program date and cannot be processed without the individual Conference attendee registration form for at least one person responsible for monitoring the tabletop. In the event of withdrawal by August 29, 2022, all fees paid for exhibit space will be returned to the Exhibitor. Exhibitors who withdraw after August 29, 2022, will not receive a refund.
- 3. Liability:** NAPIM nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will NAPIM be liable for lost profits or other incidental or consequential damages. NAPIM shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. The rights of NAPIM under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of NAPIM.
- 4. Security and Insurance:** Exhibitor is solely responsible for its own materials and those wishing to insure their goods must do so at their own expense.
- 5. Responsibility of the Exhibitors:** The Exhibitor is responsible for damage to hotel property. No signs or other articles may be attached to walls, doors, etc. in such a manner as to deface or damage them. Exhibitors must be self-contained within the tabletop areas assigned, and no chairs, furniture, or exhibit materials are to be placed outside the tabletop area, or set up in such a manner as to block other tabletops or any fire exits.
- 6. Exhibit Table Tops & Displays:** Exhibitors will be provided with a standard 6'x 30" skirted table and a tabletop identification sign. Exhibits are restricted to a maximum height of twelve (12) feet. Exhibitors may use their tabletop area to display whatever company literature, signage, products, samples, giveaways, or information that is not in violation of local fire or safety ordinances and that can fit within the confines of the exhibit tabletop, including space for exhibiting employees. Electrical services may be ordered by each exhibitor directly from the Hotel. Exhibits may not contain any hazardous materials and may not produce noise levels that would be intrusive to other tabletops.
- 7. Table Top Staff:** Exhibit table tops may be staffed by any number of full-time company employees (one minimum required). Exhibitors must limit the number of staff working the tabletop at any one time, to avoid congestion in the exhibit hall aisles. No exhibit staff may block passage within the aisles or take space outside the designated tabletop area. All exhibit staff must be registered as an attendee.
- 8. Move-in, Move-out:** Exhibitors may move materials into their tabletops starting at 8:30 am on Tuesday, October 18<sup>th</sup>. All exhibitors must be out of the room by 3:30 am that same day to allow the staff to clean the room. Exhibitors may begin entering again at 5:00 pm. All exhibit materials must be removed from the exhibit area no later than 3:45 pm on Wednesday, October 19<sup>th</sup>.
- 9. Shipping Services and Exhibit Support:** Exhibitors are encouraged to use the hotel for assistance with in-bound and out-bound materials shipping. NAPIM will not accept direct inbound shipments from exhibitors. No materials will be handled for packing or outbound shipping by any NAPIM representative or by the hotel or conference center. All materials remaining in the exhibit area after the conclusion of the Exhibit program will be considered trash and will be disposed of appropriately.
- 10. Agreement on Conditions:** Each Exhibitor, for themselves and their employees, agrees to abide by these conditions and by subsequent amendments and additions thereto; it being understood and agreed that the sole control of the Supplier Showcase program and exhibit area rests with the National Association of Printing Ink Manufacturers.